



The Diocese of Coventry Multi Academy Trust

Together, pursuing life in all its fullness

Invitation to Quote for Condition Survey and CAD Drawings

About the Diocese of Coventry Multi Academy Trust

We are a multi academy trust comprising of 22 schools- 21 primary (including some infant/junior) academies and 1 secondary academy, with approximately 5300 pupils across the trust. Our academies are based across Coventry and Warwickshire.

Introduction

You are invited to submit a proposal to provide condition survey and CAD drawing.

Please note that by issuing this invitation the trust is not bound in any way and does not have to accept any proposal.

What We Want to Achieve

COVMAT seeks to procure professional services for the delivery of condition surveys across the Trust's estate. The project will support strategic estate planning, compliance with DFE standards, and the implementation of the School Estate Management Standards. The proposal is for conditional survey and digital CAD drawings to the 22 academies. (Details of the current trust academies are provided in Appendix 2)

The list of our full requirements can be found in Appendix 1.

This is a one-off project, and all works need to be completed by Friday 30th January 2026.

What We Need to Know

We would be pleased to receive proposals including the following:

- A short company overview including education sector and specialism experience
- Your costs for the project, (including any ongoing costs for portal access)
- Timeframe for works to be completed by 30th January 2026.
- An example of the below documents:
 - PDF report of a condition survey.
 - Digital floor plan with legend.
 - Prioritisation sheet.
 - BB103 Analysis
- Evidence of a portal with examples of layout and access information.



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- Confirmation of relevant qualifications.
- Confirmation that there is no modern slavery or human trafficking in your supply chains.
- Demonstration of your commitment to achieving Net Zero.
- Any social value and Corporate Social Responsibility benefits that your company can demonstrate such as established apprenticeship schemes or work placements.
- Contact details for references from similar sized organisations.

Please identify any confidential information which you would not want the Trust to disclose in response to a freedom of information request.

Evaluation

The proposals will be evaluated as below:

Criteria	Weighting	Evaluation Focus	Scoring Guide
Price	60%	Value for money	Lowest compliant bid receives full score. Others scored proportionally.
Quality	35%	Technical capability, methodology, relevant qualifications and compliance with specification.	Scored based on clarity, relevance, innovation, and alignment with requirements.
Ability to provide all elements as detailed in the specification	(20%)		
Access to portal and useability.	(15%)		
Social Value	5%	Community contributions, sustainability, apprenticeships.	Scored on tangible commitments and measurable impact.

Timescales

Your proposal is to be received by **Tuesday 28th October 2026 5pm**. Quotations received late, i.e. after the specified date and time, may not be considered.

All works are to be completed by Friday 30th January 2026

How to Return Quote

Your proposal is to be sent electronically to scarlett.roper@covmat.org



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Contact Information

For further information or any queries please contact:

Name- Scarlett Roper

Phone number- 07923440500

Email Address- scarlett.roper@covmat.org



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Appendix 1- Specification

Scope of Services

- **Condition Survey Reports**
To produce a detailed PDF report for each academy with the DFE priority rating and gradings in accordance with GEM guidance for school.
The report is to include photographic evidence, narrative summaries, and recommended actions.
- **Digital Floor Plans**
To provide digital floor plans in both .DWG and .PDF format.
The floor plans must include the following layers:
 - Room Number
 - Asbestos ref
 - Room type
 - Room use
 - Room Area (Sq Meter)
 - Floor Finish
 - Point of use water heaters
 - Boilers
 - Main water heater
 - Emergency lighting
 - Controlled access
 - Fire alarm panel
 - WIFI Sender
 - Security panel with keypad
 - Security PIR detection
 - Distribution boards / switches
 - Fire alarm detectors / sounders
 - Fire dry risers (Harris)
 - Fire alarm activation points
 - Location of Gas inlet and isolation
 - Location of water inlet and stop cock
 - Lifts and mechanical ramps
- **Conditional Prioritisation Spreadsheet**
To produce a single master spreadsheet containing all of the elemental condition data which can be filtered, sorted and priorities as required.
The spreadsheet is to include a priority rating (rating 1 to 4), a 10-year forecast by element per academy and trust wide summaries.
- **DFE GEMS Project Priority Matrix**
To produce a spreadsheet that builds on the standard DFE Project Prioritisation Matrix, to allow the trust to add 3 additional risk factors which can be scored against impact and likelihood.



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- **BB103 Space Analysis (Primary Academies only)**
To conduct a space analysis comparing against DFE BB103 baseline requirement for each primary academy.
This must highlight any shortfalls and surplus spaces within the academy.
- **Online Portal Access**
Provide secure access to an online portal for 12 months (to be included in the original costings).
The portal must support with direct access to up-to-date condition data as required within the advanced stage of the school estate management standards.
1 user account per academy (22 user accounts) along with 5 Trust wide user accounts.

Intellectual property rights for all documents, data, and digital assets produced as part of this project will be the property of the Diocese of Coventry Multi Academy Trust.



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Appendix 2 – Academy Details

Academy	Postcode	Approx. NoR
All Saints Bedworth CofE Academy	CV12 9HP	195
All Saints CofE Academy, Leek Wootton	CV35 7QR	133
Burton Green CofE Academy	CV8 1QB	101
Dunchurch Boughton CofE Infant Academy	CV22 6PA	217
Dunchurch Boughton CofE Junior Academy	CV 22 6NE	258
Long Itchington CofE Academy	CV47 9QP	181
Southam St James CofE Academy	CV47 1EE	144
Salford Priors CofE Academy	WR11 8XD	29
Leigh CofE Academy	CV4 9RQ	208
Queens CofE Academy	CV11 5LR	356
Ryton on Dunsmore Provost Williams CofE Academy	CV8 3FF	95
St James CofE Academy	CV12 9PF	200
St Michael's CofE Academy	CV12 9DA	395
St Bartholomew's CofE Academy	CV3 2LP	201
Harris CofE Academy	CV472Be	864
Leamington Hastings CofE Academy	CV23 8EA	30
Stretton CofE Academy	CV3 3AE	207
St Laurence's CofE Academy	CV6 7ED	401
St Nicolas CofE Academy	CV11 6HJ	424
Studley St Mary's CofE Academy	B80 7ND	202
St John's CofE Academy	CV5 9HZ	185
St Oswald's CofE Academy	CV22 7DJ	188