



Children & Young People's Directorate

Director: Dr. S. Menghini

John Chapman
Chairman, Hereford DBE
The Hereford Academy Trust
The Palace
Hereford
HR4 9BL

Your Ref:

Our Ref: GS/AH

Please ask for: George Salmon

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19 February 2008

Dear John

Hereford Academy – Provision of ICT

Further to the development of the initial designs for this Academy project and the development of the ICT vision, ICT output specification, ICT draft costings, strategy and programme for ICT procurement we are now seeking your commitment to:

- Develop the fully Functional Output Specification detailing the Academy's ICT system and required outputs. The specification should be functionally referenced and defined by educationalists, managers and administrators;
- Develop the Technical Specification detailing a schedule of the technical equipment, infrastructure and services required;
- Provide ICT integration advice ensuring that the buildings and FF&E development support and embrace the use of ICT;
- Manage the procurement process for the ICT and ensure that the Academy's requirements are met by the technical solutions offered by suppliers. This will involve the evaluation of tender responses, creation of briefing documents and ensuring the highest standards of service from suppliers. You will also be responsible for ensuring that the process is conducted open and fairly and within the European legislation;
- Ensure a full understanding of all ICT interface matters and ensure that these are comprehensively addressed in the Output Specification that will go out in the ITT;
- Actively manage the interfaces between ICT, buildings and FF&E during ITT development and construction. We would expect a champion to be identified to work on behalf of the Sponsor;
- Make an annual index linked contribution to the service which your ICT Advisers have anticipated to be between £80 and £160 per year per pupil; and



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County of Herefordshire District Council, PO Box 185, Blackfriars Street, Hereford HR4 9ZR

Main Switchboard (01432) 260000 - www.herefordshire.gov.uk

- Engage in the service for the first 5 years with level of service reviewed by the Governing body annually

We seek your commitment to deliver these elements in accordance with the Design and Build Programme detailed below:

Milestone	Date
Final OBC Approval	28 April 2008
Issue PITT to Framework Contractor	28 April 2008
Receive PITT bids	19 May 2008
Announce short listed bidders	30 June 2008
Issue Draft ITT	18 April 2008
Approve ITT	12 June 2008
Issue ITT to bidders	30 June 2008
Receive ITT bids	20 October 2008
Announce Preferred Bidder	22 December 2008
Award D&B contract for Hereford Academy	24 April 2008

We would be grateful if you would sign a copy of this letter to indicate your commitment in principle. Please keep a copy for your own records.

If you have any comments or queries, please do not hesitate to contact me on 01432 260802 or on gsalmon@herefordshire.gov.uk.

Yours sincerely



GEORGE SALMON
HEAD OF COMMISSIONING AND IMPROVEMENT – SCHOOLS AND SERVICES