



# **SPECIFICATION**

for the supply of  
**CATERING SERVICES TO**

**One Degree Academy**

## Contents

1. Introduction .....	3
2. Information about the school .....	3
3. Tender process .....	4
4. Bid Timetable .....	4
5. Evaluation criteria .....	5
6. Bid evaluation and contract award.....	5
7. Price schedule .....	6
8. Requirements and services .....	7
9. Confidentiality .....	7
10. Freedom of Information.....	8
11. Accuracy of the information and Liability of ODA and its Advisers .....	8
12. Conflicts of Interest .....	8
13. Publicity .....	9
14. ODA's Right to Reject Bids .....	9
15. Right to Cancel or Vary the Process .....	9
16. Terms and conditions of the tender. ....	9
17. Variations .....	12
Appendix 1- Specifications .....	13
Appendix 2- Site plan.....	22

## 1. Introduction

One Degree Academy is an innovative school. We opened in September 2016, and were graded as outstanding in all areas by Ofsted in February 2019. We are designed around the idea that tiny changes can have profound effects, and that a committed focus on seemingly small details leads to continuous and sustained improvement. In short, we know that any giant leap to success is preceded by lots of small steps. We aim for our academic achievements will be amongst the best in the country, and for our young people to go on to become successful employees, citizens and family members. We are proud to serve students of disadvantage and have created an environment where our children are happy, inspired and eager to attend every day. We moved into a brand new building in Chase Farm, Enfield in September 2022 and we are inviting a limited number of **Catering** providers to tender for this opportunity to provide services to a growing outstanding school.

## 2. Information about the school

Company Name	Adnan Jaffery Academy Trust		
School name	One Degree Academy		
Company house number	09026334		
School Website	<a href="https://onedegreeacademy.org">https://onedegreeacademy.org</a>		
Address	1 Chase Village Road, Enfield EN2 8GH		
Local Authority	Enfield		
What date will the contract start	1/09/2023		
	23/24	24/25	25/26
Total number of pupils in school	327	357	387
Approx. no of Pupils having school meals/day	327	357	387
Number of pupils eligible for FSM	35%	TBC	TBC
Number of pupils eligible UIFSM	190	190	190
Total number of staff	38	39	40
Average No Adult Meals per day	35	36	37
Is your current service in-house or outsourced?	Out Sourced – JPL Catering		
Is breakfast offered?	Breakfast is provided by the school		
Is a mid-morning snack offered?	yes		
What times are lunch?	11:30-13:00		
What times will access to the kitchens be permitted?	7:00 – 18:00		
Number of catering staff at location	Currently with JPL Catering – 4 staff members		
Catering staff hours per week	10 – 14:		
Do you use a cashless system for payment? If so, what do you use?	We use Bromcom for dinner money payments which is managed by the school.		
Is any equipment required to be provided as part of the contract?	Equipment is provided by the school. Any light equipment is purchased by the school on instruction by the provider.		
How will the kitchen equipment be maintained?	The school will obtain separate quotes / will form a separate contract.		
School opening days	195 days a year (39 weeks during term time) Monday-Friday (Student days 181 + Staff 195)		
Ad hoc additional days and events	As required		
How often does the menu need to be changed?	3 week rolling menu (negotiable)		
Will packed lunches need to be provided?	As required, for example trips		

## Catering Tender Document One Degree Academy

Do the current provider staff need to be Tupe?	YES
Is London Living Wage to be paid to staff	YES - London living wage must be adopted
Other	We offer free tea and coffee to all staff, including our contractor – They welcome to join us in the staff room and are made to feel part of the 1D family.
Cleaning	There will be a requirement to sweep and mop the floor post service of the dining areas.  The school will arrange an annual deep clean of the kitchen, all other cleaning is the responsibility of the caterers.

### 3. Tender process

We are inviting a limited number of Catering providers to tender for this opportunity. Please submit your bid by email to [dbrighton@onedegreeacademy.org](mailto:dbrighton@onedegreeacademy.org) by **31st May at 5pm**. Submissions received after the deadline may not be considered.

If you are in any doubt as to any aspect of the brief or require clarification of any part of the documentation, please contact us via the email above. One Degree Academy reserves the right not to appoint or accept any specific proposal if we do not believe that the specified requirements have been met or that the proposed costs are not economically advantageous to the school. We accept no responsibility for difficulties during the process of submission and/or late or lost submissions.

The Tender will be managed in 2 stages,

#### Stage 1

All interested companies are able to visit the school on the **9<sup>th</sup> May**. Please email Joe Howlett [jhowlett@onedegreeacademy.org](mailto:jhowlett@onedegreeacademy.org) to arrange a time on the afternoon of **9<sup>th</sup> May**. All interested companies will be able to submit a list of questions in line with the deadlines set in the Bid timetable. On receipt of the completed Tender's ODA will seek references and credit reports prior to shortlisting the providers. All providers will be notified of the bid outcome. There will be a maximum of 3 shortlisted providers that proceed to stage 2.

See Section '[8 Price schedule](#)' for requirements as to what to include in the tender document.

#### Stage 2

The 3 shortlisted providers will be sent the Tupe information and are required to submit the final tender documentation as detailed in the Bid timetable. ODA will invite a maximum of 3 shortlisted providers to do a presentation detailing how they will meet the needs of the Trust via a Zoom meeting\*. There should be time to ask any questions.

\*Shortlisted providers will be asked to reconfirm their submissions and provide a presentation in advance.

### 4. Bid Timetable

The following table sets out the timetable for the tender process:

Milestone Description	Date
Invitation to tender sent	2 <sup>nd</sup> May
<b>Stage 1</b>	
Interested parties are able to have a school visits (if required) to take place Afternoon of 9 <sup>th</sup> May	9 <sup>th</sup> May
Submission deadline for initial clarifications	16 <sup>th</sup> May

Catering Tender Document One Degree Academy

Response to initial clarifications	22 <sup>nd</sup> May
Tenders to be submitted by 5PM	31 <sup>st</sup> May
Seek contract references & credit reports	6 <sup>th</sup> June
Deadline for receipt of contract references	13 <sup>th</sup> June
Notify all bidders of outcome and identification of shortlist. Send out 2 <sup>nd</sup> stage docs (if required), scopes and TUPE	13 <sup>th</sup> June
<b>Stage 2</b>	
Final submissions based on Tupe information by 5PM	18 <sup>th</sup> June
Interviews to take place (if required) via zoom*	20 <sup>th</sup> June
Contract awarded	4 <sup>th</sup> July
Contract mobilisation period (6 weeks)	21 <sup>st</sup> July
Contract commences	1 <sup>st</sup> September

\*Shortlisted providers will be asked to reconfirm their submissions and provide a presentation in advance.

## 5. Evaluation criteria

All of the tenders will be subject to a detailed evaluation process which will be based on an appropriate balance between experience, price & service offered. We will select the best value for money tender considering the following factors (not listed in order of importance):

- suppliers; qualifications, technical ability and experience.
- pre-sales demonstrations.
- after sales service.
- quality procedures.
- references from existing customers.
- financial status.
- professional indemnity insurance.
- cost.
- overall price.
- unit price for parts of the product or service.
- the possibility of 'hidden costs.
- scope for negotiation.

Able to deliver requirements from Scope:

- Food
- Dinning Service
- London living wage

The Trust shall be under no obligation to accept the lowest or any tender submitted hereunder. The Trust may request additional information as part of the bid clarification process to enable the Trust to better understand the Tenderer's bid.

## 6. Bid evaluation and contract award

### 1. Scoring

Evaluators will apply a scoring guide when evaluating the Tender documents but will have the freedom to award intermediate scores if a submission does not sit fully within a given criteria.

2. Stage 1 evaluation

All bids will be downloaded after the submission deadline. Each bid will be scored in accordance with the scoring guide within the document and the results summarised. The highest scoring bidders will be invited to the second stage of the tendering process.

3. Stage 2 evaluation

All bids will be downloaded after the submission deadline. Each bid will be scored in accordance with the scoring guide within the document and the results summarised.

The highest scoring bidder will be identified as the preferred supplier.

In addition to the scoring, an affordability test will be undertaken and together with the scores a judgement will be made which Contractor offers the most economically advantageous tender.

Criteria	Comments	Score /10
Suppliers; qualifications, technical ability and experience		
Pre-sales demonstrations/Food quality/Presentation		
After sales service		
Quality procedures (ISO Standards / Health and Safety)		
References from existing customers		
Financial status		
Professional indemnity insurance		
Cost of contract		
Costs of consumables and *optional cleaning		
Annual Price increase		
Overall price over life of contract		
Unit price for parts of the product or service if additional services required		
The possibility of 'hidden costs		
Scope for negotiation.		
Able to deliver requirements from Scope: • Food		/20
Able to deliver requirements from Scope: • Dinning Service		/20
Able to deliver requirements from Scope: • London living wage		
<b>Total Score</b>		<b>/200</b>

7. Price schedule

The Trust requires an itemised proposal of full year costs. All pricing submitted is to include all costs including anticipated expenses.

Where different rates are applicable to different aspects of the service, or to different personnel or teams, please disclose this, for example transition and implementation costs, annual support or hosting fees, additional services, cost of consumables.

Please clarify:

Catering Tender Document One Degree Academy

- a. annual recurring costs and those costs that are incurred only in the first year.
- b. any element of the cost that is volume based – whether that is per pupil, per staff member, per area, per location
- c. details of the policy on price changes in future years (e.g. price plus inflation, RPI, CPI etc.).
- d. how cost would alter if additional academies are acquired
- e. how cost would alter if additional school area is acquired/Pupils join the school i.e nursery
- f. if the contract is billed annually or monthly.

Please specify any limits on the number of pupils.

**8. Requirements and services**

The primary objective of the contract is to ensure that a high standard of catering is maintained and provide a highly proactive, appealing, and nutritious catering service that makes a significant contribution to the health and wellbeing of the pupils.

One Degree is seeking to enter into a contract with a Provider who can provide:

- Catering services covering lunch for all school delivering nutritious meals following the schools family dining style. The below is an overview of what is required but please refer to the full specification Annex 1.
- Contract to run for a period of three (3) years with an option to extend for a further three (3) years (to a maximum of six (6) years) commencing 1<sup>st</sup> September 2023.
- Labour, cleaning materials and consumable costs can be subjected to annual RPI increases but these will need to be agreed in writing three (3) months prior to the anniversary of the contract. Other uplifts for labour will only be allowed where the current rate of pay is less than the London Living Wage.

Typical Daily plan	
Breakfast	<ul style="list-style-type: none"> <li>• Breakfast is provided by the school</li> </ul>
Snack	<ul style="list-style-type: none"> <li>• Current food range offered includes: Flapjack and healthy cookies, fruit loaf without nuts</li> <li>• Drinks available include water and school milk</li> <li>• Snacks are collected from kitchen and children usually eat these in class</li> <li>• All children receive a snack as part of their daily routine.</li> <li>• Snacks are distributed by caterers at distribution points.</li> </ul>
Lunch	<p><b>We operate a family dining policy within school in which all children are seated in their respective dining area on the first floor of the school.</b></p> <p>3-week menu cycle, offering a daily choice of:</p> <ul style="list-style-type: none"> <li>• 2 hot meals (one to be vegetarian).</li> <li>• A Halal hot meal option if required for any children.</li> <li>• Dessert generally consists of the free fruit we receive as part of the schools allocation through the SFVS (additional fruit occasionally required to top up).</li> <li>• Accompaniments: vegetables (complementary to main meal).</li> <li>• Drinks: water.</li> <li>• Reception age children eat at 11:30am and their food is taken to the reception dining room by trolley.</li> <li>• Older children have the appropriate option sharing the contents on the table in true family dining style.</li> <li>• All children have a cooked meal as part of the Family Dining style adopted by the school.</li> <li>• Packed lunches will need to be provided on request for school trips</li> </ul>
Hospitality	<ul style="list-style-type: none"> <li>• Refreshments such as buffet lunches, tea/coffee biscuits etc need to be provided on request for a variety of events including governor meetings, interviews, training sessions etc. These are priced per head separately and receive sign off in line with the Scheme of Financial delegation and where necessary the Principal.</li> </ul>

**9. Confidentiality**

The information contained within this ITT is made available by ODA on condition that Bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.

Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.

ODA may disclose detailed information relating to bids to ODA directors, officers, employees, agents or advisers and they may make the bid available for inspection by ODA directors, officers, employees, agents or advisers.

ODA also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid.

ODA will act reasonably in regards to the protection of commercially sensitive information relating to the Bidder, subject to ODA's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

## 10. Freedom of Information

- a) In accordance with Freedom of Information Act 2000, public organisations must respond within 20 working days to valid written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include: confidential, personal, trade secret, or information which would or would be likely to prejudice the Tenderers or the School's commercial interests. These categories are exemptions under which information may not be disclosed.
- b) It will be the Tenderers responsibility to clearly state in their bid submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the organisation prior to submission.
- c) Tenderers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. You should be aware that the organisation may be forced to make information public as a result of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaints procedure and ultimately to the Information Commissioner's Office, the Government organisation responsible for the Act.
- d) You will also need to provide with your submission a contact within your organisation to ensure that, should we need to consult on a Freedom of Information request, we can do this promptly. If we are unable to contact anyone to consult we may have to release the information to ensure that we remain within the 20 working days deadline.

## 11. Accuracy of the information and Liability of ODA and its Advisers

- a) Information provided to Bidders has been prepared by ODA in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the detailed information contained in this ITT and should carry out their own due diligence checks and verify the accuracy of the detailed information contained in this ITT. Nothing in this ITT is, or should be construed as, a promise or representation as to the future.
- b) Bidders considering whether to enter into a contractual relationship with ODA should make their own enquiries and investigations of ODA's requirements beforehand. The subject matter of this ITT shall only have contractual effect when and to the extent it is contained in the express terms of an executed contract.
- c) None of ODA's directors, officers, employees, agents or advisers make any representation or warranty as to (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of this information or any part of it (including but not limited to loss or damage arising as a result of reliance by the Bidder on this information or any part of it).
- d) ODA asserts that it is critical and a requirement of the tender process that Bidders shortlisted to submit an Award Questionnaire attend site visit(s) to fully satisfy themselves as to the service requirements.

## 12. Conflicts of Interest

- a) ODA requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for ODA on this or similar schemes) to be resolved to ODA's satisfaction prior to the delivery of the Bidders' bid in



response to this ITT. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of ODA could result in a Bidder being disqualified from the tender process.

- b) In accordance with public sector regulations and good practice, ODA have adopted a policy of not procuring goods or services from any organisation which is itself a related party or wherein any person considered to be a Person of Significant Control is connected with ODA or any officer or employee thereof.
- c) Any Bidder which is concerned that it is or may be a related party should send a question by emailing **dbrighton@onedegreeacademy.org** and inform them of the nature of the relationship prior to submitting a bid. This information will remain confidential and not shared with other bidders.
  
- d) Any Bidder that fails to disclose a relationship may be disqualified from the tender process.

### 13. Publicity

Bidders and all members of the Bidder's supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of ODA. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

### 14. ODA's Right to Reject Bids

ODA reserves the right to reject or disqualify a Bidder and/or a member of its supply chain where:

- A bid is completed incorrectly, is materially incomplete or fails to meet ODA's submission requirements which have been notified to Bidders;
- The Bidder and/or a member(s) of its supply chain are guilty of material misrepresentation in relation to information provided by the Bidder during the selection stage and/or in connection with any bid;
- The Bidder and/or a member(s) of its supply chain contravene any of the terms and conditions of this procurement; or
- There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder and/or a member(s) of its supply chain.

The disqualification of a Bidder will not prejudice any other civil remedy available to ODA and will not prejudice any criminal liability that such conduct by a bidder may attract.

### 15. Right to Cancel or Vary the Process

ODA reserves the right:

- To cancel or withdraw from the tender process at any stage;
- To alter the timetable to contract award;
- Not to award a contract;
- To require a Bidder and/or a member(s) of its supply chain to clarify their submission in writing and/or provide additional information (failure to respond adequately may result in a Bidder not being successful); and/or
- Amend the terms and conditions of the tender process.

## 16. Terms and conditions of the tender.

### Staffing

The Provider must ensure that:

- sufficient, suitably qualified, and experienced staff with a flexible working outlook are employed to provide the Services every day that they are required
- all staff are equipped with the necessary skills, knowledge, and experience to meet the needs of the service

## Catering Tender Document One Degree Academy

- All staff deliver high levels of customer service and can support all service users with their food choices by demonstrating adequate knowledge of the food available and which items are suitable for specific dietary requirements
- ensure that all staff are suitably trained, in accordance with all current legislative requirements, to properly perform their duties, and deliver all the ODA's requirements set out in this contract
- ensure all staff are aware of and comply with the requirements of ODA, the operations taking place, and all security and similar requirements
- ensure there is adequate cover in the event of any planned or unplanned staff absence that appropriate steps are taken to ensure all required Services are carried out, in accordance with these documents, on every day that they are required
- they only employ staff who are in good health, demonstrate a high standard of oral and general personal hygiene and who present no general risk to the health of the service users
- appropriate arrangements are made for the management and supervision of its all its staff who are assigned to work on ODA's premises
- they undertake all payroll, performance management, absence management, training, and other HR functions for all its staff who are assigned to work on ODA's premises

