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Tender

Research Grants Management System

ASTON UNIVERSITY

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-074997

Procurement identifier (OCID): ocds-h6vhtk-05e3db

Published 19 November 2025, 5:29am

Scope

Reference

1104

Description

This procurement will: -

deliver a single Service Provider for Aston who will be able to provide a fully functioning Research Grants Management System by December 2026.

deliver added value services over the duration of the Contract; -

deliver cost certainty for Aston through clearly articulated in the pricing schedule

Full details, including the tender documentation and award criteria, can be accessed on ProContract.

Total value (estimated)

- £596,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 12 February 2026 to 11 February 2029
- Possible extension to 11 February 2031
- 5 years

Description of possible extension:

Any subsequent extension to the contract will be agreed between Aston and the Supplier. It is likely that Aston will seek the Supplier to demonstrate improvements and/or price reductions before considering an extension. For any extension(s) to the contract, discussions with the Supplier shall be conducted sufficiently far in advance of the contract expiry date to arrive at an agreed position.

The ability to continually meet the University's Key Performance Indicators and service level agreement whilst delivering best value and sustained performance and support will impact the decision to extend.

Main procurement category

Services

CPV classifications

- 72260000 - Software-related services

Contract locations

- UKG31 - Birmingham

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

8 December 2025, 12:00pm

Submission type

Tenders

Tender submission deadline

19 December 2025, 12:00pm

Submission address and any special instructions

<https://procontract.due-north.com/SupplierRegistration/Register>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

19 January 2026

Recurring procurement

Publication date of next tender notice (estimated): 12 February 2030

Award criteria

Name	Description	Type	Weighting
Quality	Functional and Non-Functional Requirements.	Quality	80%
Cost	Total price for complete implementation, including all licences, project management and ongoing costs over the period of the contract.	Cost	20%

Other information

Payment terms

Invoices must be submitted electronically. Undisputed invoices will be paid within 30 days but must adhere to the University's payment policy. All invoices must quote a valid purchase order number.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Stage 1 - Invitation to Tender (ITT) Stage

The ITT stage is composed of 3 sub-stages;

A) Procurement Specific Questionnaire

B) Quality Evaluation

C) Price Evaluation

Following an initial evaluation of the ITT stage, it is anticipated that a shortlist of up to 5 highest scoring tenderers from stage 1 will proceed to stage 2 of the Competitive Flexible Procedure. In the best interest of all parties, Aston reserves the right to invite more or fewer suppliers to stage 2, depending on the closeness of the scores. The provisional ranking will not be disclosed to tenderers. Tenderers who are not shortlisted will be eliminated from the tender process at this stage.

Stage 2 - Presentation/Interview Stage

Shortlisted suppliers will be required to attend a Presentation/Interview in-person at Aston University, along with a panel of key Aston stakeholders. A brief will be provided at least 10 days prior to the Presentation/Interview date. No separate weighting has been reserved for this stage. The purpose of this stage is to provide an opportunity to confirm that the proposals made are deliverable, as well as verify tenderer's understanding and capabilities. Aston therefore reserves the right to adjust tender scores following the presentations, resulting in a final tender score for each tenderer. The Costs scores from the pricing element will be recalculated in accordance with the original methodology to reflect only the tenderers remaining in the process for this stage.

Award Process

The University will select the preferred bidder from among the Tenderers (the "Preferred Bidder"). The University may do so either:

without further submissions, in which case the Preferred Bidder shall be the Tenderer whose submission scored highest at Stage 2 or

with further submissions, by first entering into negotiations with all Tenderers whose tender submissions satisfied Mandatory Requirements, and then inviting all of those Tenderers to submit revised submissions, in which case the Preferred Bidder shall be the Tenderer whose revised submission scored highest.

Preferred bidder

The Preferred Bidder will be notified that it is the preferred bidder. The University reserves the right to enter into negotiations with the Preferred Bidder in order to finalise the terms of the contracts (e.g. clarifications, specifications, optimisation and other negotiations to confirm financial commitments or other terms contained in the Preferred Bidder's tender submission and / or BAFO).

Where the University decides to enter into the contract without further negotiation and any standstill period has expired without any legal challenge being made, the University shall conclude the contract by issuing a contract award document. In addition, the University may send the Tenderer a legal agreement for signature for its records and in such circumstances the tenderer shall countersign and return the legal agreement to the University promptly (and no later than 7 days from the date of receipt of such legal agreement).

When the University has made a final decision to award the Contract, and after the expiry of any Standstill Period (being 8 working days from the date of the Contract Award Notice), the University will notify the successful Tenderer(s) of the University's decision to

award the Contract.

If it has not already done so, the University will also notify any unsuccessful Tenderers including information on the characteristics and relative advantages (whilst respecting commercial sensitivity) of the successful Tender(s).

Quality - 80%

Price 20%

Application Lifecycle Management 18.0%

External Partner and Organisation Management 4.0%

Workflow and Automation 8.0%

System Integrations 10.0%

Contracts and Due Diligence 4.0%

Notifications and Communications 4.0%

Data, Records and Compliance 4.0%

Reporting and Analytics 10.0%

Non-Functional Requirements 2.0%

IT Non-Functional Requirements 13.0%

Cost 20.0%

Social Value 3.0%

Documents

Associated tender documents

<https://procontract.due-north.com/Opportunities/Index?v=2>

Suppliers are required to submit their tender response on our e-tendering portal ProContract. Suppliers must first register on the ProContract portal to enable access to the tender documentation. Please use the following URL <https://procontract.due-north.com/Opportunities/Index?v=2>

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Documents to be provided after the tender notice

Tenderers who are shortlisted will receive the presentation brief at least 10 days before the presentation date. All other documentation will be available upon registration.

Technical specifications to be met

<https://procontract.due-north.com/Opportunities/Index?v=2>

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Contracting authority

ASTON UNIVERSITY

- Companies House: RC000904
- Public Procurement Organisation Number: PTLB-7496-TPTR

Aston University

Birmingham

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United Kingdom

Contact name: SHIRLEY O'REILLY

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Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government