

**Interactive Flat Panel (IFP) Procurement Framework - User Guide**

**(March 2023)**

**Section 1: Framework Overview**

**A new IFP Framework has been put in place by the Department of Education (DE) to support framework clients such as schools/ETBs and other parties (see Appendix 3 for full list of Framework Clients) in purchasing high quality IFPs from approved quality providers.** Following a public tendering process contracts have been put in place between the Department of Education and 5 approved framework members, details of which are listed below.

**All listed products were evaluated by relevant technology and education experts, and they meet all the relevant specifications and requirements for schools and ETBs to support teaching and learning.**

The framework has been put in place initially for 2 years up to February 2025, but may be extended for up to 2 additional years, up to February 2027, at the discretion of the Department. The 5 framework members were selected based on a competitive RFT process, issued on eTenders and which assessed their technical and professional ability, the quality of the goods and services and other factors.

**This Framework makes it easy to purchase quality IFPs**

This framework is an agreement between the Department of Education and the 5 framework members which enables clients to seek responses/quotes, without having to run a full tender process. It makes it easier and more efficient for clients to purchase IFPs from approved suppliers, and saves clients considerable time and effort by simplifying the process.

1. **Approved Framework Members:**

There are 5 approved suppliers on the Framework, listed in Table 1. These include Avio, Kyotech, Promethean, Prowise and Smart Technologies. As shown below most of these companies partner with regional resellers to sell, install and support their products in Ireland.



**Table 1: IFP Framework Members**

Details of the different types of IFPs available are shown in Table 2. The following products were evaluated and can be procured via this Framework.



**Table 2: Details of IFPs**

If clients are unsure of what type of IFP is suitable for their needs, they may email these or other related queries to [ictadvice@pdst.ie](mailto:ictadvice@pdst.ie). Also to assist clients, advice including FAQ’s will be added to the PDST Technology in Education website at [www.pdsttechnologyineducation.ie/IFPs](http://www.pdsttechnologyineducation.ie/projectors)

**How does the Framework work?**

**Clients (schools, ETBs etc.,) may run a ‘mini-competition’ to seek quotes from all 5 suppliers. The framework can also be used to purchase drawdown quantities as required over the framework period.**

**Clients may run a ‘mini-competition’** by using a Supplementary Request for Tender (SRFT) (template provided below) which is sent to all 5 approved framework members, to seek responses/quotes for IFPs. When they do so, they will then receive responses/quotes from all 5 framework members. Clients then evaluate the responses to select a successful provider. Further details on this process are provided in **section 2 below.**

**Mini-competition**

In a mini-competition a Supplementary Request for Tender (SRFT) is sent by a school/ETB to each of the 5 framework members. A specific email address ([IFPframework@pdst.ie](mailto:projectorframework@pdst.ie)) has been put in place to facilitate this purpose. By using this email address the SRFT will be circulated automatically to all 5 framework members, inviting them to respond to the mini-competition.

The SRFT template that clients should use is provided **in section 2** of this user guide. It includes the award criteria and weightings that clients should use when evaluating the responses/quotes from suppliers. For consistency these award criteria and weightings are the same as those that were specified in the original Framework Request for Tender/RFT.

**Procurement Framework Guidelines:**

The following general guidelines apply to the Framework.

1. **All Framework members must be treated fairly**

Requirements must be specified in a non-discriminatory manner.

1. **Suppliers must be allowed reasonable time to respond to a Request for Tender (RFT)**

It is suggested that a minimum of 7 working days should be allowed for responses.

1. **Clarity regarding how the winning tender is selected**

The award criteria and weightings that clients specify in the SRFT for the evaluation process need to be clear.

**Section 2: Summary Steps in Running a Mini-Competition**

**The steps in the Mini-competition process are:**

1. Clients finalise an SRFT to include their requirements, using the SRFT template provided below
2. Clients issue the SRFT by email via [IFPframework@pdst.ie](mailto:projectorframework@pdst.ie) (the email is automatically sent to the 5 Framework members)
3. Clients evaluate the received responses based on the specified Award Criteria to identify the successful tender response.
4. Clients complete the evaluation process, and write a summary report to record their result.
5. Clients then issue ‘successful’ and ‘unsuccessful’ letters/emails to all respondents.
6. Clients wait for 5 working days before finalising a contract with the successful respondent
7. Clients finalise a contract with the successful respondent
8. Clients complete and send the **NAGF Form** to the relevant Framework member (see Appendix 1 and Appendix 2 below)
9. Clients place an order with the successful respondent

**Seeking Tender Responses:**

*To assist clients in seeking tender responses a Supplementary Request for Tender (SRFT) template is provided below which can be used as a basis for their SRFT. Clients may modify the text to capture their requirements and will need to add details of the number and type of IFPs they require, the deadline for responses, other specific details, as shown below.*

**Write and Issue SRFT:**

**Clients can email their SRFT using the template provided below to** [**IFPframework@pdst.ie**](mailto:projectorframework@pdst.ie) **as follows:**

**IFP SRFT Template**

**To: IFPframework@pdst.ie**

**Subject: IFP Supplementary Request for Tender (SRFT)**

Dear IFP Framework member,

Please provide a response/quote for IFPs and associated services as outlined here. The details are given below including in the summary table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of IFP** | **Qty** | **Fixed Installation (Yes/No)** | **Additional Details: Some examples shown below** |
| 75 Inch IFP (recommended size) | 1 | Yes | For standard classrooms |
| Other size IFP (eg 55, 65, 86 Inch) |  | Yes | Specify the quantity and size of IFP required |
| Portable Stand |  |  | Needs to move IFP between rooms |
| Other Requirements |  |  | Specify any other requirements |

**Summary Table: Type and number of IFPs required**

Include special conditions (if any) that apply, for example:

* if existing old IFPs need to be taken down and replaced
* If older interactive equipment needs to be removed. (If so framework members are required to ensure that these will be disposed of in an environmentally/WEEE compliant manner).

