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Tender

## **Secure Student Document and Verification System**

University of Hertfordshire Education Corporation

F02: Contract notice

Notice identifier: 2022/S 000-032483

Procurement identifier (OCID): ocds-h6vhtk-0384e1

Published 16 November 2022, 12:16pm

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

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

University of Hertfordshire Education Corporation

MacLaurin Building, 4 Bishops Square

Hatfield, Hertfordshire

AL10 8NE

#### **Contact**

Procurement Department

#### **Email**

[contractmanagers@herts.ac.uk](mailto:contractmanagers@herts.ac.uk)

#### **Telephone**

+44 1707284091

**Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

Buyer's address

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

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**

Secure Student Document and Verification System

Reference number

22023

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

- 48100000 - Industry specific software package

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

Supplies

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

The University of Hertfordshire is conducting a tender exercise to set up a contract with the successful bidder for a Secure Student Document and Verification System to the University and all Group companies. The contract duration is for a maximum of five years (this is subject to satisfactory performance of the contract). The contract will be reviewed against the key performance indicators at the contract management meetings on a monthly basis during the first six months then on a quarterly basis thereafter. The University is seeking to implement a system that will produce both hard copy and digital documents in a secure environment. The system will verify certificates, transcripts, awards, grades and dates of attendance, and be able to produce digital or hard copies which the student/graduate can access on a self-service basis. This opportunity is available via the Intend Portal, web address shown above. Please click to express an interest in order to view the full details.

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

Value excluding VAT: £500,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48000000 - Software package and information systems
- 48190000 - Educational software package

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

NUTS codes

- UKH23 - Hertfordshire

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

The University of Hertfordshire is conducting a tender exercise to set up a contract for a Secure Student Document and Verification System to the University and all group companies. It is intended the contract will commence 1st March 2023 up to a total of five years subject to satisfactory performance of the contract. The system will produce both hard copy and digital documents in a secure environment. The system will verify certificates, transcripts, awards, grades and dates of attendance, and be able to produce digital or hard copies which the student/graduate/external source can access on a self-service basis.

### **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

60

This contract is subject to renewal

No

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As stated in the tender documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the tender documents

#### **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: No

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

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

Date

27 December 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: 6 (from the date stated for receipt of tender)

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

Date

27 December 2022

Local time

12:00pm

Place

University of Hertfordshire

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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.4) Procedures for review**

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

Crown Commercial Services

Liverpool

Country

United Kingdom