### **Staff Training**

The Provider is expected to provide an ongoing programme of comprehensive training and instruction for all its staff who are assigned to work for ODA to ensure they can properly perform their duties and deliver ODA's requirements. All associated costs are the responsibility of the provider. The training and induction plan, required to ensure safe and effective delivery of the service, is to include as a minimum:

- Basic Food Hygiene
- First Aid
- Health and Safety
- HACCP
- Managing food allergens and special dietary requirements
- Safeguarding training (ODA or equivalent)
- A trial service

### **Safeguarding and DBS Requirements**

Safeguarding is a priority and as such, the Provider should as a minimum ensure that:

- all its staff who visit or work in the school have a valid DBS Enhanced Check prior to the commencement of employment/providing the Services and all staff must sign a declaration every year confirming no changes to their criminal record. The cost of these checks is to be met by the Provider. In addition, Barred Lists checks shall be undertaken where a member of staff is undertaking a "Regulated Activity" as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012
- each member of staff assigned to the contract by the Provider can produce their original DBS Enhanced check before the individual is placed in the school. ODA will record the certificate number. It is the Provider's responsibility to obtain the consent of their staff for their DBS Enhanced checks to be disclosed to the Customer and any other relevant body
- in the event of staff absence due to sickness, holidays or for other reasons, all replacement staff positions are covered by suitable personnel (with enhanced DBS clearance with Barred Lists checks where appropriate)
- all catering staff must wear a uniform & ID Badges. ID Badges, including a photograph are the responsibility of the Provider and must be always worn so that they are visible to others
- all its staff assigned to work in the school receive safeguarding training which is no less than the requirements set out in the ODA's safeguarding policy. Copies of these can be requested from the school.

### **Health and Safety**

The Provider will:

- without prejudice to the performance of the services and the satisfaction of ODA, adopt safe methods of work following the Health and Safety at Work Act 1974 and other relevant Acts, Regulations, Codes of

Practice and Guidance Notes for the safe provision of the service detailing legal duties for specific activities including but not limited to:

- COSHH
- RIDDOR
- First Aid
- Fire Safety
- those specifically relating to catering: <https://www.hse.gov.uk/catering/index.htm>
- be required to provide to ODA, on request, details of their Health and Safety (H&S) Policy Statements and documented H&S management systems to evidence that all risks relating to the provision of the service are appropriately identified and minimised.
- be responsible for the H&S training of all staff assigned to the contract to a level commensurate with their responsibilities.

### **Food Safety and Hygiene**

The Provider will:

- be required to conform to the Food Safety Act 1990 (where relevant) and other relevant Acts, Regulations, Codes of Practice and Guidance Notes pertaining to food safety including but not limited to:
  - The Food Safety and Hygiene (England) Regulations 2013
  - Food Information Regulations 2014
  - 'Natasha's Law'
- be required to provide to ODA, on request, details of their Food Safety and Food Hygiene Policies and food safety management systems based on the principles of HACCP (Hazard Analysis Critical Control Point) to evidence that all food safety hazards relating to the provision of the service are appropriately identified and removed/minimised.
- be responsible for providing food safety training to all staff assigned to the contract to a level commensurate with their responsibilities.
- be required to support the school with any visits/inspections from authorised officers from the Local Authority Environmental Health department relating to food safety.
- be expected to maintain the 5-star Food Hygiene Rating at each of the ODA's schools or support the school to improve the current rating to achieve a 5-star status

### **Invoicing Arrangements**

The Provider shall invoice ODA in arrears on a monthly basis. Invoices shall be paid in accordance with the Terms and Conditions of Contract.

ODA requires that the following elements of the service are invoiced separately to assist with administration:

- Staff meals
- Pupil meals
- Any hospitality items delivered during the period

### **Quality Management**

The Provider must maintain a properly documented quality management system to ensure that the contract standards are maintained.

The system must be open to inspection by ODA, LA representatives and Governing Bodies and such inspection, combined with observation, must be capable of indication to ODA whether or not the contract standards are being met.

### **Compliments/Complaints Procedure**

The Provider must have a formal compliments/complaints procedure in place. All complaints must be taken seriously, documented in full, and reported to ODA.

The Provider must inform ODA of the action taken to resolve any complaints

## 17. Variations

No amendment may be made to the Specification by the Provider without the written consent of ODA.

ODA will not be responsible for any charges or payment to the Provider for any tasks undertaken by the Provider without the prior approval of ODA.

Should any amendment to the scope of the Service or content of the Specification be proposed by either ODA or the Provider, their respective representatives will need to assess the extent and effect of such proposals in line with the Terms and Conditions of Contract.

### Appendix 1- Specifications

Catering specification: Catering One Degree Academy

#### Objectives

##### Mission statement

1. The school's mission statement is: We aim for our academic achievements will be amongst the best in the country, and for our young people to go on to become successful employees, citizens and family members. We are proud to have created an environment where our children are happy, inspired and eager to attend every day. In particular we focus on supporting the most disadvantaged students. We are proud to be different.

