

Data Protection Officer and GDPR Services

Quotation Document



Inclusion – Improving education for everyone.

Integrity – We are consistently open, honest, ethical, and genuine.

Initiative – We have the courage to always seek a better way to a better future.

Involvement – We encourage our community to take ownership and responsibility.

Inspiration – We use our drive and commitment to energise, engage and inspire.

Contact: Penny Rawlins – Head of Governance and Compliance

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1. Introduction

INMAT Inspire Multi Academy Trust was formed in April 2017 and currently has 13 primary academies with over 3000 pupils on roll and approximately 400 members of staff.

INMAT

Unit 2 Swan Court
Lamport
Northants
NN6 9EU

Our Academies

Ashby Fields Primary

Wimborne Place
Ashby Fields
Daventry
NN11 0YP

The Abbey Primary

Winchester Road
Northampton
NN4 8AZ

Falconer's Hill Infants

Ashby Road
Daventry
NN11 0QF

Hall Meadow Primary

Packer Road
Kettering
NN15 7RP

Kettering Park Infant Academy

Park Avenue
Kettering
NN16 9RU

Kettering Park Junior Academy

Wood Street
Kettering
NN16 9SE

Kingsley Primary

Wallace Road
Northampton
NN2 7EE

Little Harrowden Primary

Academy Lane
Wellingborough
NN9 5BN

Standens Barn Primary

Flaxwell Court
Northampton
NN3 9EH

St James Infant

St James Street
Daventry
NN11 4AG

Wollaston Primary

35 College Street
Wollaston
Wellingborough
NN29 7SF

Rothwell Victoria Infant School

School Lane
Rothwell
Northamptonshire
NN14 6HZ

Rothwell Junior School

Gladstone Street
Rothwell
Northamptonshire
NN14 6ER

2. Aim

To appoint a DPO and GDPR provider to support our academies and the central office. We are inviting Data Protection specialists to quote to provide DPO services, GDPR audits, support, guidance, compliance and reassurances to our academies, local academy committees and trustees.

The contract term: **three years**. Start date: **01/09/2026** (1year will be considered)

3. The quotation process

We invite companies to quote covering works across all of our academies, including the central office.

The process will be in three stages:

1. Written quotation
2. Presentation
3. Final decision

Please submit quotes to Penny Rawlins on the email address provided on the front page by 5pm on **Friday 26th June 2026**. We would appreciate it if the quotes could be submitted electronically only. Submissions received after this date may not be considered. The Trust will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.

Please consider the information in this pack and if there is further information that you require, please do not hesitate to get in contact with Penny Rawlins. Please note that INMAT trustees may review the quotes submitted, following the trust scheme of delegation.

Following the submission of all final quotations, three companies will be selected and requested to present to a trust panel. The selected companies will be notified by **1st July 2026**.

The current date allocated for presentations will be **8th July 2026**. We prefer presentations to be made in person, however can also accommodate remote presentations.

4. Evaluation Criteria

All the quotes will be subject to a detailed evaluation process which will be based on an appropriate balance between technical expertise and a firm commitment to meeting all the Trust's requirements. The following factors will be considered:

- Technical and expertise knowledge – showing any relevant industry qualifications
- Support services available and consistency of support
- Input of initial discussion and professionalism
- Commitment to working with the trust to enhance the current outlook and the future
- Value for money, showing a full breakdown of costs
- Identifying any variations or scenarios
- Best Practices
- Proven experience and knowledge of working within the Academies' sector
- Well written quotation to demonstrate professionalism, meeting our business needs
- Payment terms and conditions

Note:

The above criteria are not listed in relative order of importance.

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

5. Price Schedule

The Trust requires an itemised proposal of a full year cost. Where different rates are applicable to different audits, or to different personnel this should be disclosed. All pricing submitted is to include all costs including any anticipated additional expenses.

Details of the policy on price changes in future years should be included.

We require a cost for the trust at present of thirteen primary academies, then the option of additional costs of any new academies joining the trust in the future, including any categories of scale.

6. Specification of Services Required – in no preferential order

- Provision of a GDPR policy for the trust that can be disseminated down to each academy for local implementation. To be updated on an annual basis and more frequently dependent on statutory developments.
- One GDPR Audit visit per year to each academy with a report and rag rated recommendations.
- Act as DPO for INMAT
- Competent person status / knowledge of the education sector
- Review and support with relevant policies, privacy notices and procedures
- Guidance and support services – Data Breaches/Data Issues/FOI/SAR's
- Supporting and providing support with data information records
- Review and approval of DPIA's and screening forms
- Reporting issues to, and liaison with, the Information Commissioners Office (ICO) in accordance with legal requirements
- Acting as first point of contact with authorities
- Response Measures
- Ensuring compliancy across the trust including the central office
- Online management system for each academy with trust overview – optional
- Account managed by dedicated person - DPO
- Telephone, remote chat, and / or email support.
- Advice and Training for employees as required.

Please include any additional services available that could be used on an Ad Hoc basis.

7. Information Required from Supplier**Organisation**

Briefly outline your companies' credentials to undertake services to partner INMAT.

Demonstrate your companies:

- Experience of Multi academy trusts
- History
- Accreditations
- Expertise and qualifications

Personnel

- Please specify the senior personnel who would be assigned and their office location.
- Details of the expertise, experience, and location of any specialist teams.
- Who would be available for meetings to discuss wider issues as they arise during the year?
- How the companies relevant experience of the sector will be supportive to the academies needs
- Please provide customer services information for ongoing support
- GDPR documentation and assurance of any data impact
- Modern slavery agreements

Policy Approach

- Details as to how you will ensure the policies and procedures are compliant with updated regulations. – sample required
- How do you work across multi-site organisations to ensure the policy is relevant to the individual site?

GDPR audit Approach - to be included as part of the presentation

- Basic approach to the audit and timing
- What are the expectations of the academies?
- Method of reporting to management
- Follow up reviews
- Support

References

Please provide two referees names and addresses within the education sector, one of which should be a Multi Academy Trust. These will be contacted before the presentation.

Added value / Online learning / remedial support etc

Please give details of any other support/services provided to clients designed to add value to your relationship.

Conflict of Interest

Please outline any existing or potential conflicts of interest of your company working with the trust.