



## Tender for Data Protection Services for Avanti Schools Trust

### 1. Introduction

Avanti Schools Trust (hereinafter referred to as "the Trust") is seeking proposals from experienced providers of Data Protection services. The selected provider will ensure that the Trust complies with the General Data Protection Regulation (GDPR) and all relevant data protection laws, safeguarding the personal data of students, staff, and other stakeholders.

### 2. Scope of Services

The selected provider will be required to offer the following Data Protection services:

- **GDPR Compliance:** Ensure the Trust remains compliant with GDPR and other applicable data protection laws.
- **Data Protection Officer (DPO) Services:** Provide outsourced DPO services, including advising on data protection obligations, monitoring compliance, and serving as a contact point for data subjects and the Information Commissioner's Office (ICO).
- **Data Protection Audits:** Conduct regular audits to assess the Trust's data protection practices and identify areas for improvement.
- **Policy Development:** Assist in developing, reviewing, and updating the Trust's data protection policies, including privacy notices, data retention schedules, and data breach protocols.
- **Training and Awareness:** Provide regular training for staff on data protection principles, procedures, and practices.
- **Incident Management:** Assist with the management of data breaches, including reporting to the ICO and mitigating risks.
- **Subject Access Requests (SARs):** Support the Trust in handling SARs and other rights requests under the GDPR.
- **Risk Assessment:** Conduct data protection impact assessments (DPIAs) for high-risk processing activities.

### 3. Tender Requirements

Interested providers are required to submit a proposal that includes the following:

- **Company Profile (200-300 words):** Overview of the company's history, services, and experience in the education sector.
- **Team Structure (150-250 words):** Details of the team providing the services, including qualifications and experience in data protection.
- **Experience and Track Record (300-400 words):** Examples of similar work conducted for schools or other educational institutions.
- **Methodology and Approach (300-400 words):** Description of how the company will deliver the required services, including timelines, communication strategies, and reporting procedures.



- **Pricing Structure (200-300 words):** Clear breakdown of fees, including any fixed costs, hourly rates, and additional charges.
- **References (100-200 words):** At least two references from previous or current clients in the education sector.
- **Insurance and Risk Management (100-200 words):** Confirmation of insurance coverage and risk management protocols.

**Maximum word count: 2050 words**

#### 4. Evaluation Criteria and Scoring

The Trust will evaluate proposals based on the following criteria, with a total possible score of 100 points.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Maximum Score</b>
<b>1. Expertise and Experience</b>	Demonstrated experience in providing data protection services to the education sector, particularly multi-academy trusts. Consideration will be given to the firm's track record, the relevance of their experience, and examples of similar work.	30 points
<b>2. Quality of Service</b>	Proposed approach to delivering the required data protection services, including the methodology, case management, communication plan, and quality assurance practices. Assessment will focus on how the firm plans to meet the Trust's needs effectively.	25 points
<b>3. Value for Money</b>	Competitive pricing and a clear cost structure. This includes the affordability of rates, clarity of fee structures, and overall value proposition. Proposals should provide a detailed breakdown of costs, including any potential additional charges. Proposed contractual terms.	30 points
<b>4. References &amp; Reputation</b>	Positive feedback from current or previous clients in the education sector. The firm should provide at least two references who can attest to the quality and effectiveness of their data protection services.	10 points
<b>5. Innovation and Added Value</b>	Any additional services or innovative approaches that the firm can offer to add value to the Trust. This could include training, updates on data protection developments, or proactive risk management strategies.	5 points

**Total Maximum Score: 100 points**

#### Scoring Methodology

Each criterion will be scored by a panel of evaluators using the following scoring scale:



- **Excellent (90-100%):** Significantly exceeds expectations in this area.
- **Good (75-89%):** Fully meets expectations and offers additional value.
- **Satisfactory (60-74%):** Meets the basic requirements.
- **Poor (Below 60%):** Fails to meet the requirements or lacks sufficient detail.

## 5. Submission Instructions

- **Submission Deadline:** All proposals must be submitted by 28<sup>th</sup> October 12pm to the email address below.
- **Submission Format:** Proposals should be submitted electronically (PDF).
- **Contact Information:** Please direct proposals and any inquiries to:

**Contact Name:** Akash Patel

**Title:** Business Development Manager

**Email:** akash.patel@avanti.org.uk

## 6. Terms and Conditions

- The Trust reserves the right to reject any or all proposals and is not obligated to accept the lowest bid or any proposal submitted.
- The Trust may cancel or amend this tender process at any time.
- All information shared through this process must be treated as confidential.
- The selected provider will enter into a formal agreement with the Trust outlining the terms of engagement.

## 7. Timeline

- **Tender Issued:** 14<sup>th</sup> October 2024
- **Submission Deadline:** 28<sup>th</sup> October 2024
- **Evaluation Period:** 28<sup>th</sup> October – 8<sup>th</sup> November (may include interviews/discussions)
- **Contract Award:** 1<sup>st</sup> December 2024

## 8. Conclusion

Avanti Schools Trust is seeking a partner that can provide high-quality, reliable, and comprehensive data protection services. We look forward to receiving competitive proposals from qualified providers.

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*This tender does not constitute an offer to provide services and is subject to change. The Trust reserves the right to amend the terms or extend deadlines.*