76456-2020 - Competition

United Kingdom-Edinburgh: Educational software development services
OJ S 32/2020 14/02/2020
Contract notice
Services

Legal Basis:
Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses
Official name: Edinburgh Napier University
Postal address: Sighthill Campus, 9 Sighthill Court
Town: Edinburgh
NUTS code: UKM75 Edinburgh, City of
Postal code: EH11 4BN
Country: United Kingdom
E-mail: k.murray2@napier.ac.uk
Telephone: +44 3339006040
Internet address(es):
Main address: www.napier.ac.uk
Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00340

I.2. Information about joint procurement
The contract is awarded by a central purchasing body

I.3. Communication
The procurement documents are available for unrestricted and full direct access, free of charge, at: https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html

I.4. Type of the contracting authority
Body governed by public law

I.5. Main activity
Education

Section II: Object

II.1. Scope of the procurement

II.1.1. Title
Curriculum Management Software
Reference number: ENU-1920-0020-00

II.1.2. Main CPV code
72212190 Educational software development services

II.1.3. Type of contract
Services

II.1.4. Short description
The successful introduction of a curriculum management system will move us into a very different place that will be ahead of other universities in terms of our ability to design new programmes, refresh and reinvigorate existing programmes and to support our students and staff during programme implementation. Delivery of an appropriate curriculum management will bring a step change in our understanding of the 'products' we can sell, the fees associated with these offerings and the income that they can generate.

We need to invest in time, systems and people in order to succeed. The outcome will place us in a very strong position to support innovation in programme design and delivery that will meet the needs of the changing external environment.

The main objective is to better equip the University in the management of our provision lifecycle. From development, through approval, integration into how we deliver that provision, support the management, review and update of the content, closure and archiving. This will provide a robust reliable 1 truth source of information to support understanding and managing our portfolio.

II.1.5. Estimated total value
Value excluding VAT: 450 000,00 GBP

II.1.6. Information about lots
This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)
48190000 Educational software package

II.2.3. Place of performance
NUTS code: UKM Scotland
Main site or place of performance: Edinburgh.

II.2.4. Description of the procurement
Provision concept and development

We require a system to support the management of the lifecycle of our academic provision. This stage of the lifecycle is about the creation of a draft provision approval. We need to collect key business case information to allow the approval decisions to be made. This includes key information such as market intelligence, expected fees, expected costs, expected student numbers, strategic fit as well as the academic rationale.

We will also be gathering outline provision structure and content, award information, accreditation, learning outcomes for academic quality approval.

We will also look to gather initial operational information – which will be built on through development but will include details such as library resources required, timetabling requirements. The categorisation of our provision types will allow different information to be gathered depending on what is pertinent to that provision.

Provision approval

We require a system to support the approval process through defined, automated workflows. The system will also support visibility of current and upcoming approvals to others who have

the approved access, this will allow other departments to get early visibility of and comment upon new provision with respect to their area of expertise. Approval dates, comments and documents should be recorded against the provision.

Operation/user scenarios/business process integration

Provision information needs to be accessible to support a myriad of different purposes. The system will support our improved understanding of activities, learning outcomes at module and the linkages to programme level learning as well as accreditation and professional body recognition. The system will be the 1 truth source of information on provision supporting various processes such as peer review and external examiners. The ability for staff to easily see what a provisions structure is and which provisions a module is taught on is essential. The system will support the complexities of different delivery pathways of the same programme whilst making it simple for staff to navigate the different versions.

Provision review and change

The system will support our institutional led reviews, this will require dates for approval, re-approval, delivery, closure to be recorded to allow the lifecycle to be managed. There will be tracking of changes made to provision and the ability to view those changes to support review. Workflow will support these processes to remove some of the burden of managing the review workload. It will provide assurance through date reporting to facilitate operational planning of the reviews.

Provision closure

We require to provide a closure workflow which will make explicit and support the closure process, ensuring any module closures trigger a notification to relevant provision leaders to assess impact on their provision. The workflow and visibility of closures will allow staff in supporting departments to consider the impacts of closing that provision.

Provision archive

Closed provision will be archived so we have an institutional record of all provision we have created. This record should be searchable to allow staff to look at previous provision content from either an academic provision development point of view or to support providing alumni with historical information about the course they ran.

Usability

The system will need to be simple to use. It will be a core system used by a large number of staff across the institution. Intuitive navigation, personalised views of information, excellent search functions and drop-down standard lists will all support an excellent user experience.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Provision Concept and Development / Weighting: 6 %

Quality criterion - Name: Provision Approval / Weighting: 6 %

Quality criterion - Name: Operation/ User Scenarios/Business Process Integration / Weighting: 10 %

Quality criterion - Name: Provision Review and Change / Weighting: 7 %

Quality criterion - Name: Provision Closure / Weighting: 2 %

Quality criterion - Name: Provision Archive / Weighting: 2 %

Quality criterion - Name: Usability / Weighting: 9 %

Quality criterion - Name: Information Management / Weighting: 4 %

Quality criterion - Name: Reporting / Weighting: 5 %

Quality criterion - Name: IT System Requirements / Weighting: 9 %

Quality criterion - Name: Support, Maintenance and Development / Weighting: 7 %

Quality criterion - Name: Implementation Approach and Project Management / Weighting: 7 %

Quality criterion - Name: Delivery Team / Weighting: 7 %

Price - Weighting: 20

II.2.6. Estimated value
Value excluding VAT: 450 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system
Duration in months: 60
This contract is subject to renewal: yes
Description of renewals:
Possible extension of 60 months.

II.2.9. Information about the limits on the number of candidates to be invited
Envisaged minimum number: 3Maximum number: 5Objective criteria for choosing the limited number of candidates:
Part 4B Economic and financial standing will be assessed on a pass/fail basis.
Part 4C Technical and professional ability will be assessed according to the following weightings and scoring methodology:
Weightings
Case studies — 70 %
Data security — 15 %
Business continuity — 15 %
Scoring methodology
0 = Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1 = Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2 = Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3 = Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4 = Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
The top 5 bidders scoring a minimum of 50 % will progress to the second stage.

II.2.10. Information about variants
Variants will be accepted: no

II.2.11. Information about options
Options: no

II.2.13. Information about European Union funds
The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

N/A

III.1.2. Economic and financial standing

Minimum level(s) of standards possibly required:

4B.1.1

Minimum ('general') yearly turnover of 150 000 GBP for 3 years.

4B.1.1

Minimum ('specific') yearly turnover of 150 000 GBP for 3 years.

4B.5.1a:

Professional risk indemnity insurance: 5 000 000 GBP.

4B.5.1b:

Employer's (compulsory) liability insurance: 5 000 000 GBP.

4B.5.2:

Public liability insurance: 10 000 000 GBP.

Product liability insurance: 5 000 000 GBP.

ESPD 4B.6 Statement 1:

Where the bidder is providing a submission on behalf of a subsidiary company, upon request, the bidder must obtain a parent company guarantee in a form acceptable to Edinburgh Napier University prior to the commencement of a subsequently awarded contract.

ESPD 4B.6 Statement 2:

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations. Bidders must provide their 3 most recent sets of annual audited accounts. A review of your audited accounts will be undertaken. In some cases this review may lead to additional requests for further financial information to clarify any potential issues.

This information will be used to assess financial sustainability.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

4C.1.2 — 70 %

To progress to stage 2 all suppliers must have delivered a full curriculum management system within the UK Higher Education Sector, have a sound understanding of the UK Higher Education landscape, including experience of integrating with a student records system.

A full curriculum management system should allow the creation, development, approval, integration to operational processes and student records system, review, closure and archive, of programme and module records. It should hold detailed records and allow management of these by a range of university staff.

To show this please provide 2 case studies (1 page per case study) including:

— reference site institution name,

— example timelines and milestones,

— which student records system integrated with and extent of integration,

— detail what was delivered and the extent of the integration, for example, key programme, course and section data,

— examples of how the data is accessible to external systems,

— describe how your system supported data entity relationships,

— provide an example of an approval workflow,

— describe the benefits that institution has seen since implementation.

4C.1.2 — 15 %
Have robust data security arrangements in place such as ISO 27001. If not, show how your security policies are aligned with ISO 27001.
4C.1.2 — 15 %
Have a business continuity plan for the systems supporting your key services. This should include documented disaster recovery plans with backup/restore procedures.

III.2. Conditions related to the contract

III.2.3. Information about staff responsible for the performance of the contract
Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure
Competitive procedure with negotiation

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue
Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5. Information about negotiation
The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

IV.1.8. Information about the Government Procurement Agreement (GPA)
The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate
Date: 12/03/2020 Local time: 17:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates
Date: 02/04/2020

IV.2.4. Languages in which tenders or requests to participate may be submitted
English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender
Duration in months: 3 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence
This is a recurrent procurement: yes
Estimated timing for further notices to be published:

After 5 years i.e. early 2025 if extension not invoked.

VI.2. Information about electronic workflows
Electronic ordering will be used
Electronic invoicing will be accepted
Electronic payment will be used

VI.3. Additional information
The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 15707
For more information see: http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343
(SC Ref:612563)

VI.4. Procedures for review

VI.4.1. Review body
Official name: Edinburgh Sheriff Court and Justice of the Peace Court
Postal address: Sheriff Court House, 27 Chambers Street
Town: Edinburgh
Postal code: EH1 1LB
Country: United Kingdom
E-mail: edinburgh@scotcourts.gov.uk
Telephone: +44 1312252525
Internet address: https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court

VI.5. Date of dispatch of this notice
11/02/2020