

GUIDE TO THE HFL MIS FRAMEWORK.



ABOUT THE FRAMEWORK

Duration: the Framework period is four years from **1st April 2022 to 31st March 2026**

HFL Education (Herts for Learning) published a Find a Tender Service notice (FTS) notice reference 2012/S 000-011164 to create a Multi Supplier Framework Agreement for the supply of MIS (School Management Information Systems) adhering to Public Contract Regulation 2015

For more information and latest updates on the Framework, go to www.hertsforlearning.co.uk/business-services/data-management-services/multi-supplier-mis-framework

For any enquiries on the Framework please complete [this form](#)



ABOUT THIS GUIDE

This guide has been prepared to help schools understand more about the Framework, how it was put together and how eligible schools can use the Framework.

This is not a legal guide and as such does not constitute legal advice. This guide should be used in conjunction with the Framework Agreement, Call-Off Contract and Licence Agreement as appropriate.

Schools are responsible for ensuring that any action taken meets their local requirements for procurement and are advised to carry out their own due diligence before entering into a direct award or further competition with any of the awarded suppliers.



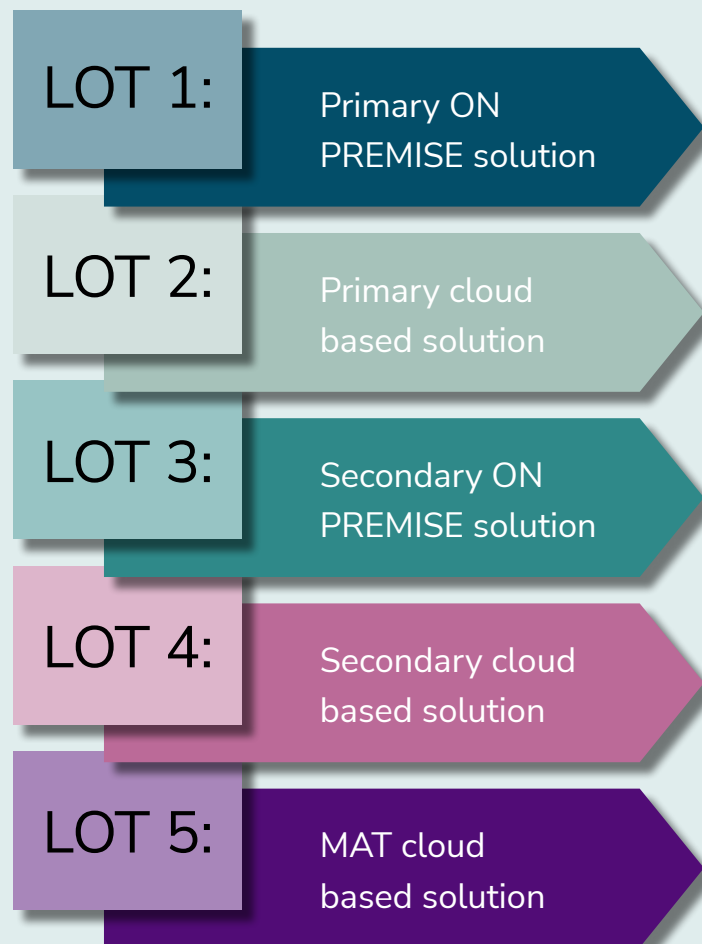
WHAT DOES THE FRAMEWORK COVER?

HFL Education has created the Framework agreement to support schools with a convenient, time and cost effective means of purchasing School MIS licences, which we know can be a daunting prospect.

The Framework agreement covers the licencing arrangements for a range of MIS and associated functionality, supporting schools to manage data and streamline processes in order to run efficiently and focus on the business of delivering a great education.

All of the suppliers appointed to this Framework have satisfied the rigorous specification requirements set by HFL.

In order to meet the needs of as many schools and settings as possible, we conducted the procurement across 5 Lots, recognising the differing needs of schools:



Areas of functionality assessed as part of the procurement process include, but are not limited to (and vary by Lot as applicable) the following:

- | | | | |
|------------------|-----------------------|-----------------|-----------------------|
| ▶ Admissions | ▶ Document Management | ▶ Personnel | ▶ Safeguarding |
| ▶ Analysis Tools | ▶ Electronic Payments | Management | ▶ Special Educational |
| ▶ Assessment | ▶ Engagement | ▶ Photo Import | Needs |
| ▶ Attendance | ▶ Examinations | ▶ Pupil Options | ▶ Staff Cover |
| ▶ Behaviour | ▶ Interconnectivity | ▶ Pupil Record | ▶ Statutory Returns |
| ▶ Communication | ▶ Meal Management | ▶ Reporting | ▶ Timetabling |



A broad range of other criteria outside the scope of the MIS itself was also assessed. This includes, but is not limited to:

- ▶ The supplier approach to Corporate and Social Responsibility
- ▶ Security and Disaster Recovery
- ▶ Relationship Management with partners

HFL is accredited to provide support for the MIS on the Framework, from adoption and migration to day-to-day use and training. Support sits outside the scope of the Framework itself, which is concerned with licencing only. Please contact us at misframework@hertsforlearning.co.uk for further details on our support offer.



WHO ARE THE SUPPLIERS ON THE FRAMEWORK?

