Invitation to Tender

**AUDE & EAUC Sustainability Leadership
Scorecard
1. Digital Tool & Services
2. Sustainability Consultancy**

Issue Date: 17 November 2020

Closing Date for EOI: 12 February 2021

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ABOUT AUDE

The Association of University Directors of Estates (AUDE) promotes excellence in the strategic planning, management, operation and development of Higher Education estates and facilities. AUDE offers membership to publicly funded UK bodies whose primary remit is higher education teaching and/or research. There are also membership categories for commercial bodies and alternative providers. AUDE is a not-for-profit organisation. Any funds generated through the activities of the association are used to fulfil its objectives and mission. We currently have 181 subscribing institutions, 2,000 individual members and five business partners. Please read our current strategy to better understand the importance and priority our members places on sustainability.

ABOUT EAUC

The vision and passion for the EAUC – the alliance for sustainability leadership in education - is to create a world with sustainability at its heart. They exist to lead and empower the post-16 education sector to make sustainability 'just good business'. EAUC is a registered charity. You can find out more here.

The membership of the EAUC comprises higher and further educational institutions, with a combined budget of some £25 billion, responsible for educating over two million students supported by half a million staff. They currently have 210 institutional members with over 6,500 individual member contacts as well as company membership.

They have regional and country chapters, with member institutions connected deeply with business, industry, health and civic bodies at local levels, with reach internationally via their research, innovation and student mobility. EAUC also work on an international level with United Nations Environment and other UN bodies on several global education initiatives.

GENERAL REQUIREMENTS

AUDE and EAUC are inviting tenders for the supply of a joint Sustainability Leadership Scorecard (SLS) tool, services and consultancy. There are two core elements to this. AUDE/EAUC would ideally prefer the supplier to provide both the sustainability piece with the digital capability but would consider two different delivery partners, providing they can form a close working partnership.

Digital Tool and Services:
- Rebuild an existing online tool with a stable, backed up and fully hosted platform. Devise a planned programme of development to ensure it evolves and adapts to meet the needs of the sector and incorporate the look, feel and branding in line with EAUC and AUDE
- Provide an appropriate support model with Service Level Agreements that reflect the use of the service alongside AUDE and EAUC. Based on current provision we would expect the system to be available to end users 24/7. Responses to general enquiries and technical support will be necessary Mon-Fri 9-5 for a minimum of 50 weeks a year. Any planned maintenance or down time will need to be agreed in advance with AUDE and EAUC
- Provide timely logins, passwords, access to end users as requested and issue all new licences as directed
- Work with existing suppliers for an effective transition and handover
- Issue monthly data regarding number of logins, pages visited, time spent on site and any other identified KPIs
- Work with the AUDE/EAUC team to provide training to members on how to use the tool and maximise the benefit. Assist AUDE/EAUC to identify the number of hours/days training necessary to upskill members and provide details on any additional charges if applicable

- Work with the AUDE/EAUC team to develop a thorough specification for the tool
- Import annual EMR data owned by HESA

Digital handover

The current provider (ARUP) of our digital tools and services will hand over the existing products including their knowledge of how the existing site is structured, code repository and a walk through of how the site works. The existing technology components of the application are below. The incoming provider must work with them to ensure a smooth and complete transition with minimal disruption to members.

- Postgres 9.6 Database
- Loopback 2.27.0 API
- AngularJS v-1.6.10 front end application

Sustainability Consultancy:
- Work with key stakeholders to provide insight and analysis on how the SLS tool is being used and the impact this is having on the higher and further education sector achieving its sustainability goals
- Provide independent reviews of higher and further education performance where requested, working alongside a representative from the institution's student union. Some institutions may wish to carry out a gap analysis review by an independent party, instructed by EAUC, to ensure that the scores are an accurate reflection of the institution's performance and to gain expert advice as to how to continue to improve or to be able to report performance externally
- Author an annual report based on the 2019 edition and include statistics, analysis and commentary on participation levels, performance of the tool and areas for development. Work alongside AUDE and EAUC to draft and produce the report
- Work with the AUDE/EAUC team to deliver guest speaking slots on sustainability trends.

BACKGROUND TO THE BUSINESS REQUIREMENT

The current SLS began life as the Green Scorecard (GSC) in 2016. In 2018, the Green Scorecard was subsumed into the current SLS (the GSC still exists within the SLS as a discrete tool). Essentially, the tool provides AUDE & EAUC's member institutions with a definitive picture of their organisation's sustainability performance. For UK institutions, access to the tool is part of their AUDE/EAUC subscription fee and there is no additional charge for its use. Some paid for licences exist with international institutions.

For more information including the latest SLS annual report please visit the AUDE website.

SLS Webinars:
https://youtu.be/DZzNQl1T6LE
https://youtu.be/g6jiQfzbnOM

KEY STAKEHOLDERS AND INTELLECTUAL PROPERTY RIGHTS

Green Scorecard

The IPR is owned by AUDE. The technology was created by ARUP who also host and maintain the tool and data as part of the wider SLS tool. The data in the GSC is derived from members institutional data. This is imported annually by ARUP via a system owned by HESA .

Sustainability Leadership Scorecard
ARUP Group own the IPR for the SLS (excluding the GSC). They have built the tool with their own code and currently provide all access, developments and data imports. The tool is currently hosted by the University of Sheffield. The incoming provider will own the IPR to the SLS system and software. They will be unable to use data submitted by AUDE/EAUC members and international institutions to gain a commercial advantage or outside of the scope of the contract.

Methodology
EAUC own the methodology IPR that underpins the SLS model. They will continue to be a key stakeholder in the delivery of all sustainability tools and services to AUDE/EAUC members.

Member data
Each institutional member owns the IPR connected to their own data submitted and stored within SLS. Member institutions can benchmark against each other.

Annual Report
ARUP are the current key authors of the SLS annual report with significant input and sign off from AUDE and EAUC.

TENDER EOI
Expressions of interest will need to be made online by 12 February 2021. The relevant link will be provided on 7th December 2021 following the AUDE/EAUC sustainability tool demonstration event.

PROCUREMENT TIMETABLE

This procurement is intended to follow the time-line below.

1 Request Issued by AUDE/EAUC	w/c 16 November 2020
2 Submit EOI	12 February 2021
3 Last date for clarifications	26 February 2021
4 Response to clarifications (AUDE)	5 March 2021
5 Deadline for full Tender Responses	12 March
6 Tender Evaluation	17 March
7 Contract Awarded	12 April
9 Initial Project Meeting	w/c 25 April

ASSESSMENT CRITERIA
- Price
- Delivery scope
- Support package
- Industry insight
- Fit