



Tender for Legal Services for Avanti Schools Trust

1. Introduction

Avanti Schools Trust (hereinafter referred to as "the Trust") is inviting proposals from qualified and experienced law firms to provide comprehensive legal services. The Trust oversees a network of schools, and requires legal expertise to support its operations, governance, and strategic initiatives. The objective of this tender is to identify a legal partner that can offer high-quality, cost-effective legal services aligned with the Trust's educational values and needs.

2. Scope of Services

The selected law firm will be expected to provide a broad range of legal services, including but not limited to:

- **Education Law e.g.:** advising on compliance with education regulations, student welfare, safeguarding, and special educational needs. DfE and other bodies related communications. Review of funding agreements, deeds of variation, leases.
- **Employment Law e.g.** general areas of employment matters, advising on niche areas of Employment Law and intersection between pieces of legislation. (Potential for drafting and progressing of settlement agreements).
- **Governance and Regulatory Compliance:** e.g., advising on compliance with charity law, company law, and regulatory frameworks applicable to the Trust.
- **Contract Law:** Drafting, reviewing, and negotiating contracts with third-party vendors, service providers, and other stakeholders.
- **Property and Estate Management e.g.** advising and managing legal support on property acquisitions, leases, and estate management issues.
- **Dispute Resolution and Litigation e.g.** Representing the Trust in disputes, mediations, or litigation as necessary (recognising that this may be an additional ad-hoc charge model).
- **Policy Development e.g.** Assisting in the development and review of internal policies and procedures to ensure legal compliance.

3. Tender Requirements

Interested law firms are required to submit a detailed proposal that includes the following information:

- **Firm Profile (200-300 words):** Overview of the firm's history, size, areas of expertise, and relevant experience in the education sector.
- **Team Structure (150-250 words):** Details of the legal team that will be assigned to the Trust, including their qualifications, experience, and areas of specialisation.
- **Experience and Track Record (300-400 words):** Examples of similar work undertaken for educational institutions, particularly multi-academy trusts or similar entities.



- **Approach and Methodology (300-400 words):** Description of the firm’s approach to delivering the required legal services, including communication, case management, and quality assurance practices.
- **Pricing Structure (200-300 words):** A detailed breakdown of costs, including hourly rates, fixed fees for specific services, and any potential additional charges. As well as the proposed contractual terms.
- **References (100-200 words):** Contact details for at least two clients (at least one being in education) who can provide references regarding the firm's services.
- **Insurance and Risk Management (100-200 words):** Confirmation of the firm's professional indemnity insurance and risk management procedures.

Maximum word count: 2050 words

4. Evaluation Criteria and Scoring

Proposals will be evaluated based on the following criteria, with each criterion assigned a maximum score. The total possible score is 100 points.

Evaluation Criteria	Description	Maximum Score
1. Expertise and Experience	Demonstrated experience in providing legal 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
2. Quality of Service	Proposed approach to delivering the required legal 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
3. Value for Money	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
4. References & Reputation	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 legal services.	10 points
5. Innovation and Added Value	Any additional services or innovative approaches that the firm can offer to add value to the Trust. This could include training, updates on legal developments, or proactive risk management strategies.	5 points

Total Maximum Score: 100 points



Scoring Methodology

Each proposal will be evaluated and scored by a panel of evaluators. The scores will be totalled, and the firm with the highest score will be considered for engagement, subject to satisfactory completion of any further due diligence.

- **Excellent (90-100%):** Exceeds the requirements in a way that provides significant added value.
- **Good (75-89%):** Meets all the requirements to a high standard.
- **Satisfactory (60-74%):** Meets the basic requirements.
- **Poor (Below 60%):** Falls short of requirements or lacks detail.

The Trust reserves the right to seek clarification or additional information from any proposing firm as part of the evaluation process.

5. Submission Instructions

- **Submission Deadline:** All proposals must be submitted by 28th October 12pm to the address below.
- **Submission Format:** Proposals should be submitted in an electronic PDF format
- **Contact Information:** Please submit proposals and any inquiries regarding this tender 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 accept or reject any proposal and to cancel the tender process at any time without incurring any liability.
- The Trust is not bound to accept the lowest bid, or any proposal submitted.
- All information provided in this tender must be treated as confidential and used solely for the purpose of preparing a proposal.
- The successful firm will be required to enter into a formal agreement with the Trust outlining the terms of engagement.

7. Timeline

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

8. Conclusion



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Avanti Schools Trust looks forward to receiving detailed and competitive proposals from law firms capable of providing high-quality legal services. We seek a long-term partnership that will support our mission to provide an outstanding education while ensuring legal compliance and risk management.

This document does not constitute an offer to provide legal services and is subject to change. The Trust reserves the right to amend this tender document or extend the deadlines if necessary.