##### School food policy

1. The school has a food policy.
2. The school's food policy takes a 'whole school' approach. A 'whole school' food policy is one that is reflected in the curriculum and wider school strategy, as well as all aspects of food provision.
3. The key aims of the school's food policy are:
  - Improve child nutrition
  - Teach children healthy habits
  - Reduce or prevent obesity
  - Reduce or prevent malnutrition
  - Tackle health inequalities
  - Improve pupil attainment
  - Help children develop social skills
  - Support parents and the local community
  - Improve school attendance
  - Other, please specify : **We operate a family dining policy within school in which all children are seated in their respective dining area on the ground and first floor's of the school.**

##### Procurement goals

1. A private catering supplier provided, or provides, the school's previous catering service.
2. The school would like to maintain the following elements of the previous service, which have worked well:
  - The quality of food provided
  - The variety of food provided
  - The way the contract was managed
  - Cost of the service
  - Number of meals bought (service uptake)
3. Here's some further information about what worked well:
  - The quality of food provided: Tasty food items made from scratch
  - The variety of food provided: 3 weekly menu rotation, themed cultural days, flexible approach to menu planning, snacks provided
  - The way the contract was managed: Flexible approach e.g. supporting clean down and tidy up in dining room. High level of service and communication
  - Cost of the service: Per meal cost delivered at £2.27 a meal despite food inflation
  - Service uptake: 100% uptake/due to family dining. The school does not allow packed lunch.
4. The school has the following additional objectives for the new service: **London living wage must be adopted.**

There will be a requirement to sweep and mop the floor post service of the dining areas. The school will arrange an annual deep clean of the kitchen, all other cleaning is the responsibility of the caterers.

### Service Parameters

#### Service Dates

1. The school's existing catering contract ends on: 31 Aug 2023
2. The school needs the new supplier to start providing catering services to the school on: 1 Sep 2023
3. The contract will initially be for: three (3) years with an option to extend for a further three (3) years (to a maximum of six (6) years) commencing 1st September 2023.
4. The school would like to have the option to potentially extend the contract by: 36 months
5. The service will need to operate for a maximum of 195 days per year. This includes expected periods of school closures, such as snow days, inset days and polling days. It does not include unexpected periods of closure.

#### Pupil and staff numbers

1. The school has pupils in the following year groups: Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6
2. The school has the following pupil numbers:  
One Degree is a Growing school:  
23/24 =327  
24/25 =357  
25/26= 387

In addition a Nursery provision is in planning stages to open in Sep23 (29 Pupils)

1. There are 38 members of staff working at the school.
2. The school has 59 pupils who are eligible for free school meals (in year 3 or above).
3. The school has 56 pupils who would need to pay for school meals (in year 3 or above).
4. The school believes that pupil numbers will change significantly in the near future. A brief description of the change has been provided: We are a growing school with an additional 30 pupils being added each year

#### Everyday services, times and customer numbers

1. The school is open to the new supplier proposing the following everyday catering services:
  - Lunch
  - Morning break
  - Other : Hospitality  
\*Refreshments such as buffet lunches, tea/coffee biscuits etc need to be provided on request for a variety of events including governor meetings, interviews, training sessions etc. These are priced per head separately and receive sign off in line with the Scheme of Financial delegation and where necessary the Principal.
2. The school currently provides the following catering services:

Service	Times served	Average customer numbers
<b>Breakfast</b>	This is provided by the school and not part of the tender process	N/A This is provided by the school and not part of the tender service
<b>Lunch</b>	11:30-13:00	100% of students

22/23 Years:  
Reception=71  
Year 1=58  
Year 2=60  
Year 3=48  
Year 4=30

Year 5=30  
Year 6=30  
Staff =18

**Break times** 10:30-11:05 100% of students

22/23 Years:  
Reception=71  
Year 1=58  
Year 2=60  
Year 3=48  
Year 4=30  
Year 5=30

**Other** — outside of meal times | Hospitality Ad hoc | Ad hoc Hospitality for events - e.g. board meetings, inset days

#### **Auxiliary services**

1. On occasion, the school will require the following catering services:
  - Packed lunches for trips – of equivalent nutritional value to hot meals
  - Catering for staff and governor meetings
  - Catering for staff events and training days
  - Catering for parents evenings
2. The school does not require the supplier to provide vending machines.

#### **Food and nutrition**

1. It will be the supplier's responsibility to ensure that all food served within the school day complies with both current and future government legislation and guidelines on the provision of healthy school meals. Healthy eating should be promoted to pupils wherever practical and desirable.
2. It will be the supplier's responsibility to fully comply with the Standards for school food in England and relevant legislation, and to promote these standards throughout the contract term through effective menu planning.

#### **Food source and origin**

1. All food served must be produced in a way that meets UK legislative standards for food production, or equivalent standards. For a list of relevant legislation, refer to the [Annex to the Government Buying Standards \(GBS\) for food and catering services](#).

If in any particular circumstance, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the school and supplier must agree how they will depart from this requirement and the reasons for doing so shall be noted and recorded.

The supplier must ensure that food is verifiable as meeting these standards, by either checking that farm inspection systems meet UK standards of inspection or their equivalent, or if not, that they are subject to an independent assurance system.

2. The supplier must have systems in place to enable it to check and ensure authenticity of products.

#### **Animal welfare**

1. All food served must be produced in a way that meets UK legislative standards for [animal welfare](#), or equivalent standards.

UK standards are generally similar to EU standards for food production. There are, however, differences in animal welfare standards for some aspects of pig meat and broiler chicken production.

Broiler chicken, pork and pork products must be compliant with UK standards, as set out in the Welfare of Farmed Animals Regulations 2007 (as amended).

If in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the school and supplier must agree how they will depart from this requirement and the reasons for doing so shall be noted and recorded. In such cases, EU standards must be met at minimum.

2. All eggs, including fresh in-shell, liquid and powdered eggs, must be sourced from systems that do not use conventional cages. If from a caged system, enriched cages must be used.

### Environment

1. In respect of the use of fresh produce, menus must be designed to reflect the natural growing or production period for the UK, and in-season produce should be highlighted on menus. If financially viable.

### Resource efficiency

1. Tap water must be visible and freely available and such provision should be promoted.
2. Pre-bottled mineral or spring water must not be sold.
3. The school would like the supplier to reduce food waste by doing the following:
  - Train staff on best practices to reduce food waste.
  - Other : Use food waste recycling service (provided by the school).

