

**Projector Procurement Framework - User Guide**

**(Nov 2022)**

**Section 1: Framework Overview**

**A new Projector Procurement 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 projectors from approved quality providers.** Following a public tendering process contracts have been put in place between the Department of Education and 3 approved framework members, details of which are listed below.

**All listed products were evaluated by relevant technology and education experts, 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 March 2024, but may be extended for up to 2 additional years, up to March 2026, at the discretion of the Department. The 3 framework members were selected based on a competitive RFT process, issued on eTenders in which their technical and professional ability, the quality of the goods and services proposed and other factors was assessed.

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

This framework is an agreement between the Department of Education and the 3 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 projectors from approved suppliers, and saves clients considerable time and effort by simplifying the process.

1. **Approved Framework Members:**

There are 3 approved suppliers on the Framework, listed in Table 1. These include a projector manufacturer (Epson), a distributor (Avio Presentation Systems) and a reseller (Cusken). Epson and Avio Presentation Systems partner with a number of regional resellers to sell, install and support their products in Ireland.

|  |  |  |  |
| --- | --- | --- | --- |
| **Framework Members** | **Type of Service Provider** | **Number of regional resellers/installers** | **Process to select a specific reseller** |
| **Avio Presentation Systems (Avio)** | Distributor | Avio has 20 Resellers | Avio selects one of their resellers to provide a response to the client |
| **Cusken** | Reseller | Cusken does not have other resellers | Not applicable |
| **Epson** | Manufacturer / Product Owner | Epson has 10 Resellers | Epson selects one of their resellers to provide a response to the client |

**Table 1: Projector Framework Members**

Details of the 5 different types of projectors available are shown in Table 2. Also the specific manufacturer model numbers are shown for each type of projector. Avio provides products from Vivitek only, Cusken provides a combination of Epson and Sharp/NEC, while Epson provides only Epson projectors. The following products were evaluated and can be procured via this Framework.

|  |  |  |  |
| --- | --- | --- | --- |
| **Framework Members** | **Avio Presentation Systems** | **Cusken** | **Epson** |
| **Projector Manufacturer** | **Vivitek** | **Combination of Epson and Sharp/NEC** | **Epson** |
| **Type of Projector** | **Specific Model Numbers** | | |
| Portable / Long Throw | Vivitek DH278 | Sharp/NEC ME403U | Epson EB-992F |
| Ultra-Short Throw (Non Interactive) | Vivitek DW770UST | Epson EB-685W | Epson EB-685W |
| Ultra-Short Throw (Interactive) | Vivitek DW771USTi | Epson EB-685Wi | Epson EB-685Wi |
| Laser Projector | Vivitek DU775UST | Epson EB-725Wi | Epson EB-725Wi |
| High Lumens | Vivitek DU4771Z | Sharp/NEC P605UL | Epson EB-L630U |

**Table 2: Details of Projectors**

If clients are unsure of what type of projector 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/projectors](http://www.pdsttechnologyineducation.ie/projectors)

**How does the Framework work?**

**Clients (schools, ETBs etc.,) can use the framework in two ways. They may run a ‘mini-competition’ to seek quotes from all 3 suppliers. Alternatively they may seek one quote for a specific product they require from one framework member, and this process is referred to as a ‘direct award’. Clients can decide which of the two processes is most appropriate for their organisation and requirements. They may use their discretion to determine whether to use the ‘mini-competition’ process or whether sufficient technical and/or pedagogical rationale exists to use the ‘direct award’ process. The framework can 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 3 approved framework members, to seek responses/quotes for projectors. When they do so, they will then receive responses/quotes from all 3 framework members. Clients then evaluate the responses to select the successful provider. Further details on this process are provided in **section 2 below.**

**OR**

**Clients may use the ‘direct award’ process** to seek a single response/quote directly from one particular framework member if they need to purchase a specific product/brand to be consistent with their ‘Digital Learning Plan’ from a pedagogical and/or technical perspective. When they receive the response/quote, if they are satisfied that it supports their ‘Digital Learning Plan’, they may then proceed to make a ‘direct award’ to that particular supplier. Further details on this process are provided in **section 3 below.**

**Mini-competition**

When the mini-competition process is being used, a Supplementary Request for Tender (SRFT) is sent by a client to each of the 3 framework members. A specific email address ([projectorframework@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 3 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 the 3 suppliers. For consistency these award criteria and weightings are the same as those that were specified in the original Framework Request for Tender RFT.

**Direct Award**

This process can be used where a client needs the equipment to be purchased to be consistent with their ‘Digital Learning Plan’ from a pedagogical and/or technical perspective. Examples of situations where this may be the case are:

1. To ensure integration and compatibility with existing equipment, particularly if the purchase of a product from a different manufacturer would cause disproportionate technical/practicality difficulties for the client.
2. The need to have specific product features or functions to be compatible with existing equipment to support improved teaching and learning outcomes.
3. The need to ensure the product being purchased is consistent with the pedagogical direction of the client based on their Digital Learning Plan so as to enhance participation from teachers and increase efficiency and effectiveness on both the part of the teachers and students.

In all circumstances where it is proposed that a contract is to be awarded using the ‘direct award’ method, the client must document, for internal organisational governance approval, (e.g. the Board of Management of a school) the objective conditions for determining why the particular framework member has been chosen, in line with what has been set out above. A copy of this rationale, and approval for same, must be made available to the Department of Education, upon request.

Framework clients shall not be liable to any framework member because of their choice to utilise the ‘direct award’ mechanism for any particular service requirement in this framework agreement.

No framework member shall have any claim for damages or otherwise against the Contracting Authority/ Client because of a decision by the Contracting Authority/Client not to utilise the mini-tender mechanism for any particular requirement under this framework agreement. Moreover, given the technical and pedagogical remit, the Contracting Authority/Client shall not be accountable to any framework member for any decisions in this regard.

**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 SRFT template provided below
2. Clients issue SRFT by email via [projectorframework@pdst.ie](mailto:projectorframework@pdst.ie) (the email is automatically sent to the 3 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 projectors 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** [**projectorframework@pdst.ie**](mailto:projectorframework@pdst.ie) **as follows:**

**Projector SRFT Template**

**To: projectorframework@pdst.ie**

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

Dear Projector Framework member,

Please provide a response/quote for Projectors and associated services as outlined here. The details are given below including in the Summary Table.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Projector | Qty | Installation Required (Yes/No) | Additional Details: Some examples shown below |
| Portable Projector | 1 | No | For meetings |
| Ultra-Short Throw (non- interactive) |  |  |  |
| Ultra-Short Throw (Interactive) | 5 | Yes | For standard classrooms |
| Laser Projector (Interactive) | 5 | Yes | Long life projector |
| High Lumens Projector | 1 | Yes | For school hall or large area |
| Other (please specify) |  |  |  |

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

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

* if existing old projectors need to be taken down and replaced
* If older projectors need 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**

**Section 3: Summary Steps in Running a ‘Direct Award’**

Clients may use the ‘direct award’ process to seek a single response/quote directly from one particular framework member if they need to purchase a specific product/brand to be consistent with their ‘Digital Learning Plan’ from a pedagogical and/or technical perspective. When they receive the response/quote, if they are satisfied that it supports their ‘Digital Learning Plan’, they may then proceed to make a ‘direct award’ to that particular supplier.

**The steps in the Direct Award process are:**

1. Clients must document, for internal organisational governance approval, (e.g. the Board of Management of a school) the rationale and approval as to why a particular framework member has been chosen.
2. Clients finalise and include their requirements, using the ‘Direct Award’ template provided below
3. Clients issue a ‘Direct Award’ email to one Framework member to request a response
4. Clients review and evaluate the response
5. Clients finalise a contract with the successful respondent
6. Clients complete and send the **NAGF Form** to the relevant Framework member (see Appendix 1 and Appendix 2 below)
7. Clients place an order with the successful respondent

**Seeking a ‘Direct Award’ Response from one Framework Member:**

*To assist clients in this process a template is provided below, which can be used as a basis for their direct award request. Clients will need to add details of the number and type of projectors they require, the deadline for responses, other specific details, as shown below.*

**Write and Issue ‘Direct Award’ Request:**

Clients can email their request using the template provided below to the email address of the particular Framework member that they are seeking a response from.

**Projector ‘Direct Award’ Template**

***To: [Add the email address of the relevant Framework member here]***

* *For Avio Presentation Systems, the contact email address to use is* [*vivitek@avio.ie*](mailto:vivitek@avio.ie)
* *For Cusken, the contact email address to use is* [*paddy.mccusker@cusken.ie*](mailto:paddy.mccusker@cusken.ie)
* *For Epson, the contact email address to use is* [*avframework@epson.eu*](mailto:avframework@epson.eu)

**Subject: Projector Direct Award Request**

Dear Projector Framework member,

Please provide a response/quote for Projectors and associated services as outlined here. The details are given below including in the Summary Table.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Projector | Qty | Installation Required (Yes/No) | Additional Details: Some examples shown below |
| Portable Projector | 1 | No | For meetings |
| Ultra-Short Throw (non- interactive) |  |  |  |
| Ultra-Short Throw (Interactive) | 5 | Yes | For standard classrooms |
| Laser Projector (Interactive) | 5 | Yes | Long life projector |
| High Lumens Projector | 1 | Yes | For school hall or large area |
| Other (please specify) |  |  |  |

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

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

* if existing old projectors need to be taken down and replaced
* If older projectors need 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 Client Name, and other contact details

**Appendix 1:**

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

**(Note: this form applies to both the ‘Mini-competition’ and to the ‘Direct Award’ processes)**

**Before any Projector 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 projectors, clients must complete a NAGF form and email a signed copy to the relevant Framework member, from whom they wish to purchase projectors. **The NAGF form is provider below in Appendix 2.**
  + *For Avio Presentation Systems, email the completed NAGF form to* [*vivitek@avio.ie*](mailto:vivitek@avio.ie)
  + *For Cusken, email the completed NAGF form to* [*paddy.mccusker@cusken.ie*](mailto:paddy.mccusker@cusken.ie)
  + *For Epson, email the completed NAGF form to* [*avframework@epson.eu*](mailto:avframework@epson.eu)
* 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 Projectors)**

This is a notice for the purposes of Clause 2.1.2 of the Framework Contract for the provision of **Projectors** made between the Department of Education ("the Client") and the **three listed Framework members (Avio Presentation Systems, Cusken, and Epson)** ("the Contractors") dated 15th March 2022.

**[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’ or ‘direct awards’

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