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Tender

## **EMAIL ARCHIVE FOR COVENTRY UNIVERSITY LEGAL SERVICES DEPARTMENT**

Coventry University

F02: Contract notice

Notice identifier: 2024/S 000-027397

Procurement identifier (OCID): ocds-h6vhtk-0495ed

Published 28 August 2024, 10:42am

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

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

Coventry University

Priory Street

COVENTRY

CV15FB

#### **Contact**

Thomas Hasson

#### **Email**

[ad7747@coventry.ac.uk](mailto:ad7747@coventry.ac.uk)

#### **Country**

United Kingdom

**Region code**

UKG33 - Coventry

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.coventry.ac.uk](http://www.coventry.ac.uk)

Buyer's address

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

**I.3) Communication**

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

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

EMAIL ARCHIVE FOR COVENTRY UNIVERSITY LEGAL SERVICES DEPARTMENT

Reference number

FRAM-1373-24-TH

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

- 72000000 - IT services: consulting, software development, Internet and support

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

Services

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

Coventry University Group are seeking proposals from qualified vendors for the supply, installation, and support of a cloud-based email archiving solution. The solution should securely archive email communications for a maximum period of 13 years, support exporting emails to PDF for legal cases, investigations and Freedom of information requests. It must be capable of handling an existing archive of 110TB. The solution should support Office 365 (O365) and Google Workspace connectors and must accommodate user licensing for 70,000 users, including both staff and students. The system should be able to handle an average of 300,000 emails daily.

Submission Requirements:

Vendors interested in submitting a proposal must include the following:

Company Profile: Overview of the company, including experience in providing similar solutions.

Technical Proposal: Detailed description of the proposed solution, including software and hardware specifications.

Implementation Plan: Timeline and plan for deploying the solution, including data migration.

Support and Maintenance: Description of support services, including response times and SLAs.

Pricing: Detailed pricing breakdown, including software licenses, implementation costs, support fees, and any other relevant charges for initial archive copy.

References: Provide at least three references from organizations of similar size and scope.

Below Tenderers can find details of how Coventry University intends to administer the evaluation of submitted proposals.

This Email Archive solution is required for a period of five years. Following a successful contract review, there may be a possibility of extending the contract for a further five, one-year periods.

Tender documents and submissions can be located and uploaded at: <https://in-tendhost.co.uk/coventryuniversity/>

Please see sections 5 and 9 of the ITT for further detail on the product and service requirements related to this contract.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKG - West Midlands (England)

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

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Please see sections 5 and 9 of the ITT for further detail on the product and service requirements related to this contract.

### **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

This contract is subject to renewal

Yes

Description of renewals

Initial 5 years plus 1+1+1+1+1 years at the discretion of Coventry University.

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

Variants will be accepted: No

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

Options: No

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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: No

### **IV.2) Administrative information**

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

Date

26 September 2024

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

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

Date

26 September 2024

Local time

12:01pm

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### **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Coventry University

Coventry

Country

United Kingdom