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Tender

## **e-Assessment Procurement**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-006775

Procurement identifier (OCID): ocds-h6vhtk-02a1e8

Published 1 April 2021, 9:24am

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Email**

[Elliot.Freeman@ed.ac.uk](mailto:Elliot.Freeman@ed.ac.uk)

#### **Telephone**

+44 1316502508

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk/schools-departments/procurement/supplying>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

**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**

e-Assessment Procurement

Reference number

EC0918

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

- 48190000 - Educational software package

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

Supplies

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

This procurement will result in an updated eExams (eAssessment) tool and service for the University of Edinburgh. Supported centrally this service will be available across schools. Expected functionality will cover but not be limited to multiple question types, exam authoring workflows, marking workflows, feedback workflows for students, plus reporting and search facilities.

We expect this service to be used by a wide range of stakeholders for exams, in-course assessment, and formative assessment. Stakeholders will include academics, administrative staff, learning technologists and students from across the institution.

The highest scoring 5 qualified bidders will be invited to the ITT stage.

In the event of a tie, bids will not share a ranking; therefore only in the event of a tie for 5th place will more than 5 bids be taken through to ITT stage.

A draft outline specification (for information only) will be attached in PCS-T to help guide bidders' response to the selection stage.

#### **II.1.5) Estimated total value**

Value excluding VAT: £400,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

The University of Edinburgh campuses

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

This procurement will result in an updated eExams (eAssessment) tool and service for the University of Edinburgh. Supported centrally this service will be available across schools. Expected functionality will cover but not be limited to multiple question types, exam authoring workflows, marking workflows, feedback workflows for students, plus reporting and search facilities.

We expect this service to be used by a wide range of stakeholders for exams, in-course assessment, and formative assessment. Stakeholders will include academics, administrative staff, and students from across the institution.

The potential benefits to the University should align with the following.

- Taking this timely opportunity to update the service when digital assessment is under great focus can result in a service that is fit for purpose, straightforward to use and will benefit the whole university.
- A cloud-based service should reduce the complexity of upgrades/updates/patching and make it possible to do updates more quickly and frequently, with less downtime and fewer problems.
- By procuring a system that is more fit for purpose the aim is to reduce the overall expenditure in this area and have a more sustainable service going forward.
- Reduce the strain on the estate in the physical management of assessments. Managing more of our exams digitally would reduce our reliance on physical space and increase the flexibility with which we may schedule exams.
- An e-exams solution would provide a more robust way of managing assessments electronically/remotely into the longer term as we change the nature of our assessments.

- There is the potential for wider use of e-assessment throughout a course to support assessment for learning as well as opportunities for more diagnostic assessment and formative assessment, giving students more feedback on their performance and supporting their learning.

- An e-exams solution will be beneficial not only to campus-based students but will also support the development of wholly online courses/programmes as well.

The contract term in years will be 3+2+2.

Please note suppliers MUST review the Ts&Cs applicable to this contract PRIOR to SPD and tender submission. These can be found within the attachments section of PCS-T.

Please note, the ITT available at release of this notice is a draft. The final ITT will be available for access on Monday 17th May.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £400,000

#### **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

+2 +2

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

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

This procedure will be conducted via the Public Contracts Scotland-Tender (PCS-T) Portal. All queries must be made via the PCS-T messaging system. For further instructions, please refer to the SPD Guidance document attached to this project in PCS-T.

We will apply a two stage process:

Stage 1 - Pre-Qualification via the SPD (Scotland). When completing, bidders must have regard for the statements in this OJEU Notice that detail specific requirements. Bidders must:

a) Pass the minimum standards in SPD Sections 4A, 4B, and 4D in the PCS-T Qualification envelope. Statements for these questions can be found in Section III of this Notice.

b) Complete the scored SPD Section 4C found in the PCS-T Technical envelope. Statements for these questions can be found in Section III.1.3 (“List and brief description of selection criteria”) of this Notice. Section 4C will be scored as per the scoring methodology detailed below. The five highest scoring bidders will be invited to submit a tender. In the event of a tie, bids will not share a ranking; therefore only in the event of a tie for 5th place will more than 5 bids be taken through to ITT stage.

Stage 2 - Invitation to Tender (ITT) and submission of shortlisted bidder tender returns. These must be received no later than the date and time detailed within the ITT documentation.

Objective Criteria for Shortlisting - SPD Section 4C scoring methodology:

0 – Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 – Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

2 – Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 – Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 – Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients

#### SPD 4C 1.2

Supply three example case studies of services carried out during the past three years that demonstrate experience in delivering bespoke applications of a similar scale successfully on time and on budget.

Responses may include customer feedback or supporting statements. Any customer used

in responses must be willing to verify any supporting statements and should include relevant contact details.

\*Each example case study will be scored separately and will be sub-weighted at 33.33% of the 100%.

#### **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**

Economic operators may be excluded from this competition if there are any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

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

List and brief description of selection criteria

##### **SPD 4B.1.1 Statement**

Bidders will be required to have a minimum “general” yearly turnover of 2 x 400000 GBP for the last 3 years.

##### **SPD 4B.3 Statement**

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

##### **SPD 4B.5.1 and 4B.5.2 Statement**

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5000000 GBP

Public Liability Insurance = 10000000 GBP

Professional Indemnity Insurance = 5000000 GBP

Product Liability Insurance = 5000000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

ESPD 4B.6 Statements

Bidders 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 prior to commencement of any subsequently awarded contract.

Bidders 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 prior to commencement of any subsequently awarded contract.

4B.6 Statement 2:

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations.

Bidders must be able to provide upon request, their 3 most recent sets of annual audited accounts, including profit and loss information, and the following ratios:

- Current Ratio
- Quick Ratio
- Debtors Turnover Ratio
- Return on Assets

- Working Capital
- Debt to Equity Ratio
- Gross Profit Ratio

A review of your ratios and audited accounts may be undertaken. In some cases this review may lead to an additional request for further financial information to help clarify any potential issues raised.

This information may be used to assess financial sustainability.

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

List and brief description of selection criteria

NOTE: In PCS-T, responses to 4C.1 should be given as clearly labelled attachments to this question. Responses for the remaining 4C questions should be clearly labelled and attached to the General Attachments area in the PCS-T. Suppliers must have regard for all statements when submitting responses.

#### **SPD 4C.1.2 Statement (100%)**

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the OJEU Contract Notice.

Supply three example case studies of services carried out during the past three years that demonstrate experience in delivering bespoke applications of a similar scale successfully on time and on budget.

Responses may include customer feedback or supporting statements. Any customer used in responses must be willing to verify any supporting statements and should include relevant contact details.

\*Each example case study will be scored separately and will be sub-weighted at 33.33% of the 100% weighting.

## **Section IV. Procedure**

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

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

Restricted 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.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 245-609002](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

3 May 2021

Local time

12:00pm

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

17 May 2021

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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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

NOTE: Bidders and subcontractors engaged in the delivery of this contract may be excluded if they have not met applicable social, environmental and labour obligations under national, EU, and international law (as indicated in SPD section 3D). Without prejudice to any relevant obligations, suppliers should note that this includes obligations for certain organisations under:

-the Modern Slavery Act 2015 (available at <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>),

-the ILO conventions and other measures listed in Annex X of Directive 2014/24/EU (available at <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32014L0024&from=EN>)

- the Equality Act 2010, in regards to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (available at <https://www.legislation.gov.uk/ukpga/2010/15/contents>)

-the Employment Relations Act 1999 (Blacklists) Regulations 2010 (<http://www.legislation.gov.uk/uksi/2010/493/contents/made>) - this is grounds for mandatory exclusion or termination at any procurement or contract stage

At any stage, bidders and/or relevant subcontractors may be required to provide statements and means of proof demonstrating their compliance with these obligations or the reliability of their self-cleansing measures, including the annual statement as provided for by section 54 of the Modern Slavery Act for organisations with a turnover of 36,000,000 GBP or over.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 18187.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:649380)

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

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

University of Edinburgh

9-16 Chambers Street

Manager

EH1 1HT

Email

[elliott.freeman@ed.ac.uk](mailto:elliott.freeman@ed.ac.uk)

Country

United Kingdom