

PS1891F - Multi Supplier Framework Agreement for the provision of Payments Solutions for the Irish Schools Sector

SUMMARY

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| Framework Title: | Multi Supplier Framework Agreement for the provision of Payments Solutions for the Irish Schools Sector |
| EPS Reference Number: | RFT 204988 – PS1891F |
| OJEU Reference Number: | <u>2022/S 085-230357</u> |
| Category | Education |
| Start date: | Sept 2022 |
| End date: | Sept 2025 |
| Term & Renewal Options: | <p>The term of the Framework is two (2) years. Any contract awarded within the Framework will be for a term of two (2) years from the date of contract signing.</p> <p>The Contracting Authority reserves the right, at its discretion and subject to its obligations at law, to extend the Framework term for a period or periods of up to twelve (12) months with a maximum of two (2) such extensions on the same terms and conditions. The term will not exceed 4 years aggregate.</p> <p>One Extension remaining</p> |
| Contracting Authorities who can avail of Framework: | <p>The following Framework Clients are eligible to run Request for Quotes (RFQ), Mini-Competitions or Direct Awards under the framework: all schools, including primary, post-primary, special and secondary schools; education and training boards and all ETB schools; and ETBs acting on behalf of schools, groups and clusters of schools in centres.</p> <p>ETBs will utilise this framework as required for all of their site requirements including further education colleges, multi-faith community national schools as well as a range of adult and further education and training centres.</p> |
| Method(s) of Drawdown | <p>There are three methods of drawdown from this Framework – Supplementary Request for Tender (SRFT)/Mini-Competition, Request for Quotations (RFQs) and Direct Award. Call-off Contracts (A Call-off Contract is an agreement between a supplier and a contracting authority) may be awarded by potential Framework Clients in accordance with one of the following three methods depending on the needs of each school, ETB or centre;</p> |

Mini Competition

Call-off method is defined as - each Framework Member appointed to a Lot will receive a Supplementary Request for Tender (“SRFT”).

An SRFT will be issued to all Framework Members in a Lot and this will set out:

- the scope and term of the Contract to be awarded,
- the deadline (date and time) for the receipt of the Response to SRFT (“Response”) taking into account the complexity of the Contract and the time needed to prepare an appropriate submission. Responses received after the deadline will not be considered,
- the designated method for receipt of Responses. This must be via specified email address; responses received in hardcopy or to any other email address will not be considered,
- the special conditions (if any) that apply to the Contract in addition to those published with the RFT.

The Response shall be submitted (as specified in the SRFT) and its content shall remain confidential until the stipulated time limit for reply has expired.

The Framework Client may award a Contract following an evaluation of the Responses based on the award criteria selected in line with Clause 6 Award Criteria in the Framework Agreement. The Framework Client and the Contracting Authority shall not be responsible for any costs incurred by the Framework Member in the preparation of a Response to an SRFT.

Request for Quotations (RFQs)

Call-off method is defined as: each Framework Member appointed to a Lot will be contacted to respond to an RFQ. Email is the preferred means of communication.

RFQ’s may contain the following information:

1. RFQ reference number
2. School/ centre name
3. RFQ deadline date and time for submissions, by which responses must be received. Responses received after this date and time **will not** be accepted.
4. Framework Members **MUST** confirm in their RFQ response that they can provide the service in the timeframe required.

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| | <p>The responses to the RFQ will be evaluated by the school/centre and the framework members who responded to the RFQ will be informed of the outcome of the RFQ by email.</p> <p>Direct Award</p> <p>Framework Clients shall have the absolute right to procure the required services directly from a particular framework member outside of the mini-competition or RFQ process. In this regard, and in accordance with Article 33(4) (b) of Directive 2014/24/EU the objective criterion to be relied upon in determining whether to procure service directly from a particular framework member is as follows:</p> <ul style="list-style-type: none"> • The need to ensure integration and compatibility with existing systems, particularly if the purchase of a new brand, variety or type of service delivery would cause disproportionate technical/practical difficulties for the Framework Client. • The Framework Client's identification of a particular service delivery model, available from one of the framework members, that best meets its specific requirements. <p>Where the Direct Award method is used it is recommended for audit and good governance purposes that the form titled 'Direct Award Justification' is completed by the Framework Client and saved for reference and audit purposes as required.</p> |
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SCOPE & SUPPLIERS

Background

The Education Procurement Service (EPS) on behalf of the Department of Education (DoE) has put in place this multi-supplier Framework Agreement, for the provision of School Payment Solutions for the Irish Schools and Education and Training Boards (ETBs) of the Department of Education.

What is a Framework?

Framework Agreements are procurement tools for facilitating the purchasing of defined goods and services and from which considerable potential time and cost savings can be made. Framework Agreements are widely used across the Public Sector.

A framework is an agreement put in place with a supplier, or range of suppliers, that enables buyers to place orders with service providers, without running a full tender exercise.

Key:

- Framework Client – Contracting Authority
- Framework Member – Supplier

Framework members appointed to each lot

Lot 1

| Mandatory | Mandatory | Mandatory | Option 1 | Option 2 |
|---------------|---------------------------------|------------------------|---------------------------|---|
| Cash Payments | DD/SO/electronic Funds Transfer | Online payment Service | Card Terminals (Physical) | Dial in Card Payments - (Virtual Card Terminal) |

Lot 2

| Mandatory | Mandatory | Mandatory | Mandatory | Option 1 | Option 2 |
|---------------|---------------------------------|------------------------|-----------|---------------------------|---|
| Cash Payments | DD/SO/electronic Funds Transfer | Online payment Service | Retail | Card Terminals (Physical) | Dial in Card Payments - (Virtual Card Terminal) |

The following table illustrates the suppliers that have been appointed to each lot in the Framework Agreement for the Provision of School Payment Solutions for the Irish Schools and Education and Training Boards of the Department of Education.

Please note successful tenderers admitted to each lot are listed in no particular order:

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| Lot 1 Mandatory |
| <ul style="list-style-type: none"> • MIT Education Solutions • Payzone • EVO/Way2Pay |
| Lot 1 Mandatory & Option 1 |
| <ul style="list-style-type: none"> • Payzone • EVO/Way2Pay |

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| Lot 1 Mandatory & Option 2 |
| <ul style="list-style-type: none">• MIT Education Solutions• Payzone• EVO/Way2Pay |
| Lot 2 Mandatory & Options 1 & 2 |
| <ul style="list-style-type: none">• Payzone |

NEXT STEPS & SUPPLEMENTARY INFORMATION

EPS Contact details

If you have any queries on the framework, please contact EPS on:

- Tel No. 061 233715
- Email address: info@educationprocurementservice.ie
- Website: www.educationprocurementservice.ie