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Tender

## **Digital Strategy Consultancy Services**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2023/S 000-006973

Procurement identifier (OCID): ocds-h6vhtk-03b11e

Published 9 March 2023, 5:06pm

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

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

UNIVERSITY OF SOUTHAMPTON

BUILDING 37, HIGHFIELD CAMPUS, UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

#### **Email**

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

#### **Telephone**

+44 2380595000

#### **Country**

United Kingdom

#### **Region code**

UKJ32 - Southampton

**University of Southampton, UK**

10007158

**Internet address(es)**

Main address

<https://www.southampton.ac.uk/>

### **I.3) Communication**

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

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

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/universityofsouthampton>

### **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

Digital Strategy Consultancy Services

Reference number

2023UoS-0748

#### II.1.2) Main CPV code

- 72600000 - Computer support and consultancy services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The University has launched its new Strategy with a core purpose to inspire the remarkable and a commitment to excellence in all that we do. Further information can be found at <https://www.southampton.ac.uk/about/strategy>.

A core characteristic of our of Strategy is the Triple Helix approach, by strengthening and increasing the links between our activities our Triple Helix approach will achieve greater impact and accelerate new ways to tackle the world's most complex problems.

It has been clearly acknowledged that digital development and a new approach to this element of our work will be key enabler of our goals. Our intention is to deliver a step change in digital transformation across the University, enabling our reach and impact to be extended. Our digital infrastructures are a vital component in realising our ambitions.

Relatedly, we are in the process of developing an Organisational Excellence Strategic Plan. The work to date on this plan has confirmed the need to enhance our digital infrastructure and deliver services that are digitally leading-edge with a human face.

To help us realise the ambition to make a step-change in digital, we wish to develop a Masterplan that will inform priorities for change, the investment we need to make, and guide how we need to change to stay up-to-date and relevant in the future.

This Digital Strategic Plan will also significantly contribute to student life at the University as it will act as an enabler for key digital deliverables in the Education, Student

Experience, and International strategic plans.

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

Value excluding VAT: £500,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 72220000 - Systems and technical consultancy services
- 72600000 - Computer support and consultancy services

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

NUTS codes

- UKJ32 - Southampton

Main site or place of performance

These services will be able to be carried out through a blend of online, remote working and onsite workshops and meetings. There will be a need to attend at least 2 full in-person governing body meetings.

The services are to be delivered to the University of Southampton,

Highfield Campus, Southampton, Hampshire, SO17 1BJ.

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

To help us realise the ambition to make a step-change in digital, we wish to develop a Masterplan that will inform priorities for change, the investment we need to make, and guide how we need to change to stay up-to-date and relevant in the future.

This Digital Strategic Plan will also significantly contribute to student life at the University as it will act as an enabler for key digital deliverables in the Education, Student Experience and International strategic plans.

This project and plan should aim to achieve the following goals:

- Undertake a review of the current state of digital in the University.
- Work with the University to define a new digital vision and the associated strategic priorities from both a staff and student perspective.
- Identify the digital opportunities that will enable a step-change in our performance.
- Ensure the strategy considers in-train projects and how they will align with the plan.
- Ensure the strategy responds to the Triple Helix, developing how we teach, research, undertake enterprise activities and engage with our communities.
- Increase digital literacy amongst our staff and students. Digital skills and literacy are an integral part of University life for students, academics and professional services staff. The strategy should consider the as-is and to-be approach to developing digital skills capabilities for these stakeholders.
- Align outputs with the University's ICT 5-year plan and Estates Strategic Plan.
- Develop a new strategic plan and associated roadmap that will enable the University to be comprehensively digitally enabled by 2027. This will include defining the scale of work required, associated timelines, interdependencies, and options for development. This will include defining the vision, scale of work required, identify priority projects for investment (including quick wins), provide the direction of travel and associated timelines, interdependencies, and options for development. It should also complement relevant work such as the ICT 5 year plan.

The successful consultancy will be able to bring experience of understanding of digital strategy development and transformation into operations within the HE sector and will be able to present this information in a persuasive way. They will have experience of credible, realistic plans that have delivered real change for other clients, and they will understand the different stakeholders and their perspectives in the development of this work in a large, world class, research intensive and multi-faculty university.

The University proposes to enter into a contract for a maximum of two (2) years, this will be the maximum contract period, including any potential extensions with the successful tenderer(s).

This will comprise of an initial contract period of six (6) months in which the Digital Strategy Masterplan must be delivered, with an option to extend by a further eighteen (18) months subject to satisfactory performance and at the discretion of the University if follow up work is required.

The total budget available for the proposed Contract will not exceed a Contract value of

£500,000 GBP (excluding VAT). The total proportion of the budget allocated to producing the Digital Strategy Masterplan will not exceed £250,000 GBP. The remaining budget will be drawn down if the University requires follow up work and calls upon the optional extension period detailed above.

TUPE is not applicable to this procurement activity.

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

Cost criterion - Name: Commercial Response / Weighting: 30%

Cost criterion - Name: Qualitative Response / Weighting: 70%

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

Value excluding VAT: £500,000

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

Duration in months

24

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

This procurement is not suitable for splitting into Lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

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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

The selection criteria is as stated in the Selection Stage document set.

To support the financial assessment, the University will obtain a Business Risk Report for all Potential Suppliers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe.

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level(s) of standards possibly required

Potential suppliers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Employers Liability: £10 million GBP per occurrence.

Public Liability: £10 million GBP per occurrence.

Professional Indemnity Insurance: £5 million GBP per occurrence.

Cyber Liability - £2 million GBP per occurrence (only required if data risk not held in PI policy)

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

List and brief description of selection criteria

The selection criteria is as stated in the Selection Stage document set.

However, potential suppliers' attention is drawn to the MANDATORY requirements of the

selection criteria:

e.g.

- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance
- Compliance with equality legislation
- Health & Safety

## **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

14 April 2023

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: 4 (from the date stated for receipt of tender)

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

Date

14 April 2023

Local time

12:01pm

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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 payment will be used

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

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in

2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive 2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

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

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

University of Southampton

Southampton

SO17 1BJ

Email

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

Telephone

+44 2380595000

Country

United Kingdom

Internet address

<https://www.southampton.ac.uk/>