**Tender for Student Record System**

**[Insert TP Graphic here]**

**Request for Quotation**

**[Reference]**

**Student Records System**

**Issued [Date]**

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# Confidentiality Statement

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Thank you for your consideration, [insert training provider (TP) name here].

Where no notice is given, all information contained herein is Copyright [insert year] [insert training provider (TP) name here].

# Open Procedure

The [TP] fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

# Submission Details

## Submission Deadlines

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

[Insert Date]

[Insert Time]

Any submissions received after this date will not be considered.

## Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: [insert date].

**[Name]**

[Job Title]

[Phone]

[Email]

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the [TP] for a minimum of four (4) years.

## Electronic Submissions

Electronic submissions in response to this Request for Quotation will be accepted if they meet the following criteria:

Sent via email to: [[Insert](mailto:tenders@cityplym.ac.uk) email here]

Document standards:

* Text must be in Microsoft Word format;
* Price tables must be in Microsoft Excel format (using the pricing schedule in Appendix A);
* Supportive evidence may additionally be submitted in PDF format;
* Images, designs, and other supporting evidence may be in either JPEG or PDF format
* Signed Agreement Acceptance and Declaration.

*Please note that [TP] is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.*

**WARRANTY**:

By submitting your tender bid, you are warrantying to [TP]that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then [TP] reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

# Introduction and Executive Summary

[TP]is currently conducting an end to end review of its systems and processes as part of a new [xx years] Digital strategy.

[TP] intends to utilise the Corporate Software framework under Lot 5.

# Business Overview & Background

[TP]has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

[TP] operates on [insert number of campuses/locations], serving [xxx] students and employing over [xx staff]. [TP] operates year-round, with opening times from [opening time]-[closing time] on some days.

## Our Vision

[input your vision here]

## Our CORE VALUES

[input your core values here]

## Our CULTURE

[input your culture here]

## Background

[Input background here]

You could include:

* Size of TP and the main vocations offered and geographical area
* Range of funding streams, i.e. 16-19, Adult, Apprenticeships, Prison Education, subcontracts, partnerships
* How you partner with the community
* Ofsted/TEF or any other awards
* Employer and Learner voice
* Success rates
* Number of students/apprentices enrolled
* Specific projects

# Detailed Requirement

[TP] is currently conducting an end to end review of its systems and processes as part of a new [xx years] Digital strategy. Some of the goals within the strategy are:

[insert goals here]

Examples could include:

* Innovative use of technology
* Improving productivity and connectivity
* Using automation to reduce workload and increase high value activity
* Improving the student experience
* Ensuring greater transparency and ownership

A core driver to achieve these goals will be the implementation of an end to end Student Records System (SRS) solution that will integrate all core [TP] activities. We are welcoming tenders to deliver this solution and support our vision. We are focussed on maximising system interoperability, long term sustainability, as well as removing duplication of activity, inefficiencies and bureaucracy that negatively impact [TP] life.

The full specification is detailed in Appendix D.

We are looking for partial system release for Curriculum, Timetabling & Applications: [insert month/year] and full system release [insert date].

## Timescales

|  |  |
| --- | --- |
| **Action** | **Date** |
| Tender Issued | [date] |
| Deadline for Queries | [date] |
| Tender Response Date | [date] |
| Shortlisting of tenders | [date range] |
| Presentations | [date & method (face to face, virtual)] |
| Award Date | [date] |
| Project Plan Meeting | [date] |
| Implementation Date | [date] |

## Written Submission

We also require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page [x].

Examples could include:

* Price
* Core system functionality
* Usability
* Support

Within the above areas please can you cover the implementation of the system including training and any value-added offered. [Please can you confirm if your proposed solution is capable of running multiple sites].

You must also detail what is not included in the prices submitted.

# Pricing

Bidders should provide their pricing for each of the key products in Appendix A.

Prices should be firm and valid for at least the initial contract period [insert period] and not subject to increase or escalation of any kind throughout the contract.

# Terms and Conditions

[TP’s] normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon [TP’s] full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the [TP’s] General Terms and Conditions – see draft in Appendix B.

# Validity

Bidder’s offers should be open and valid for acceptance for a period of no less than [write number of days] [insert no. of days in brackets] days from the date of submission.

# Selection Criteria

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to [TP]. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than [insert no. of days] days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

|  |  |
| --- | --- |
| **Category** | **Weight** |
| Input here your categories. Examples are below. |  |
| Price [change weighting as desired] | 20% |
| Core system functionality | 30% |
| Usability | 40% |
| Support | 10% |

Please see table below for more details on the scoring method.

## Award Price

Lowest quote price divided by quote price multiplied by 100

## Written submission

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| **Excellent** | 4 | *Comprehensive response supported by examples*  *Description fully supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Good** | 3 | *Broad response supported by relevant examples.*  *Description well supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Satisfactory** | 2 | *Reasonable response supported by some evidence.*  *Description adequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Poor** | 1 | *Limited response not well supported by evidence.*  *Description inadequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Unacceptable** | 0 | *No response or insufficient information provided.* |

# Assessment of Quotations

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. [TP] reserves the right to discount any quotation which does not fully meet the specification.

[TP] reserves the right to seek clarification with bidders upon receipt of quotations.

# Freedom of Information Act 2000

Under the Freedom of Information Act 2000, [TP] cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held in confidence. [TP] will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

# General Data Protection Regulation (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

[TP] reserves the right to request a copy of your privacy statement if you are the successful bidder.

# Agreement Conditions Acceptance and Declaration

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, Appendix C

# Supporting Documentation

Appendix A: Pricing Schedule (not provided)

Appendix B: [TP] Standard Terms & Conditions (not provided)

Appendix C: Agreement Conditions Acceptance and Declaration (not provided)

Appendix D: Specification (example provided)