### Nutrition

1. The school has the following requirements on reducing salt intake, reducing sugar, reducing saturated fat, increasing fibre: The supplier should have a healthy approach to the production of food for the pupils and be fully compliant with the 'School food trust guidelines'.
2. Oily fish must be available at least once every three weeks. The portion size should be 140g.
3. All fish, including fish as an ingredient in a composite product, are demonstrably sustainable with all wild caught fish meeting the Food and Agriculture Organisation Code of Conduct for Responsible Fisheries (includes Marine Stewardship Council certification and Marine Conservation Society 'fish to eat', or equivalent).  
No 'red list' or endangered species of farmed or wild fish should be used (Marine Conservation Society 'fish to avoid').
4. A portion of fruit should be sold at a lower price than a portion of hot or cold dessert.  
Half of desserts available should contain at least 50% of their weight as fruit – which may be fresh, canned in fruit juice, dried or frozen. This excludes whole fresh fruit as a dessert option. Whole fresh fruit can be a dessert option but should not be included as an option when calculating whether half of dessert options should contain at least 50% of their weight as fruit.  
Main meals within a meal deal should include a starchy carbohydrate which is not prepared with fats or oils, and the meal deal options should include at least 1 portion of vegetables and 1 portion of fruit.
5. The school has the following requirements for breakfast cereal: N/A
6. The school has the following requirements on meal deals: N/A Family dining.
7. The school has the following requirements on providing healthier beverages: Water and Milk is offered to the students.
8. The school has the following requirements on portion size of savoury snacks: The supplier should have a healthy approach to the production of food for the pupils and be fully compliant with the School food trust guidelines.

### Dietary requirements

1. The supplier will need to cater for the following cultural dietary requirements:
  - Halal  
Approximate number of customers: 327
  - Vegan  
Approximate number of customers: 2



- Vegetarian  
Approximate number of customers: 11

2. The school has the following special requirements that the supplier will need to cater for:

**Nut allergy (NUT FREE SCHOOL),**

Below are allergies and Pupil number this impacts within the school:

Gluten intolerance 2,  
Seeds/Graines/Wheat 3,  
soya 3,  
pescetarian 4,  
No red meat 11,  
no fish 5,  
dairy free 9,  
eggs 8,  
broad beans 2,  
Tomatoes 1,  
Aubergine 1,  
Apple skin 1,  
Pineapple 1,  
Blueberries 1

3. The supplier must work with the school to provide safe and enjoyable meals for any pupils with allergies, intolerances or medical conditions such as diabetes. The supplier must ensure that the ingredients, preparation and handling of food for children with allergies and intolerances are completely allergen-free.
4. The supplier must track the 14 allergens used as ingredients in any food they make or sell and must be able to provide allergen information to customers on request. It is important that all staff receive training and information on the 14 allergens contained in food.
5. The supplier must label all food that is pre-packaged and sold at the school with a full list of the ingredients and allergens.
6. All ingredients, handling and preparation of food and drink provided by the supplier must be free from: NUTS (**NUT FREE SCHOOL**),

### Menus

1. The school has the following requirements on the analysis of menus: The supplier should have a healthy approach to the production of food for the pupils and be fully compliant with the School food trust guidelines.
2. The supplier must label all food that is not pre-packaged with a list of any allergens it contains.

### Standards and schemes

#### Ordering and payment

#### Pre-ordering

1. The school does not currently have a process in place for pupils to pre-order meals. All pupils are offered a hot meal as the school operates family dining and is 100% uptake.
2. The school does not want the supplier to provide a process for pre-ordering meals.

#### Payment

1. The school does not expect pupils to be able to pay for food on site.
2. The school expects pupils to be able to pay for food in advance.
3. Pupils must be able to pay for food in advance using the following methods: The school uses Bromcom to receive payment for meals in advance, this is organised by the school.
4. The school will take responsibility for and bear the potential cost of any meals that pupils receive but fail to pay for. This is sometimes referred to as dinner money debt.

Facilities

**Kitchens**

1. The supplier must comply with the Health and Safety Executive guidelines for catering and hospitality.
2. The supplier will prepare food on site at the school.
3. The kitchen or kitchens used to prepare food are in working condition and ready for service.
4. The kitchen or kitchens were last renovated around: 1 Sep 2022

**Equipment**

1. From a list of heavy equipment including fridges, freezers, ovens, hobs, dishwashers and serving counter equipment, the school has the following available for the supplier to use:
  - Fridges or freezers
  - Ovens or hobs
  - Dishwashers
  - Serving counter equipment
  - Other heavy equipment
  
