

**Tender – Rapid Procurement Process for Small and Medium Scale Requirements**

Careers & Employability Software Platform

The University of Chichester

**Latest date for Return – Thursday 15 September 17:00**

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1. Introduction and general background
   1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements and to enable the University to assess the most economically advantageous solutions to these requirements, using the prescribed tendering methodology for requirements of this size and nature.

For procurements, we are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In order to enable an assessment of the best value for the University, we are undertaking the rapid tender process. The rapid process enables us to consider the value proposition, and based on this to short-list providers. Only for those who are short-listed, is the further due diligence of the competitive process undertaken.

* 1. Background to this tender

The University of Chichester is seeking a student and alumni careers and employability system to provide an online platform for students and graduates to engage with our central Careers & Employability Team. This is to provide them with access to a wide range of employers and other opportunity providers. This system will be a key resource in supporting student employability skills development, act as a central communication tool and will be the repository of relevant and rich employment related resources. The system will also be equally important for managing the Careers & Employability service with an integrated appointment module and data reporting tools.

* 1. High level requirements

The University is seeking an online software as a service (SaaS) system to provide students the following essential features and functionality which must be operational by 31 January 2023:

* A hosted web system accessible to all major web browsers which is also fully mobile responsive, Ideally accompanied by a mobile App version accessible to the major Mobile operating systems.
* The system must be fully integrated with our internal IT systems to enable single-sign-in (SSO) and be compatible with claims-based authentication using the SAML 2.0 protocol. For clarity the University uses PingFederate and it is hosted on-premise.”
* The system should provide a single platform to access. Possible add-ons should be fully integrated and supported in the platform.
* The system must be able to integrate with our student record system (Tribal SITS) to ensure automatic registration of student accounts (the supplier will act as a data processor on behalf of the University).
* Implementation will require some user data within our existing system to be exported and imported into the new system to match user records (e.g. unique customer notes, employer profiles, etc.) It is expected that the newly appointed supplier will work collaboratively with the current incumbent to enable this.
* Ability to target communications and newsletters specifically to students/graduates on different courses, levels and years of study, etc.
* Ability for users to review and apply to local, regional, national and international jobs, placements, work experience, volunteering and other opportunities. These opportunities must be populated with the University of Chichester’s network of employers. It also requires the supplier to provide pre-populated relevant opportunities from other external jobs boards. The Careers & Employability Team must have the ability to authorise which opportunities will be published to our students and graduates.
* Ability for students and graduates to engage with employers and opportunity providers to attend events and other networking, skills development and employability opportunities. It will have the ability to host virtual events within the core system. The system must have a dedicated events page.
* Ability for system users to book appointments with our internal team members, with full integration with our Office365 Outlook system
* Provide integrated, dynamic and pre-populated e-resources to support student employability skills development
* Provide an integrated module to keep track of employer and opportunity providers’ engagement and communications
* Provide a built-in student/graduate career assessment tool to enable users to assess and track their employability development
* Ability to configure self-led employability development ‘pathways’ that could support curriculum developments, Career Awards, Graduate Attributes, etc.
* Provide a granular data reporting tool to analyse usage, student behavior and other management information. This should allow for a data export function for local analytics and presentation.
* Contract length options of up to 3 years, with annual review, and potential to consider extension.

All of the above are required essential features. In keeping with our market research, and past service providers, we expect this to be provided to the University at zero cost (i.e. the supplier must be able, as part of their commercial model, provide this service free of charge to the University to all its students and graduates for the duration of the contract). We expect this to include such efforts as is required to maintain security, support system integrations (for example to our Student information System (currently SITS) and to integrate with the major business and social collaboration products (Microsoft 365, Teams etc). We expect this will be intuitive to use, but will also have ongoing technical and account management support to the University and its contributing employers and opportunity providers.

Suppliers can also provide additional services above and beyond the above essential list (e.g. automated CV review checking), either free of charge or at cost to the University, as added value additional options. These additional services can either be provided directly by the bidding supplier or via a partner where there is a fully embedded integration with the core system. All services offered by 3rd parties will be subject to a further data protection impact assessment.

* 1. The bidding process

We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a fair and open to all competitive process, even where services may not involve a financial exchange. In this case, the perceived value of the tender for the core system, plus that of any potential, associated added value components would likely fall below tendering thresholds. However, to ensure fairness we have chosen to advertise the opportunity to ensure that all suppliers have an equal opportunity to engage with the University.

To help us assess quotations fairly we have added a questionnaire, and ask that you complete this to help us understand the value your company can provide.

Submission should be made by email to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) The closing date for submission is 15 September 2022 at 17:00 GMT.

* 1. Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing. Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be published on the procurement web pages <https://help.chi.ac.uk/tenders>

* 1. Procurement timetable

The procurement project is working to the following timescale:

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| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | 30 August 2022 |
| Closing Date for submission of Standard Selection Questionnaire | 15 September 2022 17:00 |
| Clarifications (if required) | TBC |
| Award | Appointment Notice + 10 Days |

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

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| --- | --- |
| Criteria | Weighting |
| Coherence and clarity to the University’s requirement | 30% |
| Organisational experience and capability | 10% |
| Costs | 40% |
| Compliance with the Social Value Model | 10% |
| Added value | 10% |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | Pass / Fail |

* 1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

There is no limit to word count here, but please bear in mind the need for clarity etc

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| 1 | Please describe your typical services with associated costs (if any) |
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| 2 | Please describe the proposed installation and system integration – with options where applicable – that meets the high-level requirements outlined above |
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| 3 | Please describe the operation of the service from a service user, employer and other opportunity providers’ perspective |
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| 4 | Please describe the operation of the service from and administrators’ perspective |
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| 5 | Please describe the reporting that is available as standard within the system |
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| 6 | Please tell us something about you and your organisation, for example in relation to the social value model (see appendix 1) |
|  | |

* 1. The techncial requirements

To comply with the Public Contracts Act 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contacting phase of this procurement, we will ask questions about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance
* Social Value Model - how your company supports the Social Value Model, including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing. Principles of the SVM are described in **Appendix 1.** Please note that some aspects may not be directly relevant to your type of business.

Appendix 1: Social Value Model: Model Award Criteria

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| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| COVID-19 Recovery | Help local communities to manage and recover from the impact of COVID-19 | Effective measures to deliver any/all of the following benefits through the contract:   * Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. * Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. * Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. * Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. * Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)