

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

Conference and Student Accommodation Booking System

The University of Chichester

**Latest date for Return – 31st August 2022 12:00**

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**Contents**

[1 Introduction and general background 1](#_Toc109685004)

[1.1 Purpose of this tender document 1](#_Toc109685005)

[1.2 Background to this tender 1](#_Toc109685006)

[1.3 High level requirements 1](#_Toc109685007)

[1.4 The bidding process 1](#_Toc109685008)

[1.5 Seeking clarification 1](#_Toc109685009)

[1.6 Procurement timetable 2](#_Toc109685010)

[1.7 Submission details 2](#_Toc109685011)

[1.8 The assessment process 2](#_Toc109685012)

[1.9 Confidentiality and Freedom of Information 2](#_Toc109685013)

[1.10 The final stage of any procurement 2](#_Toc109685014)

[2 The template for your bid/quote (General Questions) 3](#_Toc109685015)

[3 Functional Specification and General Requirements 4](#_Toc109685016)

[Appendix 1: Social Value Model: Model Award Criteria 5](#_Toc109685017)

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 its requirements, using the prescribed tendering methodology for requirements of this size and nature.

For this requirement we are obliged to 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 has been using its current Conference and Student Accommodation System (herein known as CASA) since 2011 and is now going out to tender to ensure that the software meets the current requirements of the University and also demonstrates to the Governing Body’s Finance Committee that the University is getting value for money for the software.

* 1. High level requirements

Provide a robust Conference and Student Accommodation System with shared bedroom database (currently 1200 bedrooms) with a clear licensing model that enables cost effective expansion of the room stock, to service the needs of both Conference and Student Accommodation Offices together with their clients as they aim to increase the efficiency and use of the University’s facilities.

The system will also need to be able to provide web portals for both students and external clients to carry out tasks related to their bookings as required.

The successful supplier will need to be able to fulfil the detailed requirements that are in the Requirements Document, achieve best value (efficient and cost effective) and demonstrate any added value of their system, which is over and above the minimum specification requirements.

To install and configure the system and provide training to enable beneficial use no later than 28th February 2023.

* 1. The bidding process

We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

Submission should be made by email to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) The closing date for submission is 31st August 2022 12:00

* 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. and in which case the University might need to exclude your organisation from the tender process.

Depending on the nature of any 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*](https://help.chi.ac.uk/tenders). We recommend therefore that you visit the tender website regularly to access any new information that may have been published in relation to the requirement.

* 1. Procurement timetable

The procurement project is working to the following timescale:

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| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | Monday 1st August 2022 |
| Closing Date for submission of Standard Selection Questionnaire | Wednesday 31st August 2022 12:00 |
| Clarifications/Demonstrations | W/C Monday 19th September 2022 |
| Award | Appointment Notice + 10 Days |
| Implementation expected to commence | W/C Monday 7th November 2022 |

* 1. Submission details

It is not necessary to notify the University with your ‘Expression of Interest’, as all information relating to this tender is fully visible and public. The key stage is to send a completed submission (including a completed version of this document to our email account; [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). On or before the closing date and time (Wednesday 31st August 2022 12:00), to

* 1. The assessment process

The objective of the standardised documentation is to ensure we can assess all potential suppliers fairly and equally. All submitted tenders are assessed by a panel, whose evaluation will be quality assured. The University intends to award any contract based on the most economically advantageous offer.

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| Criteria | Weighting |
| Coherence and clarity to the University’s requirement | 10% |
| Organisational experience and capability | 10% |
| Meeting Requirements set out in Requirements Section | 20% |
| Clarity and intensity of the implementation process | 10% |
| Costs | 30% |
| Compliance with the Social Value Model and environmental Sustainability | 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 final stage of any procurement

At the conclusion of our procurement process, and before any award can be made, we will ask the preferred supplier to complete the Crown Commercial Services standard selection questionnaire (SSQ)[[1]](#footnote-2).

1. The template for your bid/quote (General Questions)

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

|  |  |
| --- | --- |
| 2 | Please describe the installation itself – with options |
|  | |

|  |  |
| --- | --- |
| 3 | Please describe the operation of the service from a service user’s point of view, |
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| 4 | Please describe the operation of the service from and administrators’ point of view |
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| 5 | Please tell us something about you and your organisation, for example in relation to the social value model[[2]](#footnote-3) |
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1. Functional Specification and General Requirements

These are set out in the attached document



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[[3]](#footnote-4) | 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. https://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template [↑](#footnote-ref-2)
2. Principles of the SVM are described in Appendix 1 [↑](#footnote-ref-3)
3. 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-4)