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Tender

## **Faculty of Medicine Assessment Management System**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2021/S 000-032039

Procurement identifier (OCID): ocds-h6vhtk-03049e

Published 22 December 2021, 11:38am

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

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

UNIVERSITY OF SOUTHAMPTON

HIGHFIELD CAMPUS, UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

#### **Contact**

Alex Oakley

#### **Email**

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

#### **Country**

United Kingdom

**NUTS code**

UKJ32 - Southampton

**Internet address(es)**

Main address

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

Buyer's address

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

**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**

Faculty of Medicine Assessment Management System

Reference number

2021UoS-0263

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

- 72268000 - Software supply services

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

Services

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

This Tender opportunity is to procure an electronic system or systems to support our clinical assessments. As part of clinical practice, students must meet standards and pass exams to be able to practice after their degree is awarded. A new system is required to support these clinical assessments to ensure we will be unable to meet the necessary KPIs that the General Medical Council (GMC) will be introducing with the new Medical Licensing Assessment (MLA).

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

Value excluding VAT: £595,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Tenderers may apply for one or both Lots under this procurement. The University will award each Lot to the highest scoring Tenderer. Tenderers are able to be awarded a Contract for one or both Lots if successful.

## **II.2) Description**

### **II.2.1) Title**

Lot 1: OSCE, Practical, Written and Anatomy Papers

Lot No

1

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

- 72268000 - Software supply services

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

NUTS codes

- UKJ32 - Southampton

Main site or place of performance

University of Southampton

South Academic Block

Southampton General Hospital

Tremona Road

Southampton

SO16 6YD

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

This Tender opportunity is to procure an electronic system or systems to support our clinical assessments. As part of clinical practice, students must meet standards and pass exams to be able to practice after their degree is awarded. A new system is required to support these clinical assessments to ensure we will be unable to meet the necessary KPIs that the General Medical Council (GMC) will be introducing with the new Medical Licensing Assessment (MLA).

The system should enable the faculty to:

- Ensure compliance with GMC requirements for delivery of assessments, particularly for the

MLA.

- Provide detailed individual student and examiner feedback.
- Reduce errors and improve quality.
- Improve student and examiner experience
- Electronically support the delivery of OSCE, multiple choice written papers and practical papers

A new system is required to support these clinical assessments to ensure we will be unable to meet the necessary KPIs that the GMC will be introducing with the new Medical Licensing Assessment (MLA), consisting of the Applied Knowledge Test (AKT) and the Clinical & Procedural Skills Assessment (CPSA). The new AKT will replace our current Multiple-Choice Question (MCQ) papers and the new CPSA will replace our current Objective Structured Clinical Examination (OSCE).

Lot 1 is for the provision of a system to support OSCE (Objective Structured Clinical Exam), Practical, Written and Anatomy Papers. These assessments are managed by the University and take place at Southampton General Hospital or at another University setting.

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

Quality criterion - Name: Section 1 - Functional Requirements (Mandatory Requirements) / Weighting: Pass/Fail

Quality criterion - Name: Section 2 - Non-Functional Requirements (Mandatory Requirements) / Weighting: Pass/Fail

Quality criterion - Name: Section 3 - Compliance with the Qualitative Requirements, 3.1 Relevant Experience of Services Carried Out Within the Last Three Years / Weighting: Pass/Fail

Quality criterion - Name: Section 1 - Functional Requirements / Weighting: 40%

Quality criterion - Name: Section 2 - Non-Functional Requirements / Weighting: 10%

Quality criterion - Name: Section 3 - Compliance with Qualitative Requirements / Weighting: 5%

Quality criterion - Name: Section 4 - Compliance with the SLAs and KPIs / Weighting: 5%

Quality criterion - Name: Demonstrations / Weighting: 20%

Cost criterion - Name: Costs for Providing the Solution / Weighting: 20%

Cost criterion - Name: Additional/Optional Items / Weighting: Information Only

Cost criterion - Name: Costs for the Extension Period / Weighting: Information Only

Cost criterion - Name: Payment Plan - Payment by Milestones / Weighting: Information Only

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

Value excluding VAT: £400,000

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The University proposes to enter into a Contract for 7 years / 84 months - this will be the maximum contract period, including any potential extensions with the successful tenderer(s).

This will comprise of an initial contract period of 5 years / 60 months with an option to extend by a further 2 years / 24 months in two 1 year / 12 month increments, subject to satisfactory performance and at the discretion of the University.

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

Variants will be accepted: No

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

Options: No

## **II.2) Description**

### **II.2.1) Title**

Lot 2: ACC (Assessments of Clinical Competence)

Lot No

2

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

- 72268000 - Software supply services

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

NUTS codes

- UKJ32 - Southampton

Main site or place of performance

University of Southampton

South Academic Block

Southampton General Hospital

Tremona Road

Southampton

SO16 6YD

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

This Tender opportunity is to procure an electronic system or systems to support our clinical assessments. As part of clinical practice, students must meet standards and pass exams to be able to practice after their degree is awarded. A new system is required to support these clinical assessments to ensure we will be unable to meet the necessary KPIs that the General Medical Council (GMC) will be introducing with the new Medical Licensing Assessment (MLA).

The system should enable the faculty to:

- Ensure compliance with GMC requirements for delivery of assessments, particularly for the

MLA.

- Provide detailed individual student and examiner feedback.
- Reduce errors and improve quality.
- Improve student and examiner experience
- Electronically support the delivery of OSCE, multiple choice written papers and practical papers

A new system is required to support these clinical assessments to ensure we will be unable to meet the necessary KPIs that the GMC will be introducing with the new Medical Licensing Assessment (MLA), consisting of the Applied Knowledge Test (AKT) and the Clinical & Procedural Skills Assessment (CPSA). The new AKT will replace our current Multiple-Choice Question (MCQ) papers and the new CPSA will replace our current Objective Structured Clinical Examination (OSCE).

Lot 2 is for the provision of a system to support ACC (Assessment of Clinical Competence) assessments. ACC assessments are a type of workplace based assessment undertaken by students on placement at a variety of locations which are not managed by the University.

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

Quality criterion - Name: Section 1 - Functional Requirements (Mandatory Requirements) / Weighting: Pass/Fail

Quality criterion - Name: Section 2 - Non-Functional Requirements (Mandatory Requirements) / Weighting: Pass/Fail

Quality criterion - Name: Section 3 - Compliance with the Qualitative Requirements, 3.1 Relevant Experience of Services Carried Out Within the Last Three Years / Weighting: Pass/Fail

Quality criterion - Name: Section 1 - Functional Requirements / Weighting: 40%

Quality criterion - Name: Section 2 - Non-Functional Requirements / Weighting: 10%

Quality criterion - Name: Section 3 - Compliance with Qualitative Requirements / Weighting: 5%

Quality criterion - Name: Section 4 - Compliance with the SLAs and KPIs / Weighting: 5%

Quality criterion - Name: Demonstrations / Weighting: 20%



Cost criterion - Name: Costs for Providing the Solution / Weighting: 20%

Cost criterion - Name: Additional/Optional Items / Weighting: Information Only

Cost criterion - Name: Costs for the Extension Period / Weighting: Information Only

Cost criterion - Name: Payment Plan - Payment by Milestones / Weighting: Information Only

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

Value excluding VAT: £195,000

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The University proposes to enter into a Contract for 7 years / 84 months - this will be the maximum contract period, including any potential extensions with the successful tenderer(s).

This will comprise of an initial contract period of 5 years / 60 months with an option to extend by a further 2 years / 24 months in two 1 year / 12 month increments, subject to satisfactory performance and at the discretion of the 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 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

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe.

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level(s) of standards possibly required

Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Public Liability - £5 million GBP per occurrence.

Product Liability - £5 million GBP per occurrence.

Employers (Compulsory) Liability - £5 million GBP per occurrence.

Professional Indemnity - £2 million GBP per occurrence.

Cyber Liability - £5 million GBP per occurrence.

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

List and brief description of selection criteria

Tenderers attention is drawn to the MANDATORY requirements of the award criteria:

### Section 1 - Functional Requirements:

Requirements in this section with a priority rating of M (Mandatory) are Pass/Fail.

### Section 2 - Non-Functional Requirements:

Requirements in this section with a priority rating of M (Mandatory) are Pass/Fail.

### Section 3 - Qualitative Requirements

3.1 Tenderers must be able to evidence that they have an existing solution that meets the University's requirements for Assessment Management System that has been deployed in a similar environment within the last three years. The University will not accept bids from Tenderers who are seeking to develop a fully bespoke solution. The University will not accept bids from Tenderers who cannot provide evidence that their solution is in place within an equivalent environment to the Tender specification.

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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

15 February 2022

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

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

Date

15 February 2022

Local time

12:01pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **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**

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive 2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

Lot Structure: In order to review a full range of available options and identify the most suitable solution(s) for the University, in terms of both meeting the University's specification requirements and obtaining best value for money, this procurement has been divided into 2 lots:

Lot 1: OSCE (Objective Structured Clinical Examination), Practical, Written and Anatomy Papers

## Lot 2: ACC (Assessments of Clinical Competence)

Tenderers may apply for one or both Lots under this procurement. The University will award each Lot to the highest scoring Tenderer. Tenderers are able to be awarded a Contract for one or both Lots if successful.

Tenderers applying for both Lots should note that each Lot will be evaluated separately and that a full submission is required for each Lot.

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

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

University of Southampton

Southampton

Country

United Kingdom