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Tender

## **Development of online academic courses**

Heriot-Watt University

F02: Contract notice

Notice identifier: 2022/S 000-006584

Procurement identifier (OCID): ocids-h6vhtk-032052

Published 10 March 2022, 1:32pm

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

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

Heriot-Watt University

Moyen House, Research Park North, Heriot-Watt University

Riccarton, Edinburgh

EH14 4AP

#### **Email**

[f.davidson@hw.ac.uk](mailto:f.davidson@hw.ac.uk)

#### **Telephone**

+44 1314515700

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://hw.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00307](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00307)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

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://www.publiccontractsscotland.gov.uk/Default.aspx>

**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**

Development of online academic courses

Reference number

HWU-UK-2122-065

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

- 80300000 - Higher education services

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

Services

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

Heriot-Watt University seek to establish a multi-lot framework agreement for the development of online academic content. Suppliers will require to develop online resources focussed on learning content designed to integrate with course specific teaching.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The decision to combine all or some lots may be taken which shall depend on applicants holding relevant prior experience across each academic discipline.

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

#### **II.2.1) Title**

Development of on demand online academic courses

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 80300000 - Higher education services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Online course development services across a fixed period. The development work may include subject matter expertise for the creation of online course content. Learning design for the creation of effective online learning opportunities appropriate to the target students.

Learning design work will be in collaboration with subject matter experts appointed by either Heriot-Watt University staff or by the supplier. Media development, both graphic designs for online page enhancement, and video or audio recordings to enhance the quality of teaching content.

Workload will be provided in an 'on demand' basis, when workload is outside the capacity of the internal team of designers at Heriot-Watt Online therefore the exact number of developments cannot be defined at this time.

Workload will often, though not exclusively, involve the development of full courses of fifteen academic credits. Heriot-Watt University will provide academic and learning design quality assurance on each course development.

### **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

48

This contract is subject to renewal

Yes

Description of renewals

The framework agreement may be extended by two years in single year extensions.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

The procurement process will be conducted through the use of the restricted procedure applying a two stage process. Stage One is prequalification via the SPD. When completing the SPD bidders must have regard for statements in this notice that detail specific requirements. Statements including specific requirements can be found in Section (III.1.2) Economic and Financial Standing and (III.1.3) Technical and Professional ability. The top five ranked candidates will be invited to take part in Stage Two invitation to tender.

#### **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) Description**

#### **II.2.1) Title**

Development of online academic courses which constitute a full Graduate Apprenticeship Degree in Data Science.

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 80300000 - Higher education services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Development of twenty-six courses over a four-year period, that constitute a full Graduate Apprenticeship Degree in Data Science. All courses shall be fifteen credits and will be delivered as hybrid. Online resources developed as part of this requirement will be focussed on learning content.

Asynchronous online content must be designed to integrate with course-specific live teaching which may be face-to-face or virtual. Subject matter expertise will be provided by Heriot Watt University Academics.

The supplier will provide learning design, media design (video and graphic) and will manage the course development process, including reporting out to Heriot-Watt University stakeholders and facilitating collaborative quality assurance activities.

Courses do not pre-exist in any format, other than validated programme and course specifications which include learning outcomes and assessment methods. On time delivery of course development shall be critical to ensure courses are ready at point of delivery to students.

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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

Evidence of substantial prior experience in providing learning design, media production and subject matter expertise on a comparable scale will require to be demonstrated at stage one of the procurement process.

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

List and brief description of selection criteria

The bidder must provide evidence of adequate financial stability. A review of audited accounts will be undertaken. This review may lead to additional requests for further financial information to assess financial stability where required.

Minimum level(s) of standards possibly required

The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract the following minimum levels of Insurance Cover.

Professional Risk Indemnity Insurance Cover of 1,000,000 GBP

Employer's (Compulsory) Liability Insurance cover of 5,000,000 GBP

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

List and brief description of selection criteria

[SPD Question 4C1.1] Submit three relevant examples (per lot) which demonstrates your level of prior experience of working with other UK Higher Education Institutes in similar subject areas and disciplines. Detail in each example the level of student feedback measured in terms of learner satisfaction and engagement in qualitative terms. Three relevant examples per lot should be submitted.

[SPD Question 4C1.2] Submit a statement describing your capability and experience in working with learning management systems and any specific functional knowledge developed with Canvas Virtual Learning Environment Platform.

## **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

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## **Section IV. Procedure**

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

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

Restricted procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

#### **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

11 April 2022

Local time

10:00am

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

15 April 2022

#### **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**

Tender must be valid until: 31 May 2022

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

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=686006](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=686006).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:686006)

Download the ESPD document here:

[\[\[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=686006\]\]](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=686006)

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

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

Edinburgh Sheriff Court

Chambers Street

Edinburgh

Country

United Kingdom