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Tender

## **Provision of an Integrated Student Admissions System**

University of the Highlands and Islands

F02: Contract notice

Notice identifier: 2023/S 000-018930

Procurement identifier (OCID): ocds-h6vhtk-03de7c

Published 4 July 2023, 8:50am

The closing date and time has been changed to:

**14 August 2023, 9:00am**

See the [change notice](#).

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

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

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

#### **Email**

[ayoung@apuc-scot.ac.uk](mailto:ayoung@apuc-scot.ac.uk)

#### **Telephone**

+44 1463279000

**Fax**

+44 1463279001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**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**

Provision of an Integrated Student Admissions System

Reference number

CS-UHI-26081

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

- 48000000 - Software package and information systems

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

Supplies

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

The University of the Highlands and Islands (UHI) has a requirement for the Provision of an Integrated Student Admissions System. It should be noted that this contract is being tendered by the University of the Highlands and Islands, on behalf of all UHI Academic Partners. UHI Academic Partners include:

UHI Argyll

UHI Inverness

UHI Moray

UHI North Highland

Orkney College UHI

UHI Outer Hebrides

UHI Perth

UHI Shetland

UHI West Highland

Highland Theological College

Sabhal Mor Ostaig

Scottish Association for Marine Science

UHI Executive Office

Please note that UHI North Highland, UHI Outer Hebrides and UHI West Highland will be merging to become UHI North, West and Hebrides in August 2023, subject to Scottish Government approval. The merged college will have access to the System.

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

Value excluding VAT: £350,500

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

This contract is divided into lots: No

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

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

- 48445000 - Customer Relation Management software package

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

NUTS codes

- UKM - Scotland

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

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UHI Executive Office

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

Quality criterion - Name: Compliance with Specification / Weighting: 15%

Quality criterion - Name: User Evaluation and Testing / Weighting: 15%

Quality criterion - Name: Core System Functionality / Weighting: 10%

Quality criterion - Name: Systems Integration / Weighting: 10%

Quality criterion - Name: Implementation Plan / Weighting: 15%

Quality criterion - Name: Phase-Out Plan and Exit Strategy / Weighting: 10%

Quality criterion - Name: Support Services / Weighting: 10%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Price - Weighting: 10%

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

Value excluding VAT: £350,500

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The Contract will commence for a period of three (3) years (not including the implementation period).

The Authority reserves the right to extend the contract for two (2) x one (1) year periods, subject to satisfactory performance and continued requirement of the Authority.

**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**

Minimum level(s) of standards possibly required

The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing.

- Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Contract.

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Product Liability Insurance = 5 000 000 GBP
- Public Liability Insurance = 5 000 000 GBP
- Professional Indemnity Insurance = 2 000 000 GBP

Please refer to Part IV Selection Criteria of the SPD.

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

Minimum level(s) of standards possibly required

Bidders must provide at least one (1) relevant example within the last three (3) years. It should be noted that the Contractor's system shall be required to handle a minimum of 35,000 applications annually. The Contractor must be able to demonstrate that the volume listed above has been handled before, with descriptions of the related system hardware/architecture.

Examples from both public and/or private sector customers and clients may be provided.

In order to ensure that newer or start-up companies have a chance to demonstrate any experience relevant to the current requirement, examples may be provided from:

- Within their organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)
- Named entities upon whose capacity and capability the bidder is relying in order to meet the selection criteria

Bidders should be aware that they may be asked to confirm at the Invitation to Tender stage that there has been no material change to the skills, experience and resources available to them since submitting their SPD response.

Please refer to Part IV Selection Criteria of the SPD.

## **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**

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**

Originally published as:

Date

11 August 2023



Local time

9:00am

Changed to:

Date

14 August 2023

Local time

9:00am

See the [change notice](#).

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

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

Date

11 August 2023

Local time

9:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is not possible to advise an estimated time for a contract notice to be published at this exact moment.

### **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**

The below documentation requires to be submitted as part of the tender submission:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E - Commercial Questionnaire (Pricing Schedule)

Appendix F - Technical Questionnaire (including Appendix J - Compliance with Specification)

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix I - Conflict of Interest

Appendix L - Cloud Risk Evaluation Questionnaire

Single Procurement Document

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

It should be noted that the maximum value/budget of the Authority, across a period of five (5) years, including implementation but not inclusive of potential contract amendments during the contract term, is 350,500 GBP (excluding VAT).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24502. For more information see:

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

(SC Ref:736091)

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

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

Inverness Sheriff and Justice of the Peace Court

Inverness

IV2 3EG

Country

United Kingdom