

**22 January 2021**

To whom it may concern (sent by email)

### **Legal Services Quotation**

I am writing to invite you to quote for the appointment of legal services to the Raleigh Learning Trust for the period of 1 year ending on 31 January 2022.

### **Information and Background**

Raleigh Learning Trust is a Multi-Academy Trust (MAT) and was incorporated on 9 February 2017 and is a company limited by guarantee and exempt charity.

The Trust currently comprises the following:

- Raleigh Learning Trust, Head Office
- Ambleside Academy (Primary School)
- Denewood and Unity Pupil Referral Units (PRU's)
- Westbury Academy (Special School)
- Woodlands Academy (Special School)

All Academies are located within Nottingham City, with approximately 950 pupils on roll and 240 employees.

The Trust has a Central Trust team responsible for Finance, HR, Estates and Operations with HR Administration support located at each Academy site. The Trust currently contracts out strategic HR support to third party providers.

Please see below the link to the Trust website and Schools should you wish to understand the schools in more depth:

<https://www.raleighlearningtrust.co.uk/>

<https://www.raleighlearningtrust.co.uk/our-academies/>

## Services required

The MAT requires the following legal services on as required basis:

- HR / Employment
- Data Protection / GDPR
- Land and property
- Commercial
- Governance
- Academy sponsorship and conversions
- Health and safety
- Significant experience of the education sector and the statutory framework including safeguarding, admissions, parental complaints, etc.
- Experience of working with Academy Trusts

The contract with the successful organisation is intended to commence from 31 March 2021 and will be awarded for an initial period of 1 year. Consideration will be given to extending the contract to future years, subject to satisfactory service delivery and performance, renewable at the discretion of the Trustees.

The proposed timescales are as follows:

Invitation to quote	22nd January 2021
<b>Closing date</b>	<b>12th February 2021</b>
Shortlisted presentations where applicable	16-18 February 2021 TBC
Award contract by (after approval by Trustees)	By 31 March 2021

**Written quotations must be returned via email to [claire.beardsall@raleighlearningtrust.co.uk](mailto:claire.beardsall@raleighlearningtrust.co.uk) with the word “Legal Services Quotation” in the subject box.**

Quotations must be valid for acceptance for a minimum of 90 days from the closing date.

### **Proposal**

Please submit your proposal in writing and include responses to the following:

#### **Company background and experience**

Please provide details of the company’s trading history, services provided, client base and an indication of the size and number of clients served annually, (and in the academies sector) number of employees, location of sites and specific experience of delivering legal services to the Education sector.

Please indicate any related party or pecuniary interests with Raleigh Members, Trustees, Key Personnel, or employees.

**Proposed Team Qualifications and Experience**

To achieve the required quality standards and depth of cover, the Trust expects inputs from qualified staff or suitably skilled professionals.

- 1) Please provide details of the proposed project team to brief CVs of the actual personnel undertaking the work, along with their relevant experience, qualifications and their specific input to service provision / delivery and any other relevant information.
- 2) Please provide details of a key / lead contact who will act as the relationship manager with the Trust

Name of employee; job title; internal audit qualifications; other professional qualifications; date that they joined your firm; current and previous work experience.

**Fees**

- 1) Please provide a breakdown of your fees for the current year and estimate of fees for subsequent years for provision of legal services.
- 2) An indication of fees levels for additional schools joining the Trust.
- 3) Please include a table showing the level of input from each staff member nominated within your team

	Work undertaken	Number of days (or proportion)	Day Rate £	Total Cost
Partner or Director				
Solicitor				
Trainee Solicitor				
Associate				
Other				
<b>Total</b>				

## Other information

- 1) Please set out the added value you can provide to the Trust and a summary of the key reasons why we should appoint your firm.
- 2) Please provide at least one reference for legal services undertaken in the last two years.

If you have any questions in order to complete your submission, please contact Claire Beardsall – [claire.beardsall@raleighlearningtrust.co.uk](mailto:claire.beardsall@raleighlearningtrust.co.uk)

In view of the current circumstances, we will not be accepting any on-site visitors, but we will be happy to discuss any questions via e-mail, telephone or virtually (Microsoft Teams / Zoom).

If you are shortlisted, we may invite you to present your proposal.

I look forward to receiving your proposal in due course.

Yours faithfully



Sean Kelly  
Chief Executive Officer