

Eligible schools will be contacted directly by the DfE, or via their responsible body (Local Authority, Trust, or Multi Academy Trust) and ask them to submit Network Asset Form to confirm eligibility.

DfE confirm Eligibility.

School to have a scoping call with Softcat Networking specialist.



Softcat to use this information to complete Cost Matrix Technical Summary.

If, during the Technical Evaluation, you encounter an issue that may require additional works, the school is able to submit your quotation for them to have their funding agreement modified.

School to submit this back to the DfE.

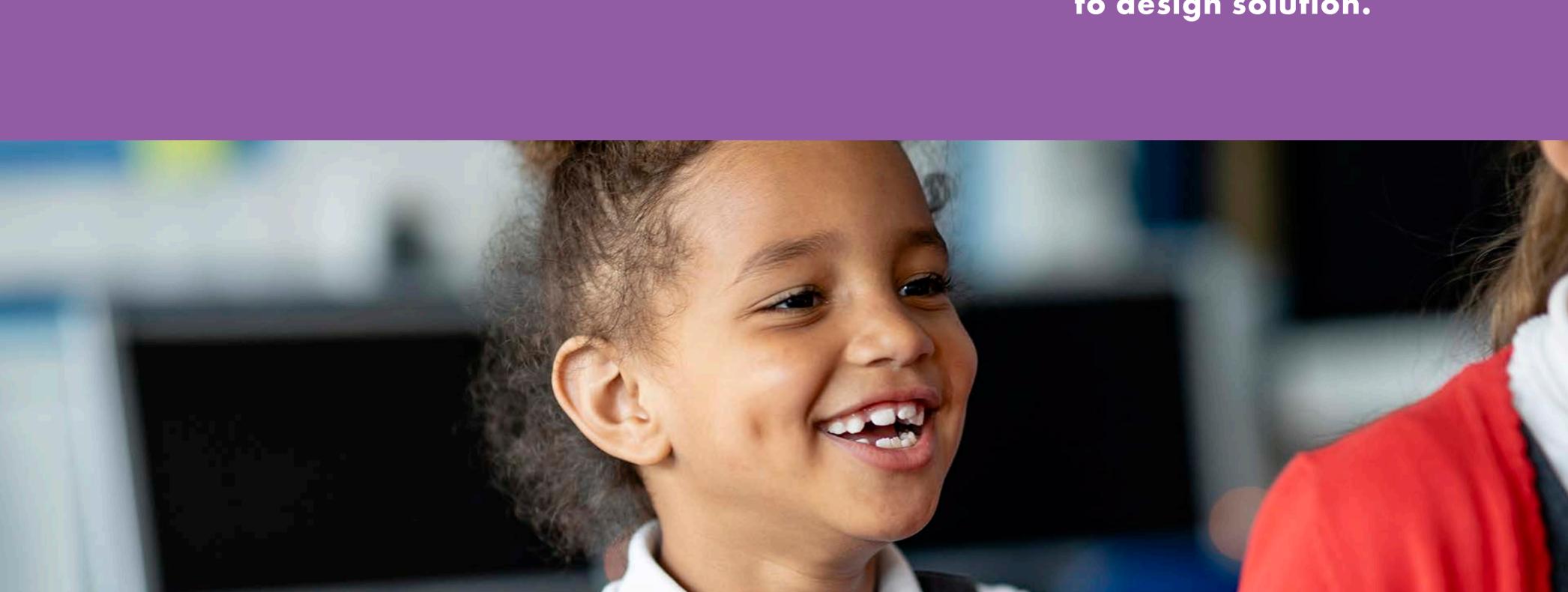
DfE to accept.



School to issue Softcat PO for surveys.

Softcat partner to carry out technical evaluation, cabling, wired & wireless survey and Solution design.

Softcat use survey reports to design solution.



Softcat invoice the School for surveys and design.

School to request part release of funding from DfE and pay invoice.

Softcat identify any additional costs following survey and design and provide updated Cost Matrix Technical Summary to School alongside completed Technical Evaluation.



School to inform DfE of these increases with updated Cost Matrix Technical Summary & Technical Evaluation.

As part of the Technical Evaluation process, you must inform us of any unexpected increase in costs, which must be approved by the Department for Education before works commence; this is the only way additional or increased funding may be available to you.

DfE to accept.

School to issue revised PO to Softcat for entirety of new Cost Matrix Technical Summary.

Softcat to process order with chosen vendors and services.

Softcat to complete preliminary work such as cabling upgrades in the next available window while stock arrives into distribution.

Once stock has land Softcat book in install.

Once stock has landed Softcat book in installation with the School for the next available window.



School to sign off work upon completion.

Softcat to invoice the customer, this can be in stages if preliminary work such as cabling was required.

School to release funding from DfE and pay Softcat invoice.