The following suppliers have been appointed to the HFL MIS Framework for the different Lots and have been ranked based on their responses to the procurement specification within each Lot:



✉ bit.ly@arborregister

🌐 arboreducation.com



✉ sales@bromcom.com

🌐 bromcom.com



✉ lucy@scholarpack.com

🌐 scholarpack.com

Lot Name	Supplier Name
Lot 1: Primary on premise solution	Bromcom
Lot 2: Primary Cloud based solution	Arbor Bromcom ScholarPack
Lot 3: Secondary on premise solution	Bromcom
Lot 4: Secondary Cloud based solution	Arbor Bromcom
Lot 5: MAT Cloud based solution	Arbor Bromcom



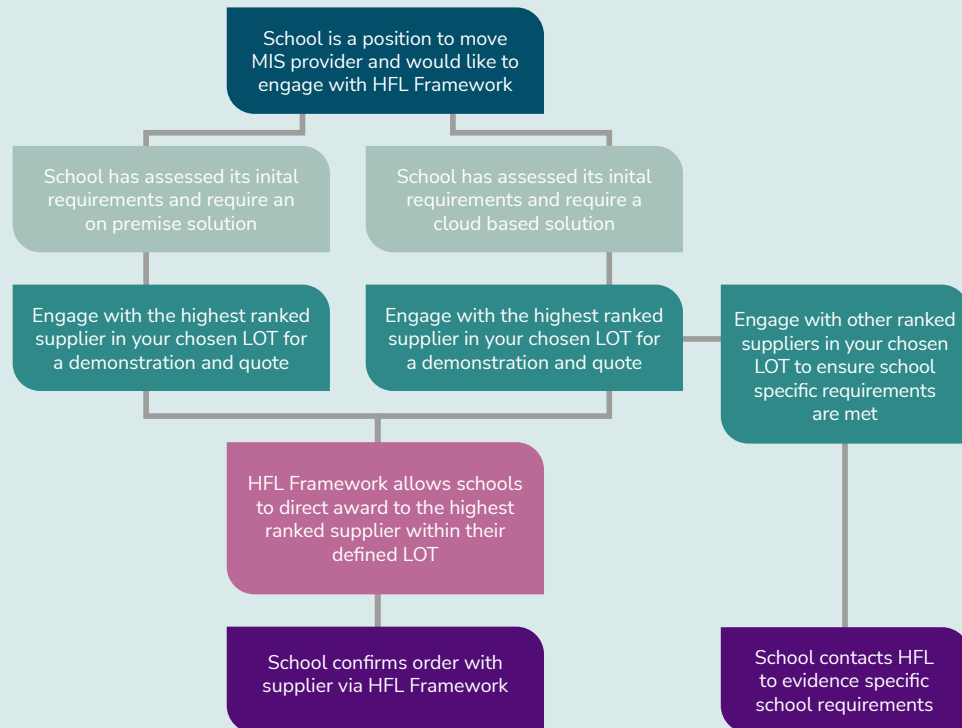


ACCESSING THE FRAMEWORK

Who can use the Framework to purchase MIS licences?

- ▶ Any eligible school can use the HFL MIS Framework. Eligible schools include all Local Authority maintained schools/educational establishments as well as Academies and Multi Academy Trusts

How to use the Framework



Direct Award

- ▶ The supplier will generate a proposal for the school following a discussion to establish requirements
- ▶ HFL will use the content of this proposal to generate an order which is sent to the school with an agreement. Once signed and returned to HFL by the school, the order form will be sent to the identified supplier, usually the first ranked (unless the highest ranked supplier is unable to meet the requirement, in which case the order will go to next ranked supplier able to provide the required services)
- ▶ When the school, supplier and HFL have signed the respective agreements, the process for arranging any migration arrangements as appropriate can commence

Mini Competition

- ▶ If more than one supplier is able to meet the specific needs of the school, HFL is able to re-open competition on price only, carrying forward the supplier's original scores for the services award criteria
 - ▶ We anticipate the need for mini-competition to be rare.
- Please contact us at misframework@hertsforlearning.co.uk to discuss specific requirements if you feel this is appropriate for your circumstances.

Length of an individual contract

- ▶ The HFL Framework agreement runs from 1st April 2022 until 31st March 2026
- ▶ The suggested term for an individual contract is a minimum term of two years, with an option to extend for a further year or two years, depending on the remaining term of the Framework
- ▶ The duration of individual contracts will be agreed between the school and the supplier and confirmed on the initial order form
- ▶ Individual contracts based on a Framework agreement must be awarded before the end of the term of the Framework agreement itself
- ▶ The duration of the individual contract does not have to coincide with the duration of the Framework
- ▶ Individual contracts will remain in force after the expiry of the Framework agreement and the terms and conditions will continue to apply until all individual contracts have expired

BENEFITS OF USING THE FRAMEWORK



The Framework is fully compliant with The Public Contracts Regulations 2015



A thorough and robust process has ensured that the suppliers and their MIS meet a minimum (high!) standard for schools



HFL has secured great pricing for schools utilising the Framework to purchase their MIS licences



The procurement process undertaken by HFL means that individual schools can save on the time and expense associated with carrying out a full tender exercise



The ability to direct award provides a quick, easy and compliant route to MIS procurement



HFL works in close partnership with the appointed suppliers and can manage the relationship for you



The Framework will be managed and monitored by HFL Education with the best interests of schools at heart