



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Competitive Procedure with Negotiation Pre-Qualification Questionnaire

Cloud-Based Application Management System for International Student Admissions 2026 – 2032

QUALIFICATION QUESTIONNAIRE

Single Party Framework Agreement

Title:	Single Party Framework Agreement for Provision of a Cloud-Based Application Management System for International Student Admissions
Contracting Authority:	Atlantic Technological University
Procedure:	Competitive Procedure with Negotiation
eTenders/OJEU Ref:	8392417
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1 Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2 About the Contracting Authority

Atlantic Technological University (hereinafter referred to as the “Contracting Authority”) is the authority responsible for this procurement.

Atlantic Technological University (ATU) is one of the largest multi-campus universities on the island, serving a diverse group of learners, staff, communities and organisations from our region and further afield.

The University was established in April 2022. The result of a merger between three institutes of technology, GMIT, LYIT and IT Sligo. It accommodates more than 20,000 students supported by 2,200 staff. ATU will offer almost 600 academic programmes from pre-degree to doctoral level. As a northern and western multi-campus technological university, we are dedicated to enabling sustainable economic, social and cultural development; connected to our region and with a mindset that reaches far beyond it.

As a TU of scale, quality and impact, the University will have greater capacity for collaboration with international partners and ATU graduates will have excellent employment potential nationally and internationally.

Further information is available at our corporate website: <https://www.atu.ie>

<https://www.atu.ie/study/global>

3 Scope of the Framework Agreement

3.1 Scope of services and locations

The Contracting Authority proposes to engage in a competitive process for the establishment of a Single Party Framework Agreement using the competitive procedure with negotiation for the provision of a cloud-based application management system to support the end-to-end administration of international student applications and associated processes.

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or not be awarded.

In the context of a single-party framework agreement, the successful framework member does not have to compete for each new contract. Once the framework is established that Economic Operator being entitled to be considered for all contracts within the scope of the framework. It is emphasised that a framework agreement constitutes no guarantee to purchase a specific quantity of supplies or services or works from a particular economic operator. Indeed, the Contracting Authority reserves the right to operate outside of the framework agreement at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the framework agreement approach has been adopted in order to leverage efficiencies and maximise cost savings over the duration of the framework.

3.2 Numbers admitted to the Framework

The framework agreement will be established as a single-party framework agreement with the tenderer selected following the tender stage and the application of the award criteria. Thereafter they will be considered for the award of all contracts within the scope of the framework agreement.

3.3 Duration of the Framework Agreement

The maximum duration of the framework agreement will be for 2 (two) years with the option to extend for a two (2) further 2 (two) year periods, up to a maximum of 6 (six) years, subject to satisfactory annual review of performance.

For avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of the expiry of the agreement.

The six years duration is justified due to the technical complexity and onboarding requirements associated with a SaaS solution, including integration with existing systems, secure data migration, GDPR compliance, and configuration of institutional workflows, which extend beyond a standard four-year period. Continuity of a SaaS platform across multiple admissions cycles is essential to ensure service stability and consistent user experience.

3.4 Estimated Value of the Framework Agreement

The estimated total value of purchases pursuant to the framework agreement is in the region of €300,000.00 to €1,020,000.00 (excl. VAT) over the lifetime of the agreement.

For information purposes only, the average spend per annum is anticipated to be approximately €40,000 to €170,000, depending on demand and utilisation. The average contract value under this framework is expected to be in the range of €40,000 to €170,000 per annum.

It is emphasised, however, that these figures are provided strictly for indicative purposes only, based on current known requirements and reasonable projections. No guarantee of expenditure or volume is given or implied under this framework agreement, and actual spend may vary over its duration.

The upper value reflects the maximum potential scale of usage, configurations, upgrades etc should demand increase over time. Contracting Authorities reserve the right to utilise the framework at lower or higher levels of activity (within the stated ceiling), subject to operational requirements.

It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

3.5 Awarding Contracts under the Framework Agreement

Under a single-party framework agreement contract may be awarded directly on foot of the original tenders or by consultation with the framework member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

3.6 Award to Runner up

If for any reason, it is not possible to admit to the framework agreement one or more of the tenderers invited following the conclusion of this competitive process, the Contracting Authority reserves the right to invite the next highest scoring tenderer(s) to join the framework agreement as appropriate, at any time during the tender validity period.

In the event that, following the award of any contract under this framework agreement if the framework member cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award the contract to the next highest-ranked tenderer emerging from the process at any time during the contract tender validity period.

3.7 Use of the Framework Agreement

The Contracting Authority will use this framework agreement as and when requirements within its scope arise. However, there is no obligation upon the Contracting Authority to make use of this framework agreement. Notwithstanding this fact, the framework agreement may be terminated in accordance with the framework agreement terms and conditions, a draft version which will be appended to the tender document.

3.8 Additional Requirements Under the Framework Agreement

Additional requirements under the framework may include the provision of ongoing system maintenance, technical support, software updates, upgrades and enhancements, as well as user training and ICT support services. The Supplier may also be required to deliver additional modules, functionality improvements, and configuration or development services as operational and business needs evolve over the term of the framework.

3.9 Scope of Requirements

The Single-Party Framework Agreement prequalifies operators for the provision of a cloud-based application management system to support the end-to-end administration of international student applications and associated processes.

ATU requires a cloud-based Software-as-a-Service (SaaS) solution based on an existing, established platform, which can be configured and tailored to meet the ATU's requirements. Solutions requiring significant bespoke development are not considered suitable due to implementation timelines and associated risks.

The system must provide a secure, centralised platform enabling prospective students and authorised recruitment Education Advisors to submit applications online, upload supporting documentation, and track application progress. It must also support efficient internal workflows, including application review, decision-making, and communication with applicants.

The solution must integrate with existing ATU systems and support key business processes through configurable workflows, reporting, and communication tools. It must be scalable, user-friendly, and capable of supporting high volumes of applications, while delivering a consistent experience for applicants, Education Advisor, and staff.

The system must comply with all applicable data protection, security, and accessibility requirements, including GDPR for data protection and EN 301 549 (incorporating WCAG 2.1 Level AA) for accessibility.

3.10 Core Technical and Functionality – Mandatory Requirements

The system MUST support:

- Online application submission, including the upload of all required supporting documentation
- A streamlined and configurable application processing workflow, aligned with ATU Global internal processes.
- Secure access for internal stakeholders to review, assess, and make decisions on applications.
- Automated and manual communication tools for engagement with applicants and Education Advisors.
- The solution MUST integrate with third party payment providers to process payments.
- The solution MUST have the capability to provide dedicated logins for Education Advisors to submit applications.
- Generation and distribution of key documents, including offers, invoices, and receipts.
- Monitoring and tracking of application status and outcomes.
- The **online application management system must be fully implemented and operational (“go-live”) no later than 1st October 2026** and must be open and accessible to international student applicants and recruitment Education Advisors from that date.

3.11 Integration and Data Management

The system must integrate with the ATU’s existing technical environment, including:

- Student Information Systems (e.g. Banner)
- Payment processing platforms
- Identity and authentication services (e.g. Azure Active Directory) – SSO.
- The proposed solution MUST support secure data management, reporting, and audit capabilities, ensuring transparency and traceability across all stages of the application lifecycle.

3.12 Performance and Scalability

The solution MUST be capable of supporting high application volumes, including peak processing periods, and must be scalable to accommodate future growth in demand. The solution MUST deliver a consistent and reliable user experience for:

- Applicants
- Recruitment Education Advisors
- Internal ATU users.

3.13 Security, Compliance and Accessibility

3.13.1 General Requirements

The proposed solution **MUST** be provided as a secure, compliant, and accessible Software-as-a-Service (SaaS) platform suitable for use by an Irish Public Body.

The Tenderer **MUST** ensure that the solution complies with all applicable European Union and Irish legislation, standards, and best practices in relation to data protection, information security, and accessibility.

- Full compliance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018
- Adherence to recognised information security standards (e.g. ISO/IEC 27001 or equivalent)
- The solution **MUST** comply with: Directive (EU) 2016/2102 (Web Accessibility Directive)
- European Union (Accessibility of Websites and Mobile Applications of Public Sector Bodies) Regulations 2020. Conform to EN 301 549 (or latest applicable version) in full
- Meet WCAG 2.1 Level AA requirements.
- And additionally ensure accessibility across:
 - Non-web software components (application interfaces)
 - Electronic documents (PDFs, emails, forms, generated outputs)
 - User support services and help documentation
 - Mobile and responsive interfaces, where applicable

3.14 Initial Project

The initial contract for system implementation and integration, together with the provision of ongoing support, enhancements, and related services through call-off arrangements over the framework term.

The online application management system must be fully implemented and operational (“go-live”) no later than 1 October 2026, and open to international student applicants and recruitment Education Advisors.

The initial contract awarded under the framework agreement will be for a period of **12 months**, with an **option to extend** subject to satisfactory performance and the contracting authority’s requirements.

A more detailed specification of requirements will be provided at Stage 2 ITT.

3.15 ATU Campus Locations (Full list)

For information purposes, Atlantic Technological University (ATU) has 9 campuses across the counties of Galway, Mayo, Sligo, and Donegal comprising of:

- ATU Galway City, Dublin Road, Galway, H91 T8NW
- ATU Galway City Centre for Creative Arts and Media, Monivea Road, Galway, H91 DY9Y

- ATU Mayo, Westport Road, Castlebar, Co. Mayo, F23 X853
- ATU Connemara, National Centre for Excellence in Furniture Design and Technology, Letterfrack, Co. Galway, H91 AH5K
- ATU Mountbellew Agricultural College, Mountbellew, Co. Galway, H53WE00
- ATU Sligo, Ash Lane, Sligo, F91 YW50
- ATU St Angela's, Clogherevagh, Lough Gill, Co. Sligo, F91 C634
- ATU Letterkenny, Port Road, Letterkenny, County Donegal, F92 FC93,
- ATU Killybegs, Shore Road, Glebe, Killybegs, Co. Donegal, F94 DV52

3.16 The Competitive Procedure with Negotiation

The Contracting Authority is employing the competitive procedure with negotiation for this procurement given the complexity and risk associated with the procurement in accordance with Art. 26 of Directive 2014/24/EU.

The procedure involves a number of stages:

- ***Pre-Qualification Phase (this Phase)***

The Pre-Qualification Phase (this phase) will be used to short-list the number of potential Applicants, depending on the quality of the responses received in response to this questionnaire. It is anticipated that 5 firms will be invited to tender.

- ***Tender Stage***

Those invited to tender, will be issued with a minimum based specification, award criteria and pricing documents and invited to submit tenders.

The Contracting Authority will evaluate those tenders against the award criteria and reserves the right to:

- (a) Move straight to a contract award decision, without negotiation
- (b) To apply the successive reduction rule to reduce the number of firms invited to the negotiation phase; or
- (c) To invite all firms to negotiation meetings.

- ***The Negotiation Stage***

Invitation to attend a negotiation meeting at which all aspects of the tender submitted may be discussed, including costs.

Those tenderers will be accorded an opportunity to submit a Best and Final Offer (BAFO), which will be assessed against the award criteria.

It should be emphasised that the Contracting Authority reserves the right to award the framework agreement directly following receipt of initial tenders without recourse to negotiations with individual tenderers.

It should also be noted that the Contracting Authority reserves the right to employ a negotiation stage for the award of any contract under the framework agreement.



4 Evaluation Criteria

4.1 Selection Criteria (Pass/Fail)

Atlantic Technological University is using the Competitive Procedure with Negotiation for the establishment of this framework agreement; therefore, applicants should note that in the first instance the Contracting Authority requires a Prequalification Questionnaire to be submitted. After consideration by the Contracting Authority and only if invited to continue in the process will a full RFT response be required. This RFT will be provided to those being invited to the second stage of the process.

A1. Applicants Summary: Details of Organisation, contact details, date of establishment, etc.

Rule: Please complete Appendix A.

A2. Tax Compliance: Evidence of tax compliance by means of a Tax Clearance Certificate from the Irish Revenue Commissioners.

Rule: Applicants should confirm their tax compliance status through completion of the Self Declaration Form contained in Appendix A. This applies to both Irish Resident suppliers and non-resident suppliers.

A3. Insurance: Confirmation of insurances in place and commitment to put the following levels in place if successful for the framework:

TYPE OF INSURANCE	LEVEL REQUIRED FOR CONTRACT
<i>Employer Liability</i>	€13 million
<i>Public Liability</i>	€6.5 million
<i>Product Liability</i>	Covered under general liability
<i>Professional Indemnity and Cyber Insurance</i>	€2.5 million Combined

Rule: Applicants must confirm the types of insurance in place and agreement to levels required if successful through completion of the Self-Declaration Form contained in Appendix A.

A4. Confirmation of financial stability for the most recent years of operation (up to a maximum of 3 years).

Rule: Applicants should confirm that their turnover was in excess of **€100,000.00** during each of the last three years of operation, or pro-rata if more recently established through completion in FULL of the Self-Declaration Form contained in Appendix A.

A6. Declaration of Bona Fides: Applicants must also sign and return the Declarations contained in Appendix 4 relating to their Bona Fides and Compliance with Statutory Obligations including GDPR regulations.

Rule: Applicants must complete, sign and return the Self-Declaration Form contained in Appendix A.

A6. Cyber Security: Applicants must demonstrate that appropriate measures are in place to ensure robust cyber assurance. This may include certification to an external standard (e.g., ISO 27001) or an equivalent internally managed Information Security Management System (ISMS). The Contracting Authority reserves the right to seek further information to verify compliance.

Rule: Applicants must complete and return. The Contracting Authority reserves the right to seek further information to verify compliance.

A7. Environmental Systems: Applicants must demonstrate compliance with all the relevant Environmental legislation. The Contracting Authority reserves the right to seek further information to verify compliance.

Rule: Applicants must complete and return. The Contracting Authority reserves the right to seek further information to verify compliance.

A8. General Data Protection Regulation Requirements: Applicants must demonstrate compliance with the General Data Protection Regulation Requirements.

Rule: Applicants must complete the declaration and provide a statement on their approach to GDPR. The Contracting Authority reserves the right to seek further information to verify compliance.

4.2 Selection Criteria (Weighted)

B1: Previous Contract: Details of previous contract of a similar nature and scale to the subject matter of this competition. Please provide the information for each referenced contract detailed in Appendix A: Applicants should demonstrate successful delivery of three (3) contract of a similar nature and scale of the ATU requirements.

B2: Quality Assurance Measures: Applicants should provide information on measures in place to ensure the delivery of a quality service by way of a third-party certified system or an equivalent in-house system. **Evidence:** Applicants should detail the relevant information in the appendices.

Applicants should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B1) to (B2) in order to avoid elimination from the competition

5 Instructions to Applicants

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to applicants.

5.1 Queries

The closing date for the queries are specified on the title page.

All queries regarding this tender should be through the messaging facility on www.etenders.gov.ie, including any omissions which would prevent applicants from submitting a comprehensive response. Please submit queries as soon as possible.

In circulating responses, queries will be edited to avoid disclosing the identity of the querist and will be circulated to all parties who have expressed an interest in the procurement on the eTenders website.

Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

5.2 Submission of Applications

The Contracting Authority is using the postbox facility on eTenders, and applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

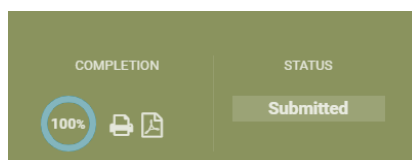
Accessing documents

It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

- (a) Log-in to the system
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop-down menu
- (e) Complete the “Association with the CfT” tab
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

File Naming Convention: Use short names (max 20 characters, no spaces/symbols) to prevent corruption on eTenders platform.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

Applications that are received via other means WILL NOT be considered in this procurement competition.

5.3 Closing date for Applications

The closing date for the application is specified on the title page.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Applicants should consider the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic post-box and a one-hour limit for upload. In order to submit a document to the electronic post-box, please

note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until response deadline. Applicants should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

It is the responsibility of the applicant to ensure that their application is complete and is uploaded by the designated deadline. Applications that are received late or via other means **will not** be considered in this public procurement competition.

It is important to note that only persons who have downloaded and accepted a document can submit an upload.

5.4 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in *Appendix A* to this Document, Applicants should note the following conditions:

All questions must be completed in full using the format provided.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of applicants for entry to the competitive tendering stage. Only at that subsequent tendering stage will the selected tenderers be invited to tender in application to the specific requirements of the contract in the light of the published award criteria and the Request for Tender document.

Where a ‘Rule’ is associated with a particular question, applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an applicant in the preparation or submission of its application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the applicant unless previously agreed in writing by the Contracting Authority. Each applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

5.5 European Single Procurement Document

In accordance with 2014 Directives, suppliers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response, which will be accepted as evidence of

compliance with *Section A* of the Questionnaire. However, the Contracting Authority requires evidence via completed submission of *Section B* relating to Technical Capacity. Mere confirmation **will not** be sufficient under these headings.

Progression to tender stage will be conditional upon identified applicants providing evidence of self-declared information to the Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified will result in the applicant being deemed inadmissible for the next stage of the competition.

5.6 Evaluation of Applications

An “Application” comprises a completed Qualification Questionnaire including the associated appendices.

Applications will be evaluated strictly on their merits in accordance with the published selection criteria, minimum rules and weightings specified in the Qualification Questionnaire.

5.7 Clarification of Applications

While not being obliged to seek clarifications from applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is emphasised that the Contracting Authority will **not** be obliged to seek clarification where any of the essential pass requirements set out in the Qualification Questionnaire have not been met. Therefore, applicants should pay particular attention to ensure that their applications contain all the required information.

5.8 Identification of Tender List

All applications will be evaluated in line with the criteria and rules outlined in *Appendix A*. Responses will be scored and at least the top scoring three (3) qualifying applicants for each lot will be invited to tender, subject to that number meeting the minimum requirements.

5.9 Freedom of Information Act

All responses to this Qualification Questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules.

Applicants are requested to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If that is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this Qualification Questionnaire or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority’s obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any

disclosure of the relevant information which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

5.10 Interference

Any effort by the applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the award of the contract shall have their application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

5.11 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an applicant in one of the following circumstances:

- (a) If the applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) If like acts have been done by any other person employed by the applicant or acting on its behalf (whether with or without the knowledge of the applicant).

APPENDIX A: Qualification Questionnaire

Ref.	Pass/Fail Criteria	Pass Requirements		
A1	Applicant Summary	Applicants must complete this section. If the applicant is a grouping, then a separate questionnaire must be completed for each group member.		
A2	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A5). Applicants should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender.		
A3	Insurance			
A4	Turnover	Applicants should confirm that their turnover was in excess of €100,000.00 during each of the last three years of operation, or pro-rata if more recently established through completion of the Self-Declaration Form contained in Appendix A.		
A6	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant applicants under any of the headings will be automatically disqualified.		
A7	Cyber Assurance	Applicants must demonstrate that appropriate measures are in place to ensure robust cyber assurance. This may include certification to an external standard (e.g., ISO 27001) or an equivalent internally managed Information Security Management System (ISMS). The Contracting Authority reserves the right to seek further information to verify compliance.		
A8	Environmental Systems	Applicants must demonstrate compliance with all the relevant Environmental legislation. The Contracting Authority reserves the right to seek further information to verify compliance.		
A9	General Data Protection Regulation Requirements	Applicants must demonstrate compliance with the General Data Protection Regulation Requirements. Applicants must complete the declaration and provide a statement on their approach to GDPR. The Contracting Authority reserves the right to seek further information to verify compliance.		
Ref.	Weighted Criteria	Max pts.	Assessment	Min pts.
B1	Previous Experience	9,000	Applicants should refer to instances within the previous five years which demonstrate that they have successfully delivered services of a comparable nature and scale on one (1) occasion. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.	4,500

B2	Quality Assurance Measures	1,000	Applicants should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.	500
Total		10,000		5,000

Applicants should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (B1) to (B2) in order to avoid elimination from the competition.

Qualitative criteria will be scored using the following baseline scoring system:

Score	Category	Description
90 – 100%	Exceptional	An exceptional response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable and considered ineligible from further consideration		

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

Tenderers **MUST** achieve a minimum score of 50% of the minimum score available under each of the Criterion B1-B2 to remain eligible in the competition.

SECTION A: Pass/Fail Criteria

A1 – Applicant Summary

Weighting: Pass/Fail

Pass Requirement: Applicants must complete this Section

Organisation Name:		
Contact Name:		
Position:		
Address:		
Telephone (Office):		
Telephone (Mobile):		
Email:		
Website:		
VAT Registration Number:		
Companies Registration Number (or equivalent based on country of establishment)		
Country of Establishment if Outside Ireland		
Date of Establishment:		
Legal Status (Company, Sole Trader, etc.):		
Please answers the following questions with 'Yes' or 'No':		
1) Is the Applicant a Small and Medium-size Enterprise (SME) as defined in the European Commission's Recommendation 2003/361/EC ¹ ?	☐	☐
2) Is the Applicant a consortium / group of Economic Operators?	☐	☐
3) Is the Applicant a Lead Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	☐	☐
4) Is the Applicant relying upon another entity including sub-contractors to meet some/or all of the qualification requirements under the selection criteria?	☐	☐
5) Is the Applicant only relying on the other entity(s) to deliver services under the DPS(s)?	☐	☐
6) Does the Lead Applicant confirm that if successful those other parties are available to deliver the services when required and may be required to co-sign the formal Contract?	☐	☐

¹ SMEs are enterprises which employ fewer than 250 persons, and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million.

Please detail the contributions of other parties:		
If the answer to any of the above questions 4 and 5 is 'Yes', full details of the other parties relied upon must be provided below by the Lead Applicant. Please note that where this entity is being relied upon, this must be clearly identified, where relevant, throughout the Response Document.		
Name of Entity	Selection criterion where Applicant is relying on their resources to qualify: <i>and/or</i> Service to be delivered by third party:	Check the box to confirm third-party is clearly identified throughout the response
		☐
		☐

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance

A3 - Insurance

Weighting: Pass/Fail

Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Required Level
Employer Liability	€13 million
Public Liability	€6.5 million
Product Liability	Covered under General Liability
Professional Indemnity and Cyber Security	€2.5 million combined

A4 – Financial

Weighting: Pass/Fail

Confirmation of financial stability for the most recent years of operation (up to a maximum of 3 years).

Rule: Applicants should confirm that their turnover was in excess of **€100,000.00** during each of the last three years of operation, or pro-rata if more recently established through completion of Section **A5 Self-Declaration Form**.

Confirmation of financial standing ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

- Evidence of both statements will be required prior to confirmation on a tender list.
- In the case of an applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead applicant. Where group members are relying on the lead applicant's financial capacity, self-declaration / evidence will only be required of the lead.

In the case of firms more recently established evidence of pro-rata turnover will suffice.

A5 – Self Declaration for Financial Information

Tax Compliance

Option 1:

I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm:

Yes

No

Applicant Name:

Tax Reference Number (PPSN):

Access Number:

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents)
To this end, please confirm:

Yes

No

Registration Number:

Certificate Number:

Option 3:

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request

Yes

No

Turnover

I confirm that our turnover with regard to the provision of a Cloud-Based Application Management System for International Student Admissions exceeded €100,000.00 per annum during each of the last three financial years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.

Evidence of the foregoing will be required within 7 days of request prior to the award of any contract.:

Applicants MUST provide turnover figures in table below.

Financial Year	2025	2024	2023
Turnover	€	€	€
Month of financial year end			
I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: (evidence of turnover for the past three financial years by way of auditor's letter or audited accounts)	Yes		
	No		
I confirm that I will supply evidence of financial standing, by way of auditor's letter ensuring the tenderer party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.	Yes		
	No		

Insurances

I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Product Liability	€		
Professional Indemnity	€		
Cyber Insurance	€		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes		
	No		
I confirm that if successful, where the levels required under the contract or framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes		
	No		

Signed:	
Position:	
Date:	

A6 – Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Note: Where a consortium is successful at tender stage, each member of the consortium may be required to complete this Declaration of Bona Fides.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box	
		Yes	No
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?		

	If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
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An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Please indicate your answer by marking 'X' in the relevant box	
		Yes	No
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of		

	grounds for exclusion or the fulfilment of the selection criteria; or has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
Declaration re Statutory Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Declaration Re Personal Data			
We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		YES	NO
Article 5K Declaration			

EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
This Declaration is made for the benefit of Atlantic Technical University.			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

A7. Cyber Assurance

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate that appropriate measures are in place to ensure robust cyber assurance. This may include certification to an external standard (e.g., ISO 27001) or an equivalent internally managed Information Security Management System (ISMS).

Do you operate an Information Security Management System (ISMS)?	Yes		No	
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Information Security Management System	Externally Certified		In-house	
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If externally certified, please provide the following information:

Name of Certification Body:

Date of most recent certification:

Scope of Certification:

If your ISMS is managed internally, please provide the following information

(i) Outline of Information Security Management Practices:
(Tenderers *MUST* describe the governance structure, risk management processes, controls framework, and key policies.)

(ii) Evidence of Independent Audits:
(Tenderers *MUST* provide details of recent third-party or internal audit activity demonstrating system effectiveness.)

I confirm that evidence of compliance will be provided promptly on request.	Yes		No	
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A8 – Environmental Systems

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Environmental legislation and guidelines. The Contracting Authority reserves the right to seek further information to verify compliance.

Do you comply with all relevant Environmental legislation?	Yes		No	
Manager responsible for Environmental Systems:				
Environmental management	Externally Certified		In-house	
If externally certified, please provide the following information:				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	

SECTION B: Weighted Criteria

B1 PREVIOUS EXPERIENCE

Weighting: 90% (Maximum 9000 points)

Minimum requirement to remain eligible in the competition: Applicants must provide details of three (3) contracts delivered within the last five (5) years which demonstrate successful delivery of services that are relevant and comparable in nature and/or scale to the requirements of this procurement.

The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this contract.

The contracts referenced must contain sufficient detail to enable the Contracting Authority to reasonably assess their relevance, scale, complexity, and outcomes in comparison to the services required under this contract.

The contracts selected should demonstrate the Applicant Firm's capability, experience, efficiency, and reliability in delivering similar or aligned services. Applicants may demonstrate comparability across the three contracts collectively, where appropriate.

All fields MUST be completed in full. If the information requested on the value of contracts or identity of clients is considered confidential, applicants must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required.

This criterion will be evaluated in its totality. Additional appendices will not be considered unless explicitly permitted.

Reference Contract #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value	€		Period value refers to	
Note: where this is confidential, please provide some indication of value range to allow the Contracting Authority to determine that it is of a similar magnitude to the contract in question.				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Mere affirmation will not be sufficient.				

Overview: Provide a concise description of the client organisation (e.g. sector, approximate size, geographic scope) and the services delivered, including key objectives and outcomes.	
Role of Applicant in this contract (e.g. sole provider, prime contractor, subcontractor): Clearly describe your organisation's role, scope of responsibility, and any delivery partners involved.	
Nature: Explain how the services provided are relevant or comparable in nature to this requirement (e.g. online application management, workflow-based systems, student recruitment platforms, or equivalent solutions delivering similar outcomes). Equivalent systems or approaches will be considered.	
Scale: Explain how the contract is of a comparable scale and/or complexity, considering factors such as organisation size, user base, transaction volumes, geographic reach, and stakeholder complexity. Include quantitative evidence where available, or qualitative descriptions where such data is not available.	
Features: Summarise key functional and technical features relevant to this procurement (online submission, document handling, workflows, dashboard/reporting, SIS Integration, SSO, cloud delivery, GDPR Compliance, Accessibility)	
Integrations: Describe key integrations with other systems (e.g. Student Information System such as Banner or equivalent,	

CRM, ERP, payment systems, identity management, or equivalent). Indicate whether integration was native, API-based, or custom.	
Performance: Confirm whether the contract was delivered on time and within budget (where applicable) and summarise outcomes achieved, such as volumes supported, system reliability, adoption levels, ongoing usage, and client satisfaction.	
Other relevant information:	
Summary: Provide a brief summary outlining why this contract is relevant and comparable to the services required under this procurement.	

Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value	€		Period value refers to	
Note: where this is confidential, please provide some indication of value range to allow the Contracting Authority to determine that it is of a similar magnitude to the contract in question.				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Mere affirmation will not be sufficient.				
Overview: Provide a concise description of the client organisation (e.g. sector, approximate size, geographic scope) and the services delivered, including key objectives and outcomes.				