2. The school describes the heavy equipment available as follows:
  - Fridges or freezers: New Equipment purchased Sep 2022 –
    - 1 Double Door Upright Freezer, Atosa, MBF8114HD
    - 1 Bespoke Cold Room, Foster Cold stores,
    - Bespoke 1 Two Door Counter Refrigerator -900mm H, Atosa, “EPF3422HD +EPF900H”
    - 1 Three Door RefrigeratedCounter, - 900mm H, Atosa, EPF3432HD +EPF900H”
  - Ovens or hobs: All equipment was purchased Sep 2022 1
    - SkyLine Premium Ovens 10GN 1/1 -electric, Electrolux, 217852
    - 1 SkyLine Premium Ovens 10GN 1/1 -electric, Electrolux 217852
    - 1 Gas Six Burner, Falcon, G3101
  - Dishwashers: All equipment purchased Sep 2022
    - 1 Hood Type Dishwasher, Hobart, AMXTW-10B
  - Serving counter equipment: All equipment purchased Sep 2022.
    - No server counter all food distributed via trolleys:
    - 8\*Bulk Food Hotline, Banqueting, E & R Moffat, PF20
  - Other: All equipment purchased Sep 22:
    - 1 Insect Control Unit Stock, CZPEPAT40S
    - 1Wash Hand Basin,- WS2” , Stock WS2
    - 1 Pair of 3”” Lever Basin Taps WRAS” Stock WR500BL3
    - 1 Pre Wash Spray -Single Feed /Lever, Stock,AJ-PR-10LF + RS
    - 1 Lever Mixer Tap 3””, WRAS - Stock”, Stock WR500ML3
    - 1 Insect Control Unit, Stock, CZPEPAT40S
    - 1 Janitorial Bucket Sink, Stock, BSXJTS600
    - 1 20 Litre Planetary Mixer, Pentland, FMX20
    - 1 Wash Hand Basin- WS2, Stock, WS2
    - 1 Pair of 3”” Lever Basin Taps WRAS, Stock, WR500BL3
    - 1 22mm Flexible Gas Hose, Stock, 2675NPVF36
    - 1 Electric Tilting Bratt Pan, Electrolux, E7BREHDNFX
    - 1 Electric Tilting Bratt Pan, Electrolux, E7BREHDNFX
    - 1 Wash Hand Basin- WS2”, Stock, WS2
    - 1 Pair of 3”” Lever Basin Taps WRAS”, Stock, WR500BL3
    - 1 Pair of 3”” LeverPillar Taps WRAS”, Stock, WR500SL3
    - 1 Pair of 3”” LeverPillar Taps WRAS”, Stock, WR500SL3
    - 1 Grease PaK DMI -Dosing Unit, Stock, GPD MISTD2
  
3. The school does not have funds available in the coming year for the maintenance or replacement of heavy equipment. All equipment is brand new.

## Appendix 1- Specifications

4. The supplier will be responsible for insuring, maintaining, repairing or replacing any equipment they provide and must keep a service record.
5. From a list of light equipment including pots, pans, cooking utensils, trays, plates, bowls, cups or cutlery, the school has the following available for the supplier to use:
  - Pots, pans or cooking utensils
  - Trays, plates, bowls or cups
  - Cutlery
  - Other light equipment
6. The school describes the light equipment available as follows:
  - Pots, pans or cooking utensils: All equipment purchased Sep 22: A range of pots and pans are available including a potato peeling machine.
  - Trays, plates, bowls or cups: All equipment purchased Sep22 and owned by the school, there is a sufficient china plates, bowls and plastic cups for current pupil numbers
  - Cutlery: All equipment purchased Sep 22 and owned by the school. There is sufficient metal cutlery for the pupils of the school.
  - Other: N/A

### Dining areas

1. The school's dining area or areas are described as follows: 2 dedicated dining areas (home bases) each able to cater for upto 120 pupils per sitting using folding dining tables. The Dinners are distributed using hot trolleys in the home bases.
- 1 smaller space for reception to dine in, catering for upto 60 pupils per sitting using folding dining tables.
1. The school dining areas are multi-use, other uses include: Small group study/communal areas
  2. The supplier will be required to set up the dining areas ready for meal service. The school's expectations are: Lay out Plates & cutlery in a family dining style and distribute trays of food using the serving trolleys
  3. The supplier will be required to clear away the dining areas after meal service ready for another use. The school's expectations are: Clear food and wipe clean the tables, fold clean tables. Sweep and mop floors, remove food waste and dirty crockery to kitchen.

### Cleaning

1. The supplier will be responsible for the daily cleaning of the following areas. This includes cleaning up to the height of 6 feet, spot cleaning, prompt removal of debris and attending to spills:
  - Kitchen areas
  - Dining areas
2. The supplier will be responsible for cleaning the following areas:
  - Toilets used by catering staff
  - Staff changing rooms
3. The supplier will be responsible for the following cleaning related costs:
  - Cleaning products and materials
4. The supplier will be responsible for the following cleaning related tasks:
  - Buying cleaning products and materials

### Contract management

#### Service review

1. The supplier must be prepared to engage with any required contract management activity with the school including contract review, performance monitoring and reporting, cost reporting, managing feedback from pupils, parents and staff, complaints management, and change management.
2. The school may carry out inspections, audits and random product sampling.

3. The school has the following requirements for how often the contract and service review meetings will take place: Every half term
4. The supplier should state who will be involved in the contract and service review meetings and what their main responsibilities will be.
5. The school has the following requirements for how changes to the contract or service are managed: Every contract change must be in writing and mutually agreed by both parties. Should significant change happens we reserve the right to terminate the agreement with 6 months notice.

### Cost model

1. The school expects to pay the supplier for meals regardless of whether or not pupils buy them.

### Operational overheads

1. The supplier will be required to cover the cost of the following overheads:
  - Purchasing single use cutlery, if applicable
  - Transportation, such as from an off-site kitchen, if applicable
  - Purchasing stationery
  - Printing and photocopying
2. The supplier will be required to arrange or manage the following tasks:
  - Purchasing single use cutlery
  - Transportation, such as from an off-site kitchen
  - Purchasing stationery
3. The supplier will be able to access:
  - An internet network – using their own devices
  - An internet network – using the school's devices
  - Printing facilities
  - Photocopying facilities
4. The supplier must arrange and cover the cost of any marketing activities. These should be discussed and agreed with the school before implementation. Effective marketing proposals, policies and techniques should be adopted and employed to:
  - increase the uptake of meals
  - encourage a healthy approach to eating
  - maximise the use of catering facilities
5. The supplier must arrange and cover the cost of any recruitment of catering staff if needed.
6. The supplier is responsible for ensuring that all staff are aware of, and provided with relevant policies prior to the contract award, and that they comply with them at all times.
7. The supplier must provide copies of its safeguarding and recruitment policies that set out and meet the required standards in accordance with [Keeping Children Safe in Education](#). The school may ask for proof of certification.
8. The supplier must arrange and cover the cost of staff uniforms and PPE equipment as required.

