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Tender

## **Provision of a Student Attendance and Engagement System (GCU)**

Glasgow Caledonian University

F02: Contract notice

Notice identifier: 2022/S 000-027479

Procurement identifier (OCID): ocids-h6vhtk-0371c8

Published 30 September 2022, 1:34pm

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

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

Glasgow Caledonian University

70 Cowcaddens Road

Glasgow

G4 0BA

#### **Email**

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

#### **Telephone**

+44 1413313578

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.gcu.ac.uk/procurement>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00195](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00195)

**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/>

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 a Student Attendance and Engagement System (GCU)

Reference number

GC-REG-2022-01

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

- 31711310 - System for recording attendance

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

Supplies

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

Glasgow Caledonian University (GCU) is seeking Contractor(s) for the provision of a Student Attendance and Engagement System.

The ability to monitor student attendance and engagement is a key learning analytic and an important component of ensuring student success, in being able to identify and target support to those that have ceased engaging in their classes and also to ensure compliance with external stakeholder requirements, such as statutory bodies and UKVI.

In 2011, GCU invested in a system to monitor student attendance at classes, via the implementation of an IT solution that relies upon student's swiping into classes using their Student ID card and installed readers.

Given the age of the system and the fact the system is not able to monitor engagement of students attending online classes, it has been recognised that the current system is no longer fit for purpose and therefore a replacement to meet our current and future needs is required.

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

This contract is divided into lots: No

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

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

- 31711310 - System for recording attendance

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

NUTS codes

- UKM82 - Glasgow City

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

Glasgow Caledonian University (GCU) is seeking Contractor(s) for the provision of a Student Attendance and Engagement System.

The ability to monitor student attendance and engagement is a key learning analytic and an important component of ensuring student success, in being able to identify and target support to those that have ceased engaging in their classes and also to ensure compliance with external stakeholder requirements, such as statutory bodies and UKVI.

In 2011, GCU invested in a system to monitor student attendance at classes, via the implementation of an IT solution that relies upon student's swiping into classes using their Student ID card and installed readers.

Given the age of the system and the fact the system is not able to monitor engagement of students attending online classes, it has been recognised that the current system is no longer fit for purpose and therefore a replacement to meet our current and future needs is required.

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

Quality criterion - Name: System Requirements / Weighting: 15

Quality criterion - Name: Capturing and Recording Student Attendance / Weighting: 10

Quality criterion - Name: Reporting and Communications / Weighting: 10

Quality criterion - Name: Systems and Data Integration / Weighting: 8

Quality criterion - Name: Systems Expansion and Continued Development / Weighting: 3

Quality criterion - Name: GDPR Compliance and Information Governance/Security / Weighting: 8

Quality criterion - Name: Implementation and Project Management / Weighting: 3

Quality criterion - Name: Sustainability - Fair work practices / Weighting: 3

Price - Weighting: 40

**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 University reserves the right to extend the Contract for a further 2 x 12 months subject to satisfactory performance and continued University requirements.

**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

Please refer to question within 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice

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

- Employer's (Compulsory) Liability Insurance = 5 Million GBP
- Professional Liability Insurance = 5 Million GBP
- Product Liability Insurance = 5 Million GBP

Please refer to question within 4B.6 of the SPD and Economic and financial standing section of the Contract Notice

The successful Contractor will be required to provide 2 years audited accounts, or equivalent if awarded the Contract.

Information provided for Part III and IV will be assessed on a Pass/Fail basis, where:

Pass = meets requirements as stated in Contract Notice.

Fail = does not meet requirements as stated in Contract Notice.

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 2015.

### **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

31 October 2022

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

31 October 2022

Local time

12:00pm

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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: Next iteration will be tendered when this contract is due to expire.

### **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**

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 2015.

The successful bidder must confirm that they comply with the requirements of the Modern Slavery Act 2015.

Please refer to Part III Section D Selection Criteria: Questions within 3D.2 of the SPD

#### **FORM OF TENDER**

Please complete “Appendix A – Form of Tender” in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored however failure to submit a signed copy will result in elimination from the procurement exercise.

#### **SUB-CONTRACTORS**

Please complete “Appendix C – List of Sub-Contractors” if applicable in the Technical Questionnaire in PCS- Tender.

This information should only be submitted if applicable prior to award. It is for information only and will not be scored.



## FREEDOM OF INFORMATION

Please complete "Appendix D – Freedom of Information" if applicable in the Technical Questionnaire in PCS-Tender.

This information should only be submitted if applicable prior to award. It is for information only and will not be scored.

## SUSTAIN SUPPLY CHAIN CODE OF CONDUCT

Please complete "Appendix E – APUC Ltd Sustain Supply Chain Code of Conduct" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored.

## ANTI-BRIBERY POLICY

Please complete "Appendix F – Anti-Bribery Policy" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored however failure to submit a signed copy will result in elimination from the procurement exercise.

## GDPR - CONTRACTOR ASSURANCE ASSESSMENT QUESTIONNAIRE

Please complete "Appendix H - Contractor Assurance Assessment Questionnaire" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored.

## CLOUD RISK EVALUATION QUESTIONNAIRE

Please complete "Appendix I - Cloud Risk Evaluation Questionnaire" in the Technical Questionnaire in PCS-Tender.

This information should be submitted prior to award. It is for information only and will not be scored.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22473. For more information see:

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

(SC Ref:708339)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom