

**UK-Canterbury: administration software package**

**2009/S 151-221105**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

**I.1) NAME, ADDRESSES AND CONTACT POINT(S):**

University of Kent, Purchasing Office, Darwin College, Contact: Purchasing Officer, Attn: Clive Gallop, UK-Canterbury CT2 7NY . Tel. +44 1227823061. E-mail: [purchasing@kent.ac.uk](mailto:purchasing@kent.ac.uk). Fax +44 1227824116.

**Internet address(es):**

General address of the contracting authority: <http://www.kent.ac.uk/purchase/suppliersinfo/admissions/>.

Address of the buyer profile: <http://www.kent.ac.uk/purchase/suppliersinfo/admissions/>.

**Further information can be obtained at:** As in above-mentioned contact point(s).

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:** As in above-mentioned contact point(s).

**Tenders or requests to participate must be sent to:** As in above-mentioned contact point(s).

**I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:**

Body governed by public law.

Education.

The contracting authority is purchasing on behalf of other contracting authorities: no.

**SECTION II: OBJECT OF THE CONTRACT**

**II.1) DESCRIPTION**

**II.1.1) Title attributed to the contract by the contracting authority:**

Software for a University Admissions System.

**II.1.2) Type of contract and location of works, place of delivery or of performance:**

Services.

Service category: No 7.

Main place of performance: Canterbury, Kent, UK.

NUTS code: UKJ4.

**II.1.3) The notice involves:**

A public contract.

**II.1.4) Information on framework agreement:**

**II.1.5) Short description of the contract or purchase(s):**

The University of Kent is seeking tenders for the Supply, Delivery, Installation, Commissioning and Maintenance of Software for a new University Admissions System which will replace the existing in-house system as from the 2010 admissions cycle. It should address the needs of the Admissions and Partnerships office staff, department admissions officers and students.

**II.1.6) Common procurement vocabulary (CPV):**

48219300.

**II.1.7) Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

Supply, delivery, installation and commissioning of a University Admissions Software system together with maintenance for 5 years after satisfactory commissioning with the option to extend the maintenance beyond 5 years.

II.2.2) **Options:**

Yes.

Description of these options: To extend the maintenance agreement beyond the initial 5 year period.  
Provisional timetable for recourse to these options: in months: 60 (from the award of the contract).

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Starting: 1.10.2009. Completion: 30.9.2010.

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

None required.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

The initial software licence (together with the costs of delivery, installation, commissioning and the first 12-months software maintenance support) will be paid for within 30 days of satisfactory commissioning. The training and consultancy services will be paid for within 30 days of them being provided and the future annual maintenance costs will be paid for within 30 days of the start of each annual maintenance period.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: A Supplier Quality and Commercial Evaluation Questionnaire and a full Tender document will be required to be completed by each prospective tenderer, including (amongst others) company information, equal opportunities, and health & safety issues. This questionnaire and tender document can be downloaded from: <http://www.kent.ac.uk/purchase/suppliersinfo/admissions/> Please make sure that this full address is used as sometimes the layout in these Notices cuts the URL in half.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: A Supplier Quality and Commercial Evaluation Questionnaire and a full Tender document will be required to be completed by each prospective tenderer, including (amongst others) company information, equal opportunities, and health & safety issues. This questionnaire and tender document can be downloaded from: <http://www.kent.ac.uk/purchase/suppliersinfo/>

[admissions/](#) Please make sure that this full address is used as sometimes the layout in these Notices cuts the URL in half.

Minimum level(s) of standards possibly required: A company turnover of at least 5 000 000 GBP for the last 2 company financial years is required.

**III.2.3) Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

A Supplier Quality and Commercial Evaluation Questionnaire and a full Tender document will be required to be completed by each prospective tenderer, including (amongst others) company information, equal opportunities, and health & safety issues. This questionnaire and tender document can be downloaded from:

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Minimum level(s) of standards possibly required:

Tenderers must have at least 5 years experience of supplying Admissions Systems software and have at least 1 UK University client who has been using the system being offered for at least 1 year to admit students.

**III.2.4) Reserved contracts:**

No.

**III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

**III.3.1) Execution of the service is reserved to a particular profession:**

No.

**III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

No.

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

**IV.1.1) Type of procedure:**

Open.

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:**

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue:**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no.

**IV.2) AWARD CRITERIA**

**IV.2.1) Award criteria:**

The most economically advantageous tender in terms of the criteria stated below:

2. Price (including sub-categories as defined in the Tender document). Weighting: 20.

3. Technical Specification, Professional Capability & Quality (including sub-categories as defined in the Tender document). Weighting: 50.

4. Availability (including sub-categories as defined in the Tender document). Weighting: 15.

5. Pre- and After Sales Service (including sub-categories as defined in the Tender document). Weighting: 15.

**IV.2.2) An electronic auction will be used:**

No.

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority:**

OOC/PVS/01/290909.

**IV.3.2) Previous publication(s) concerning the same contract:**

No.

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:**

Payable documents: no.

**IV.3.4) Time-limit for receipt of tenders or requests to participate:**

29.9.2009 - 12:10.

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:**

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

English.

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender:**

Duration in month(s): 6 (from the date stated for receipt of tender).

**IV.3.8) Conditions for opening tenders:**

Date: 29.9.2009 - 14:10.

Place: University of Kent, Canterbury, Kent.

Persons authorised to be present at the opening of tenders: yes.

Officers of the University of Kent only.

**SECTION VI: COMPLEMENTARY INFORMATION**

**VI.1) THIS IS A RECURRENT PROCUREMENT:**

No.

**VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

**VI.3) ADDITIONAL INFORMATION:**

A Supplier Quality and Commercial Evaluation Questionnaire and a full Tender document will be required to be completed by each prospective tenderer, including (amongst others) company information, equal opportunities, and health & safety issues. This questionnaire and tender document can be downloaded from: <http://www.kent.ac.uk/purchase/suppliersinfo/admissions/> Please make sure that this full address is used as sometimes the layout in these Notices cuts the URL in half.

**VI.4) PROCEDURES FOR APPEAL**

**VI.4.1) Body responsible for appeal procedures:**

**VI.4.2) Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: The University of Kent will incorporate a minimum of 10 calendar days standstill period from the point that information about the award of the agreement is communicated to tenderers.

This period allows unsuccessful tenderers to seek further debriefing from the University of Kent before the agreement is entered into.

Applicants have 2 working days from notification of the award decision to request (in writing) additional debriefing and that information has to be provided a minimum of 3 working days before expiry of the standstill period. Such information should be requested in from the contacts detailed in Section I.1.

If an appeal regarding the award of a contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed, or are at risk of harm by a breach of the rules, to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months).

Where an agreement has not been entered into, the court may order the setting-aside of the award decision or order the University of Kent to amend any document and may award damages. If the agreement has already been entered into the court may only award damages.

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**  
5.8.2009.