### Staff

1. The school does not employ its own head cook or catering manager.
2. The supplier will need to recruit all new kitchen staff.
3. There are existing catering staff who may be transferred to the new contract, in which case Transfer of Undertakings (Protection of Employment) regulations (TUPE) will apply. Details of the existing staffing pay conditions and job descriptions will be provided on request.
4. When the service is in operation the supplier will work most closely with the following roles in the school: Operations Manager and the Welfare & behaviour manager
5. The following team or role in the school is responsible for updating and enforcing food hygiene and health and safety policies: Operations manager
6. The school requires a supplier who pays their employees the [London 'real' Living Wage](#) as a minimum.

### Social responsibility

### Environmental sustainability

1. The supplier must adhere to the school's environmental sustainability policy, programme or rules. You can request these from the school.
2. The key outcomes of the school's environmental sustainability policy, programme or rules are:
  - Encourage recycling
  - Limit waste
  - Reduce the use of water
  - Reduce the use of energy
3. The supplier must not unduly waste gas, electricity or water.
4. The school has the following requirements on cutting down packaging waste: We require the supplier to be conscious of unnecessary packaging
5. Food and drink to be consumed in school dining areas and canteens must be served using cutlery, glassware, and crockery which are reusable and washable.  
We operate a family dining service

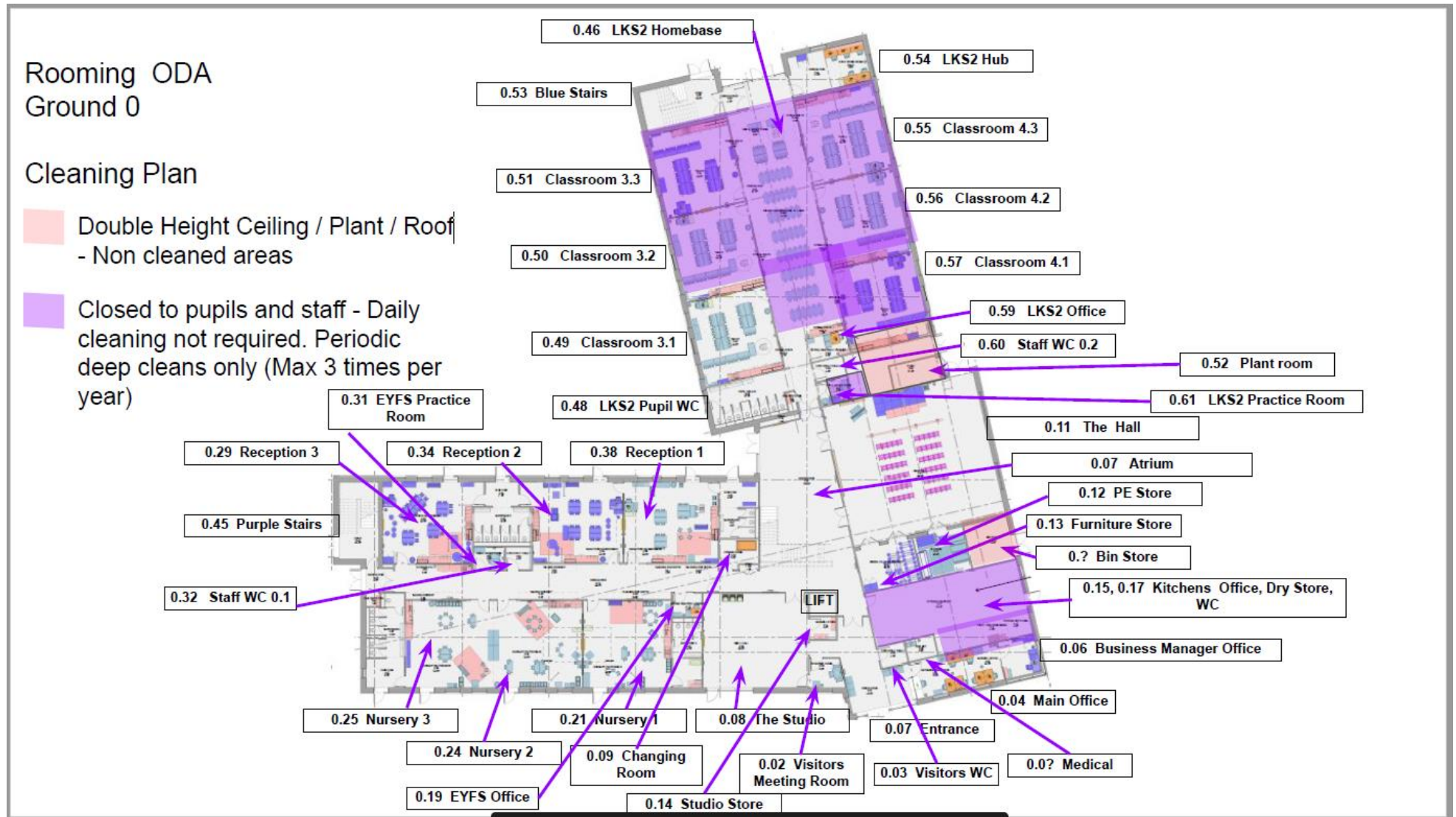
### Modern slavery

1. Where possible, the school would like the supplier to consider the impacts on the supply chain of their sourcing or contracting activities that might contribute to increasing modern slavery risks, including factors such as:
  - short lead times
  - late payments
  - demand for high flexibility, including last minute changes to orders
  - downward cost pressures

### Social value

1. The school does not currently have any initiatives designed to deliver social value that the supplier will need to support with.
2. The school is not currently interested in new ways to deliver social value.

Appendix 2- Site plan





Rooming ODA  
First Floor

Cleaning

- Double Height Ceiling / Plant / Roof  
- Non cleaned areas
- Closed to pupils and staff - Periodic deep cleans only

