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Tender

## **Timetable Scheduling & Booking Software Service**

University of South Wales

F02: Contract notice

Notice identifier: 2021/S 000-012848

Procurement identifier (OCID): ocids-h6vhtk-02b9a1

Published 8 June 2021, 4:15pm

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

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

University of South Wales

Procurement Manager, University of South Wales, Finance Dept, Llantwit Road

Pontypridd

CF37 1DL

#### **Contact**

Sharon Jenkins

#### **Email**

[SHARON.JENKINS@SOUTHWALES.AC.UK](mailto:SHARON.JENKINS@SOUTHWALES.AC.UK)

#### **Telephone**

+44 1443482385

**Country**

United Kingdom

**NUTS code**

UKL - Wales

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0315](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0315)

**I.3) Communication**

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

<https://sell2wales.gov.wales>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://sell2wales.gov.wales>

**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**

Timetable Scheduling & Booking Software Service

Reference number

Tender 1695

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

- 72268000 - Software supply services

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

Services

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

The University of South Wales is inviting tenders for the supply, installation and configuration of a replacement timetable scheduling and resource booking solution. The University is seeking a SaaS based service to reduce the burden on IT while supporting the needs of staff and students.

Timetabling activity is a highly labour-intensive process that is currently fragmented across multiple systems and administrative teams, and currently demands a high level of manual intervention. It is anticipated that the new system will provide a highly automated scheduling and booking service encompassing venues, all curricula activities, students and staff, with the provision of reporting capabilities, timely notifications, and the ability to effect change quickly and efficiently. The scheduling of all activity is important as well as personal calendar views for staff and students.

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

This contract is divided into lots: No

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

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

- 48000000 - Software package and information systems

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

NUTS codes

- UKL15 - Central Valleys

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

The University is seeking to replace their largely on-premise timetable scheduling and booking software with a single SaaS offering to reduce the burden on IT and ensure a fit-for-purpose service is implemented. Using a SaaS is expected to deliver the following:

Maintenance and operational responsibility remain with the supplier.

New feature development and system improvements by the supplier are driven by market and customer requirements.

Simple implementation with no or low local installation.

Scalability to ensure the service can be utilised across the university.

Data security meets industry and regulatory standards and is regularly reviewed and maintained.

Access without spatial restriction to allow any-time, anywhere, any-device access.

Overall cost efficiency.

Easy adoption for all users.

Intrinsic data analytics and reporting.

Supports business continuity.

Environmental benefits through lower carbon footprint of service provision.

The University schedules approximately 1,700 teaching activities a year with up to 300 students per session, plus teaching staff for each activity. In addition to this there are many other bookings made for staff, students, and operational needs, as well as public and corporate bookings for both internal and external rooms and spaces

### **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 initial contract period shall be four years with the option to extend for further 12-month periods up to six years in total, subject to performance and agreement between the parties.

### **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

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

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

#### **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

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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

13 July 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: 18 (from the date stated for receipt of tender)

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

Date

13 July 2021

Local time

1:00pm

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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: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=111177](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=111177).

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.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/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.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives.

Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

As part of the tendering process the University will be looking at ways that even more value may be obtained and would like to seek community benefits from this tender. Examples of the kind of benefits / opportunities that we would like to see are, for example, e.g. lectures, guest speaker slots, scholarships or perhaps student placements or internships.

When submitting your tender, you will need to submit a plan in a separate word document of how you would anticipate delivering any benefits through this contract. The community benefits will not be scored or evaluated but will be included as a condition of contract with the successful supplier.



(WA Ref:111177)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom