***This is a standard template for use as required by Schools for*** *purchases* ***between £50,000 and £100,000. The document should be adapted as necessary.***



**INVITATION TO TENDER**

**REFERENCE No. ITT/PsychoJS1**

**For the programming of a**

**PsychoJS library and web server engine**

**RETURN DATE**

**12 NOON**

**ON**

**20th March 2017**

 **The University of Nottingham**

**Invitation to Tender
for the Supply of PsychoJS Software and Server interface**

**Purpose of Tender:** Complete and extend porting of the PsychoPy Python library to a JavaScript platform and create a web to a application/server

**The Tender Process:** Timetable:

|  |  |
| --- | --- |
| 6th March 2017 | Despatch of invitations to tender |
| 17th March 2017 | Last date for requesting tender documents |
| 24th March 2017 (noon) | Closing date for receipt of tenders |
| 24th March 2017 | Tenders opened |
| 24th March 201728th March 2017 | Evaluate tenders, seek written clarification, correction, additional information as necessary. Notify successful tender |
| August 2017 | Contract award |

The University does not undertake to accept the lowest tender, or part, or all of any tender, and the acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the University and the Tenderer. The University reserves the right to accept any part, or all, of any tender or tenders at its sole discretion.

We reserve the right, if our own funding bid is not ultimately successful, not to award a contract to any of the tenderers, or to award a contract based on selected components of the work.

**Criteria by which response will be judged:**

1. Technical response to requirements detailed in Section 3
2. Cost/ Value for Money/ Whole Life Cost

(Including: ongoing maintenance)

1. Warranty, maintenance/service, after sales support
2. Sustainability plan

**Important Notes:**

Please confirm, within three (3) working days of receipt of this invitation, whether you intend to submit a tender.

Email: lpzjwp@nottingham.ac.uk

or mail address: Jonathan Peirce, School of Psychology, University of Nottingham, Nottingham NG7 2RD;

**Return of Tender:**

Please submit your by email to: lpzjwp@nottingham.ac.uk

to arrive no later than noon 20th March 2017

Subject header shall be marked: "Response to ITT/PsychoJS1- Do NOT Open"

**Instructions to Tenderers**

In preparing your tender please adhere to the above and the following instructions. Failure to comply may lead to disqualification.

Your tender must be in the form of a point by point response to this form of tender (Sections 1 to 3) including in particular the following items:

1.1. Full technical and performance specifications of the proposed systems, with an itemised price breakdown for the equipment.

1.2. Full details of any special installation requirements.

You shall complete, sign and return the Form of Tender in Section 4, below.

*Please do not alter our text. However, you may if you wish interleave your point by point responses onto this document. If you do this, please ensure that your text is formatted to stand out from our text.*

1. **Commercial Requirements**
	1. **Maintenance contract:** Please provide optional costings as follows:
		1. Your tender price to include a comprehensive three-year on-site maintenance contract covering all parts and labour.
		2. A quotation for a three-year maintenance contract covering bug-fixes and support, a guaranteed response time, the contract to commence at the end of the two-year funded period.
	2. **Price:** We require a FIXED price in UK Pounds Sterling, including: design, manufacturing, packing, delivery, insurance (to hand over on the premises of The University of Nottingham), installation, commissioning, training and warranty. Your tendered price(s) must remain valid for acceptance up to 6 months from the tender closing date.
	3. If the tenderer wishes to offer better/alternative specifications than those requested in Section 3, it should be made clear if this has any effect on the prices offered and details provided on the “Innovative Solution” sheet.
	4. **Delivery:** Please provide a delivery schedule showing lead times for each instrument offered assuming orders placed in November 2017. Schedule should include at least: Receipt of purchase order to delivery, installation to hand over.
	5. **Installation:** Installation shall consist of all required labour for the creation of the necessary software.

The provision of the server hardware and necessary services for the system is understood to be the responsibility of the Buyer, and lies outside the scope of this tender. However, all service requirements of the supplier’s equipment must be clearly stated in the tender.

* 1. **Commissioning:** Broadly commissioning shall consist of:
* Assembly and checking out of the system
* Verifying satisfactory operation of all hardware, control, safety systems and software
* Demonstrating that the equipment is performing to the agreed specification as detailed in Section 3.
* Training of university staff in the operation and routine maintenance of every system.
	1. **Warranty and subsequent Maintenance:**
* The warranty period will not be less than 12 months.
* Warranty is to be of an on-site nature covering all parts and labour.
* Maintenance of and upgrades to software are to be included within the warranty period.
1. The supplier (as requested in Section 4 Appendix B) must detail optional maintenance premiums (inclusive of software upgrades) per annum for 5 years subsequent to the initial warranty period unless otherwise stated in the equipment specification included in Section 3.
	1. **Payment:** 100% on Acceptance sign-off, by the end of the month following month of receipt of valid invoice.
	2. **Evidence of Experience:** Please give an example of an existing or recent similar sized contract relative to the institution’s requirement.
	3. **Additional Requirements:** Please complete and return with your Tender the documents checked below:

|  |  |  |
| --- | --- | --- |
| Vendor Questionnaire | <http://www.nottingham.ac.uk/fabs/procurement/supplier-zone/conditions-of-contract.aspx> |   |
| Parent Guarantee | <http://www.nottingham.ac.uk/fabs/procurement/supplier-zone/conditions-of-contract.aspx> |  |
| Innovative Solution | <http://www.nottingham.ac.uk/fabs/procurement/supplier-zone/conditions-of-contract.aspx> |  |
| Certificate of Independent Tender | <http://www.nottingham.ac.uk/fabs/procurement/supplier-zone/conditions-of-contract.aspx> |  |

* 1. **Conditions of Purchase:** Any purchase order arising from this Invitation shall be subject to Conditions checked below.

***Tenderers MUST indicate their acceptance of the conditions of purchase when tendering.***

|  |  |  |
| --- | --- | --- |
| UoN Standard Conditions of Purchase | <http://www.nottingham.ac.uk/fabs/procurement/documents/standardtermsandconditionsofpurchase.pdf> |  |
| UoN Policy for Contractors on Site | <http://www.nottingham.ac.uk/fabs/procurement/supplier-zone/conditions-of-contract.aspx> |  |

Hard copies will be provided on request.

**Technical Specifications*:***

*Specifications follow. They are intended to be generic and avoid the inclusion of proprietary information. However, if such data is contained in a specification it should be read as an indication only, and an equivalent may be offered.*

Entries marked with \* are optional but desirable.

1. **Production of PsychoJS JavaScript library** (continuation of proof-of-principle already created) to mimic the PsychoPy Python library, including a minimum of:
	1. Stimuli: Movies, sounds, geometric shapes. Images and text stimuli are already complete in the proof-of-principle.
	**Supplier Response:**
	2. Inputs options: rating scales, text entry, dropdown/radio selections, visual buttons, mic/webcam recording\*, multi-touch trackpad inputs\*
	**Supplier Response:**
	3. High temporal precision throughout (e.g. ability to sync response time measurements to screen refresh events through hardware-accelerated WebGL libraries)
	**Supplier Response:**
	4. Trial handling: staircase methods (standard up/down), QUEST, interleaved staircases
	**Supplier Response:**
	5. Data being saved to the server and forwarded on to OpenScienceFramework.org (this is complete already but may need revisiting for other data formats such as a database options. Currently only csv files are supported)
	**Supplier Response:**
	6. Integration code for popular participant recruitment tools (e.g. Prolific Academic)
	**Supplier Response:**
	7. Code test suite\* to ensure that future additions (the library is open source) will not break your code
	**Supplier Response:**
2. **Creation of server software,** including intuitive user interface for non-technical users and the ability to launch an html/PsychoJS experiment and save data to the server:
	1. System maintenance (OS/software) for a new web server and database. Server hardware/time to be provided by the purchaser.
	**Supplier Response:**
	2. Server User Interface: Create and manage user profiles
	**Supplier Response:**
	3. Server User Interface: Project entries with read/write/execute options for collaborators on project and for public
	**Supplier Response:**
	4. Server User Interface: Payment/key system for projects/groups/organisations with options for basic features (upload files and run study) and premium features (e.g. CNAME entries and support, extra storage etc.)
	**Supplier Response:**
	5. Server User Interface: Options to search/fork from database of existing projects
	**Supplier Response:**
	6. Git access to projects for version control and sync
	**Supplier Response:**
	7. Tracking of project usage data on the server, and suitable analysis
	**Supplier Response:**
3. **Basic support to users** of the online PsychoJS library and the server
	1. for the duration of the development project (two years)
	**Supplier Response:**
	2. under what terms beyond the project? e.g. to be hired under a periodic maintenance contract? A split of any profits the product may create?
	**Supplier Response:**
4. **Optional extras**
	1. Are there any further features you would like to offer **as part of the contract** with the purchaser? (e.g. further stimulus options or other facilities that you think the project would benefit from)
	**Supplier Response:**
	2. Are there any further features you would like to offer users **as premium features beyond the scope of the contract itself**? (e.g. might a user hire you to add some bespoke additional feature?)
	**Supplier Response:**
5. **History and experience** The tender will also be judged on the confidence we have that the contract can be completed to a high standard within the time period. To assess this we require information pertaining to the history and experience of the company:
	1. Briefly describe your company history.

**Supplier Response:**

* 1. What range of services do you offer?

 **Supplier Response:**

* 1. What experience/qualifications do the person(s) assigned to this project have?

**Supplier Response:**

* 1. What are your quality assurance procedures?

**Supplier Response:**

* 1. What previous experience do you have of software development?

**Supplier Response:**

* 1. What previous experience do you have of web/server development?

**Supplier Response:**

* 1. What previous experience do you have of hardware-accelerated graphics development?

**Supplier Response:**

* 1. Please provide references for your work (based on recent and relevant commission).

**Supplier Response:**

* 1. Please detail your preferred licensing arrangements and ownership. This will require negotiation with the funding body, but please let us know your preferred arrangement and any strong requirements you may have.

 **Supplier Response:**

**Form of Tender**

To: The University of Nottingham

This tender, together with the University's invitation, any subsequent correspondence and the University's acceptance thereof shall constitute a binding Contract between us. We further undertake, if required by the University to do so, to execute a formal Agreement to be prepared by the University, embracing the aforementioned documents and this tender.

I/We offer to supply to the University of Nottingham in accordance with the enclosed Terms and Conditions of Purchase and Specification the Goods at the rates/prices detailed in Appendix A to this Form of Tender.

I/We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us/me in connection with this tender or with any contract resulting from this tender, shall not be applicable to the Contract.

I/We agree that in any contract that may result from this tender shall be subject to the law of England as interpreted in an English Court.

I/We declare that this is a bona fide tender, intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We agree that this tender shall remain valid to be accepted or not by the University and shall not be withdrawn for a period of 30 days from the invitation to tender closing date.

We understand and accept that the University is not bound to accept the lowest or any tender.

Having examined the invitation to tender and any documents attached or referred to it we offer to supply the scope of supply as set out by us in Appendix A to this Form of Tender. We also return the documents listed and checked in section 2.6 of the Invitation to Tender.

|  |  |
| --- | --- |
| Name of Tenderer |  |
| Address of Tenderer |  |
|  |  |
|  |  |
|  |  |
| Signed on behalf of Tenderer by: |
| Name |  |
| Designation |  |
| Email address |  |
| Signature |  |
| Date |  |
| ITT reference | ITT/PsychoJS1 |

Appendix A: SUMMARY OF TENDERER’S SUBMISSION

(All prices to be subject to VAT as applicable)

|  |  |
| --- | --- |
| **Scope of Supply:** | Design, programming and installation, commissioning, training and warranty of software as described. Also the provision of all necessary documentation such as (but not limited to) operating manuals, calibration/test certificates, maintenance/service schedules, etc] |
| **Place of Delivery and Installation:** | School of PsychologyUniversity of NottinghamUniversity ParkNottingham NG7 2RD |

|  |  |
| --- | --- |
| **Basic Components** **Package Price Component Cost Breakdown(you may add additional lines for more detailed breakdown):** | **FIXED** **GBP Sterling** |
| * PsychoJS JavaScript library
 | **£** |
| * Server software creation
 |  |
| * Optional extras
 |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost Basic Components =**  | **£** |
| **Less Discount(s):** |  |
|  |  |
|  |  |

Appendix B - Form of Tender: WARRANTY, MAINTENANCE & AFTER SALES SUPPORT

(All prices to be subject to VAT as applicable)

* ***PLEASE COMPLETE APPENDIX B FOR EACH PIECE OF WORK AS APPROPRIATE***

|  |
| --- |
| **REQUIREMENTS****Warranty and Service Support**High reliability, a high percentage of up-time and excellent after sales service is an essential requirement.The Tenderer should describe the warranty type and duration offered on all parts of the system, and any overall cover offered.**Maintenance Contracts**Tenderers are required AS A MINIMUM to provide costs and details for parts only maintenance cover for the components of the system, advising life expectancy based on usage (elapsed time and working hours). |
| **MAINTENANCE**a) **As specified in component specification**Other Options (please specify):b) c)d)e) | Year 1£££££ | Year 2£££££ | Year 3£££££ | Year 4£££££ | Year 5£££££ | **Total Cost** **£ (= B)****(for full period stated in spec)****£****£****£****£** |

|  |
| --- |
| **SUPPORT*** Please give details of the nearest support facility to University of Nottingham.

Address:Telephone: E-mail:Contact:Number of miles/ minutes from purchasing University:  |
| * Please give details of Engineers.

Number of Engineers: Relevant Qualifications:  |
| * Do you intend sub-contracting the :
1. JavaScript code
2. Server code
3. maintenance
4. repair facility
5. other (please state)

If ‘Yes’, give full details (including address/ telephone number of contractor(s)a)b)c)d)e)  | YES /NOYES /NOYES /NOYES /NOYES /NO |
| * What are the maximum and minimum response times for responses to queries from the purchaser?
 | \_\_\_\_\_\_\_\_Hrs max\_\_\_\_\_\_\_\_Hrs min |
| * During the warranty period, after what time period, a machine being out of service and under repair on or off site, would you provide a free of charge replacement?
 | YES/NO |
| * Do you have an escalation period/procedure?

Please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | YES/NO |
| * Will all operating manuals be provided free of charge?

If not, please provide details of charges here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | YES/NO£\_\_\_\_\_\_\_\_Years |
|  |  |