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Tender

## **Third Party Admissions System**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2024/S 000-024106

Procurement identifier (OCID): ocds-h6vhtk-0486af

Published 1 August 2024, 11:13am

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Contact**

Elliot Freeman

#### **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

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

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.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8&VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8>

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/esop/pts-host/public/pts/web/login.html?VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8&VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8>

**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**

Third Party Admissions System

Reference number

EC1028

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

- 75121000 - Administrative educational services

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

Services

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

The University is looking to work with a commercial partner to support admissions decision-making, with scope to consider verification and conversion support. This work would cover the next three admissions cycles, with the first intake being September 2025.

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

Value excluding VAT: £600,000

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

This contract is divided into lots: No

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

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

- 80300000 - Higher education services
- 72316000 - Data analysis services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The University of Edinburgh seeks to enhance the Future Student experience both in speed of decision turnaround and in the qualitative experience of all applicants whether they receive an offer or not. This is to support our delivery of institutional student population strategic objectives, and to ensure our future student experience is in line with our world class standing. The University is looking to work with a commercial partner to support admissions decision-making, with scope to consider verification and conversion support. This work would cover the next three admissions cycles, with the first intake being September 2025. The third-party admissions service should support to admissions teams at the University of Edinburgh, to provide more concentrated and flexible support in peak periods, and allow for University of Edinburgh Admissions staff to focus on specialist, value-added activity. This should also enable offer making to be delivered in a timely manner. This would likely include:

- Identification and completion of missing data;
- Identification of ineligible applicants;
- Identification of applicants who are highly competitive and should be considered further by admissions teams; and
- Requesting documentation post-offer, to confirm whether the applicant has met their conditions of offer.

This would primarily be undertaken by staff from the supplier, who are trained by the University of Edinburgh. These staff will be granted access the University's systems to support this activity. This will include the use of the University's student records system, EUCLID (SITS). Access is cloud based through multi factor authentication and a VPN should be utilised for any work undertaken off campus. Information will be shared through Microsoft 365 products and supplier staff will be invited to relevant admissions team meetings to ensure accurate and successful completion of work to SLAs.

Data protection standards must be met to ensure safety and security of applicant data.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

**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

Following the initial 24-month period, the University will have the option to extend by a further 12-months, for a total possible contract duration of 36-months.

**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**

List and brief description of selection criteria

Part IV: Selection Criteria – B: Economic and Financial Standing – Question 4B.1.1

Bidders will be asked to provide your general annual turnover for the last two financial years. The following calculation will be used:

$(\text{Year 1 Turnover} + \text{Year 2 Turnover}) \text{ divided by } 2 = \text{xx}$

Estimated Annual Value of Contract

Where a tenderer does not have the required annual turnover, the UoE may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Minimum level(s) of standards possibly required

Part IV: Selection Criteria – B: Economic and Financial Standing – Question 4B.5.1

Suppliers will be required to hold the minimum insurance levels detailed in the University terms and conditions, which are:

- Public liability insurance GBP2,000,000;
- Employers' liability insurance GBP5,000,000; and
- Professional indemnity insurance GBP1,000,000.

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

Minimum level(s) of standards possibly required

Part IV: Selection Criteria – C: Services – Question 4C.1.1

For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years as specified (Examples from both public and/or private sector customers and clients may be provided):

Bidders must provide two examples, which demonstrates their technical ability and

experience in both delivering and adding value to, similar services as described in the Specification of Requirements.

The examples must have been successfully undertaken within the last 3 years and display strong similarities to the scope, size, scale and value of the service requirements of this tender. We would be particularly interested in examples from Higher Education or similar.

Responses must include:

- The clients' (names and geographical locations);
- Full details of the scope of the services delivered for the clients;
- The names of the Bidders consultants used in the service delivery team;
- Results achieved for the clients during the lifetime of the contracts and exactly how these were captured and measured;
- The methodology used to deliver the required services;
- The dates and duration of the contracts;
- Any (relevant) obstacles experienced during delivery of the services and how they were overcome; and
- Contact details of the clients.

Please note that the University reserves the right to gain confirmation from the stated clients that the services and achievements were indeed provided as described for the stated client.

#### Part IV: Selection Criteria – D: Quality Assurance Schemes – Question 4D.1

It is a mandatory requirement of this agreement that the Provider has a robust and relevant quality management system in place, such as BS EN ISO 9001 or equivalent. Suppliers will also be required to confirm they comply with GDPR laws and the Equality Act 2010.

### **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**

Date

2 September 2024

Local time

12:00pm

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

English

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

Date

2 September 2024

Local time

12:00pm



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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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27190. For more information see:

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

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The University of Edinburgh's Strategy 2030 sets out our vision to make the world a better place, and a key focus is our Social and Civic Responsibility. We contribute positively to society through our research, innovation and education. We also recognise that as a large organisation, how we do things can have both positive and negative impacts on people, communities, and the natural environment near and far. This plan shows how we will deliver on our commitments to Social & Civic Responsibility as part of the University's Strategy 2030 and our commitments to the global Sustainable Development Goals (SDGs). We would like to know how the work of your organisation can contribute and help us towards achieving our strategic objectives, and/or the SDGs more broadly. Please detail any areas where your organisation can (and pledge to, if successful in winning this contract) work with UoE to achieve positive CB outcomes.

(SC Ref:772827)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom