

Data Governance Brief

August 2021

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Response deadline	12pm 31August 2021

Background

Introduction

The University of Central Lancashire are seeking to work with a consultant or agency to support the development of our data governance. The University is investing in significant systems development, including a large scale review of its student information system, and therefore it is a critical time to review and reset our data governance model, focusing on student data.

Who we are - where opportunity creates success

The University of Central Lancashire is the international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today. We have always believed in helping people to seize every opportunity to flourish in education, at work and for life. We are proud of our mission and we take it seriously. With our universal, second to none support, whatever your goal, together we'll make it happen. We are innovative by nature, offering more choices and creating more possibilities. Combining academic excellence and real-world teaching, we give our people the skills and experience industry needs. That's why our talented graduates are in such high demand across the world. Whoever you are, wherever you are in life, there's always a way.

Size and shape

We are a large university comprising six faculties and 15 schools across three main UK campuses. We also have a large partnership portfolio with collaborative provision delivered through 20 UK partners and 15 International partners.

38,000 students: 81% studying on our Preston, Burnley and West Cumbria campuses; 17% studying with overseas partners including at our Cyprus campus; and 12% studying with our UK partners

Our main UK campus students: 5% studying Degree Apprenticeships; 70% Undergraduate; and 30% Postgraduate Taught and Research; 77% UK; 23% International and EU

Scope

We are seeking to create clarity and understanding of our student dataset, including:

- Determining the master source of data;
- Ensure data quality and integrity;
- Determining accountability data parameters.

The University will be appointing and Data Governance Manager in due course. This piece of work is required to establish a baseline upon which the Data Governance Manager can build and enhance. Therefore, this is anticipated to be a short term consultancy project over a 3-6 month period (subject to discussion with the successful agency).

Objective and task

To map our student data fields, determining the master data source for each field and the accountable officer for that data field. To understand the interdependencies between data flowing across multiple systems, and being updated at multiple sources, to ensure data accuracy and integrity.

Please included reference to how you would approach this task, including timescales and costs; and what relevant experience you bring to this project, including experience of delivering similar projects, ideally within the higher education sector.

Submission

Please outline the following in your response which will be used to determine the successful supplier:

1. Proposal – how you would respond to the task outlined above, including timescales.
2. Pricing – a breakdown of the costs for the proposal that is put forward.

Scoring

All submissions will be scored using the scoring below:

Score	Rating	Criteria for Awarding Score
0	Unacceptable	The information is omitted/no details provided, or irrelevant answer provided. Automatically disqualified.
1	Poor	The Authority has serious reservations that the Tenderer understands the requirement in the question. The proposal provides very limited evidence and assurance that the relevant aspect of the service would be delivered to the expected standard and there are serious doubts about aspects of the response.
2	Satisfactory	The Authority is reasonably confident that the Tenderer understands the requirement in the question and the proposal provides some satisfactory evidence and assurance that the relevant aspect of the service or requirement would be delivered to a satisfactory standard. The Authority has minor reservations.
3	Good	The submission is robust and well documented. The Authority is confident that the Tenderer understands the requirement in the question and the proposal provides good evidence and assurance that the relevant aspect of the service or requirement would be delivered to a good standard. The Authority has no reservations.

4 Excellent

The proposal is innovative and adds value. The Authority is completely confident that the Tenderer understands the requirement in the question and the proposal provides very good evidence and assurance that the relevant aspects of the service or requirement would be delivered to an excellent standard.

Timeline

19 August 2021	Brief issued via contracts finder
31 August 2021	Deadline for responses to brief via contracts finder
6 September 2021	Confirmation of successful agency
13 September 2021	Kick-off/Planning meeting
The completion of all aspects of this work will conclude the project, the timings for this remain fluid due to external factors and availability of key University stakeholders.	

Costs

We require each applicant to provide a cost for each stage of the project on the attached quote form. Cost should be exclusive of VAT but include all other costs including any travel expenses.

Charges for any services offered are expected to remain firm and fixed for the duration of the contract.

Please note that the direct, indirect and any labour costs associated with the preparation of this quote are to be borne by the applicant preparing the quote. The University will not be liable for any costs incurred by the applicant responding to this quote.

Intellectual property rights

Any work produced on behalf of the University will be the sole property of the University.

SUBMISSION

Please submit your proposal to rbarnes7@uclan.ac.uk by 12pm on 31st August 2021.