Role of Applicant in this contract (e.g. sole provider, prime contractor, subcontractor): Clearly describe your organisation's role, scope of responsibility, and any delivery partners involved.	
Nature: Explain how the services provided are relevant or comparable in nature to this requirement (e.g. online application management, workflow-based systems, student recruitment platforms, or equivalent solutions delivering similar outcomes). Equivalent systems or approaches will be considered.	
Scale: Explain how the contract is of a comparable scale and/or complexity, considering factors such as organisation size, user base, transaction volumes, geographic reach, and stakeholder complexity. Include quantitative evidence where available, or qualitative descriptions where such data is not available.	
Features: Summarise key functional and technical features relevant to this procurement (online submission, document handling, workflows, dashboard/reporting, SIS Integration, SSO, cloud delivery, GDPR Compliance, Accessibility)	
Integrations: Describe key integrations with other systems (e.g. Student Information System such as Banner or equivalent, CRM, ERP, payment systems, identity management, or equivalent). Indicate whether integration was native, API-based, or custom.	
Performance: Confirm whether the contract was delivered on time	

and within budget (where applicable) and summarise outcomes achieved, such as volumes supported, system reliability, adoption levels, ongoing usage, and client satisfaction.	
Other relevant information:	
Summary: Provide a brief summary outlining why this contract is relevant and comparable to the services required under this procurement.	

Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value	€		Period value refers to	
Note: where this is confidential, please provide some indication of value range to allow the Contracting Authority to determine that it is of a similar magnitude to the contract in question.				
Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement. Mere affirmation will not be sufficient.				
Overview: Provide a concise description of the client organisation (e.g. sector, approximate size, geographic scope) and the services delivered, including key objectives and outcomes.				
Role of Applicant in this contract (e.g. sole provider, prime contractor, subcontractor): Clearly describe your organisation's role, scope of responsibility, and any delivery partners involved.				

Nature: Explain how the services provided are relevant or comparable in nature to this requirement (e.g. online application management, workflow-based systems, student recruitment platforms, or equivalent solutions delivering similar outcomes). Equivalent systems or approaches will be considered.	
Scale: Explain how the contract is of a comparable scale and/or complexity, considering factors such as organisation size, user base, transaction volumes, geographic reach, and stakeholder complexity. Include quantitative evidence where available, or qualitative descriptions where such data is not available.	
Features: Summarise key functional and technical features relevant to this procurement (online submission, document handling, workflows, dashboard/reporting, SIS Integration, SSO, cloud delivery, GDPR Compliance, Accessibility)	
Integrations: Describe key integrations with other systems (e.g. Student Information System such as Banner or equivalent, CRM, ERP, payment systems, identity management, or equivalent). Indicate whether integration was native, API-based, or custom.	
Performance: Confirm whether the contract was delivered on time and within budget (where applicable) and summarise outcomes achieved, such as volumes supported, system reliability, adoption levels, ongoing usage, and client satisfaction.	
Other relevant information:	

Summary: Provide a summary outlining why this contract is relevant and comparable to the services required under this procurement.	
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B2 QUALITY ASSURANCE MEASURES

Weighting: 10% (Maximum 1000 points)

Minimum requirement to remain eligible in the competition: Applicants should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.

Third-party certification(s)

Note: please duplicate where multiple third-party certified systems are operated

Please provide the following details (if the Applicant has multiple relevant certifications, please provide the requested information for all such certifications and duplicate table as required):

Reference title of certification:		
Name of Organisation Certified:		
Name of certified party:		
Name of accreditation body:		
Date of certification:		
Scope of certification:		
Locations to which certification refers:		
Date of first certification:		
Date of most recent renewal:		
Name of person responsible for quality management:		
Confirmation that a copy of third-party certificate(s) has/have been attached to the PQQ submission:	Yes	No
	☐	☐

In house quality management, best practice, standards adherence measures

If you do not have an externally certified system, please provide details of the processes and procedures for ensuring Quality Management in the delivery of the services relevant to this Framework Agreement.

Please detail what policies, practices and oversight you have currently in place, and what steps you take to verify and continuously improve your quality management.
Please provide up-to-date examples.

Applicant's response: