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Tender

## **University of St Andrews: Finance - Student Payment Services**

University of St Andrews

F02: Contract notice

Notice identifier: 2021/S 000-003944

Procurement identifier (OCID): ocds-h6vhtk-0296d0

Published 26 February 2021, 4:48pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University of St Andrews

Walter Bower House, Eden Campus

Guardbridge

KY16 0US

#### **Contact**

Adrian Wood

#### **Email**

[procurement@st-andrews.ac.uk](mailto:procurement@st-andrews.ac.uk)

#### **Telephone**

+44 1334462523

#### **Country**

United Kingdom

**NUTS code**

UKM72 - Clackmannanshire and Fife

**Internet address(es)**

Main address

<http://www.st-andrews.ac.uk/procurement/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00111](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00111)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://in-tendhost.co.uk/universityofstandrews>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofstandrews>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/universityofstandrews>

**I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

University of St Andrews: Finance - Student Payment Services

Reference number

FIN/260221/AM/SL

#### **II.1.2) Main CPV code**

- 66115000 - International payment transfer services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University currently collects Visa and Mastercard accommodation and tuition fees via the WPM Education platform; this activity is specifically excluded from this tender process. However, there is a large value of payments by bank transfer that are received directly into the University bank account, which then requires manual posting and reconciling to the student account.

The University also currently partners with a specialist provider for the collection of payments. The tender therefore consists of this and the above bank transfer activity, with a view to expanding the range of alternative payment methods, including such as China Union Pay, WeChat, Alipay, as well as standard international bank transfers. Note that accepting payments by card is not a requirement of this tender process but may be considered in the future. Current values and volumes can be found in Appendix 1 below.

The main drivers behind this tender have been identified as process efficiency, performance improvement, improved utilisation of staff resources, improved staff satisfaction and improved student (customer) experience.

The project team have identified their priorities as

- Offers a range of international payment methods including bank transfer. Allow flexible payment options (value and frequency (instalments)). Is a GLOBAL system which is compatible with CHINA.

- Direct interface into the student records system, SITS, and a full end to end payment process. The system should facilitate payments for tuition, accommodation and other.
- Easy for ALL students to use. Web based system. Clear and transparent FX rates and charges.
- Has an easy refund process (internally and externally), good reporting functionality and is a stable platform which is secure, scalable and can cope with demand.
- System can be maintained locally with good customer support and a dedicated relationship manager.
- Offers the best Value for Money (price) for St Andrews and its students.

The new system must be able to collect payments for the following:

- Tuition deposits, part payments (instalments) and full payments
- Accommodation part payments (instalments) and full payments
- Other fees – e.g., Summer courses for 16/17-year-olds

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

UK-St Andrews

#### **II.2.4) Description of the procurement**

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The Appointee

Service providers must be authorised to provide international payment services in the United Kingdom and be subject to regulation by the Financial Conduct Authority.

Service providers must have an appropriate level of experience in providing student payment services on a scale similar to that of the University, for public bodies, and should provide such information as confidentiality will allow this to be demonstrated.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Provision for 2 x 12 month extensions.

#### **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**

All tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted.

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## **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

Please see ITT Documents.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please see ITT Documents.

#### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

31 March 2021

Local time

12:00pm

**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: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

31 March 2021

Local time

12:00pm

Place

Procurement - University of St Andrews

Information about authorised persons and opening procedure

Appointed Procurement Staff.

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

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Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=645522](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=645522).

(SC Ref:645522)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone

+44 1382229961

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The University of St Andrews will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract being communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be requested from The University of St Andrews.

If an appeal regarding the award of contract has not been successfully resolved The Public Contracts (Scotland) Regulations 2012 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session.

The anticipated review body in such cases would be:

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone: +44 1382 229 961

Anyone bringing court proceedings against the University of St Andrews must inform the University of St Andrews in advance of the alleged breach and its intention to bring proceedings. Any such action must be brought within 15 days of the date on which a decision is sent to them or published to challenge that decision.

Proceedings seeking an ineffectiveness order must be brought within 30 days of the publication of the contract award notice in the OJEU, or 30 days from the date of a decision letter to all tenderers concerned, and any candidates concerned, containing a summary of the reason for the recipient being unsuccessful, otherwise 6 months from the date of entering into the contract or concluding the framework agreement.

Where a contract has not been entered into the Court may, by interim order, suspend the procurement procedure. The court may also set aside a decision or actions taken by the University or order it to amend and document; and/or award damages. However, by express requirement the court may decide not to grant an interim order when the negative consequences of such an order are likely to outweigh the benefits, having regard to a number of considerations.

If the contract has been entered into the Court may, depending on the nature of the breach: make an ineffectiveness order; impose a financial penalty; shorten the duration of the contract; make any other order considered appropriate to address the consequences of ineffectiveness or shortening the duration or the contract; award damages.