**Deadline for Receipt of Tenders:**

The closing date and time for tender responses is [Insert Date and time here].

**Contact Email Address for receipt of Tender Responses:**

The designated contact email address for tender responses or clarification questions is: [Insert contact email address here].

**Anticipated Award Date:**

The anticipated award date is: [Insert Date here].

**Contact Details**

Insert Name, Contact details & School Details

**Award Criteria:**

**The award criteria and associated weightings to be used for a mini-competition are given below.** Table 3a shows the Award Criteria and range of weightings that can be used, while Table 3b shows an actual example:

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting (range) %** |
| **Quality of Management of Orders, Supply and Delivery Process** | **0% to 60%** |
| **Quality of Installation Process** | **0% to 60%** |
| **Quality of Technical Support and Product Warranty** | **0% to 60%** |
| **Quality of Training Programme** | **0% to 60%** |
| **Quality of Associated Services** | **0% to 60%** |
| **Cost** | **0% to 100%** |
| **Total Percentage: (The total Award Criteria must add up to 100%)** | **100%** |

**Table 3a: Award Criteria and Weighting Ranges**

**Example:**

In the SRFT example below 60% of the marks are awarded to Cost, while the rest of the marks are allocated to other criteria. Clients can adjust the weighting to meet their needs, however the total weighting percentage must add up to 100%, as shown below.

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting (range) %** |
| **Quality of Management of Orders, Supply and Delivery Process** | **5%** |
| **Quality of Installation Process** | **10%** |
| **Quality of Technical Support and Product Warranty** | **10%** |
| **Quality of Training Programme** | **10%** |
| **Quality of Associated Services** | **5%** |
| **Cost** | **60%** |
| **Total Percentage: (The total Award Criteria must add up to 100%)** | **100%** |

**Table 3b: Example Weightings**

**Deadline for Receipt of Tenders:**

The closing date and time for tender responses is [Insert Date and time here].

**Contact Email Address for receipt of Tender Responses:**

The designated contact email address for tender responses or clarification questions is: [Insert contact email address here].

**Anticipated Award Date:**

The anticipated award date is: [Insert Date here].

**Contact Details**

Insert Client Name, and other contact details

**Appendix 1:**

**NOTIFICATION TO ACTIVATE GOODS FORM (NAGF)**

**Before any IFP orders can be placed, it is necessary to ‘activate’ a ‘Notification to Activate Goods Form (NAGF) with the relevant Framework member. Once this is completed by a Client, and counter-signed and returned on behalf of the Framework member, orders can be placed by that Client. This needs to be done only once to activate the account.**

* Prior to placing their initial first order for IFPs, clients must complete a NAGF form and email a signed copy to the relevant Framework member, from whom they wish to purchase IFPs. **The NAGF form is provider below in Appendix 2.**
* For Avio Presentation Systems, the contact email address to use is [clevertouch@avio.ie](mailto:clevertouch@avio.ie)
* For Kyotech, the contact email address to use is [kevin@kyotech.ie](mailto:kevin@kyotech.ie)
* For Promethean, the contact email address to use is [panelframework@prometheanworld.com](mailto:panelframework@prometheanworld.com)
* For Prowise, the contact email address to use is [tenderteam@prowise.com](mailto:tenderteam@prowise.com)
* For Smart Technologies the contact email address to use is [ukpartnersupport@smarttech.com](mailto:ukpartnersupport@smarttech.com)
* Upon receipt of the NAGF the Framework member will counter-sign the form and return it to the Client.
* Clients should keep the signed NAGF form on file.

**Appendix 2:**

**NOTIFICATION TO ACTIVATE GOODS FORM (NAGF) – (For IFPs)**

This is a notice for the purposes of Clause 2.1.2 of the Framework Contract for the provision of **IFPs** made between the Department of Education ("the Client") and the **5 listed Framework members (Avio, Kyotech, Promethean, Prowise and Smart Technologies)** ("the Contractors") dated xx February 2023.

**[Insert Client Name (ie School/ETB) here] is a Framework Client as set out at clause 1.4 HEREBY NOTIFIES the Contractor that it wishes to activate the purchase of goods with effect from [insert current date] (the "Effective Date").** The Framework Client hereby acknowledges, agrees and confirms that the Framework Contract and the Confidentiality Agreement are hereby adopted by the Framework Client to govern the provision of the goods and references to the Client in the Framework Contract and the Confidentiality Agreement shall be deemed to be references to the Framework Client and the Framework Client hereby undertakes to comply with and observe all the terms and conditions of the Framework goods Contract and the Confidentiality Agreement applicable to it as if a party thereto. Where persistent non-performance occurs, the Contracting Authority may terminate this ‘notification to activate goods form’ in accordance with the Termination clause.

**Signed for and on behalf of the Framework Client (eg, School, ETB etc.,)**:

**Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed for and on behalf of the Contractor/Supplier/Reseller**:

**Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 3:**

**Full List of Framework Clients that can use this framework.**

The following Framework Clients are eligible to run ‘mini-competitions’ under the framework.

* Primary Schools, including Special Schools
* Post-Primary Schools (including secondary schools)
* Educational and Training Boards (ETBs)
* Educational Facilities as designated by the Minister for Education
* PDST Technology in Education
* Education Procurement Service (EPS)
* Schools Procurement Unit (SPU).
* HEAnet client organisations

**This is the last page of this User Guide**