**Procedure and assignment description (English version)**

**Procedure**

The seven educational institutions under the Danish Ministry of Culture need a new system for student intake. The institutions therefore initiate an advertised offers round based on the requirements specification of the requisite functionality for a new system (see appendix: Requirements specification).

All interested companies/suppliers, Danish or foreign, who has a system that complies with the majority of these requirements are encouraged to take part and contribute with an offer. The offer can be delivered in Danish or English (see appendix: Offer template for tender).

The advertised offers roundis set to five weeks, starting mid-February 2017.

An advertised offers round limits the total price of the offer. It is a prerequisite that the total price for establishment, operation, maintenance and support for the system for all of the seven institutions during the two years contract, is below 1 million DKR incl. taxes, excl. VAT.

After the advertised offers round a board examine the incoming offers in regards to the systems price and quality. The quality is measured as the systems functions compared to the requirements that have been stated in the requirements specification (see appendix). The possibility of developing or adjusting the system with specified features, which are not at present part of the system, but are possible to add, will be taken into account. All offers will be rated from 1-5 point, where 5 is the highest.

When a supplier is selected, a written contract will be signed between the selected supplier and the customer based on the draft contract (see appendix: Contract). The customer is The Agency for Culture and Palaces (Slots- og Kulturstyrelsen) on behalf of the seven educational institutions under The Danish Ministry of Culture. In the contract it will be finally stated which requirements, regarding the requirements specification the system can fulfill, and which requirements that the supplier can meet with adaption or development of the system.

Seeing that it will be a two-year contract, any adjustments should be made within a short period of time. The project plan incorporates a period of two months after choosing the supplier, which can be used to make any required adjustments before the implementation phase begins.  
  
The new system should be available for the process of student intake in 2018. This process starts in the summer 2017.

*Project time schedule:*

* Advertised offers round: 15.02-22.03.17
* Choice of supplier: 23.02-28.04.17
* Implementation/Adjustment period: 01.05.-01-07-17
* Implementation:01.07-01.09.17
* In operation: 01.09.2017

The chosen supplier is expected to give a presentation of the system to the project group in the beginning of May. As a part of the contracting the supplier and customer will agree on a training plan for the main users of the system.

All companies/suppliers will receive an answer after the offers round, when a supplier has been chosen. The choosing of a supplier is not finalized before the final contract is signed by both parties.

If none of the offers received are considered sufficient to meet the stated requirements, The Agency for Culture and Palaces (Slots- og Kulturstyrelsen) is not required to choose any of the offers or enter into an agreement of purchase.

**Assignment description**

The educational institutions under The Danish Ministry of Culture need a new system for intake of students to their artistic educations.

The Danish Ministry of Culture has 7 educational institutions, which are as follows:

* Det Jyske Musikkonservatorium / The Royal Academy of Music
* Det Kongelige Danske Musikkonservatorium / The Royal Danish Academy of Music
* Rytmiske Musikkonservatorium / Rhythmic Academy of Music
* Syddansk Musikkonservatorium / Danish National Academy of Music
* Den Danske Scenekunstskole / The Danish Nation of Performing Arts
* Den Danske Filmskole / National Film School of Denmark
* Det Kongelige Danske Kunstakademi Billedkunstskolerne / The Royal Danish Academy of Fine Arts

The educational institutions of The Danish Ministry of Culture each admit students at different times of the year: Some educations enroll students twice a year, while others only take students in every second year. Overall intake for the seven institutions is spread over the whole year. The majority of students are however enrolled before the study begins at summers end (approx August).

The system should be able to carry out an intake process, the starting point of which reminds of a standard recruiting process (see appendix: Illustration of the process). The institutions provide educations (job). A number of external Danish, as well as foreign, persons applies for acceptance (employment). Selection of the candidates is done by auditions (interviews). The applicants are either rejected or offered admission. Those who are offered admission can accepts this. The accepted applicants are enrolled in the institutions’ programs and begin their education.

What differs from a standard recruiting process is the process of selecting the candidates. The Danish Ministry of Culture’s educational institutions invite the applicants to auditions, where they take a practical and/or a theoretical test, which is evaluated and often graded/rated by professional staff. After the first audition, the accepted group of applicants will often move on to a second round with another audition, which is also evaluated. This process can be repeated up to 10 times in the individual institutions. The cause is that the numbers of applicants who apply are large, whereas the educational capacity is small. Through this process the institutions selects the most qualified supplicants.

For the seven institutions there is in total 4.000-5.000 applications per year. During the selection process this number is reduced to 4-500 students.

Due to the auditioning process two requirements are added as an option in the requirements specification. The requirements are highly relevant to the institutions, but may not be a feature of a standard recruitment system. One of the requirements is a calendar function to use in connection with the publication of date and time for the auditions. The other is the access to record multiple grades/ ratings for an applicant, as a review often encompasses ratings in relation to different aspects of the audition.

The process of application in itself also varies from a standard recruitment process, as applicants, in addition to completing an application form for the education often are required to attach their portfolio, for example a media file containing examples of their works of art, a piece of music or a movie clip. The media file must be linked to the application, and should be accessible to be played or downloaded by the administrative staff validating the application and the professional staff conducting the evaluation.

For the majority of the applications it is necessary that there is an option for payment, since most of the programs are charging a fee for application. This means, that payment must be approved before an application is validated.

It should be noted, that there may be a time lag in the transition of the seven institutions to at new intake system, but at minimum five of the institutions are expected to implement the new system in connection with the upcoming applications deadline.

Figures for the admittance process in the Ministry of Culture

Each year there are offered about 300 programs at the seven institutions. The number varies for each institution, for some there are about 70 programs, for others only 2 -15.

Annually there are a total of 4-5.000 applications to the seven institutions, to be evaluated in a selection process of app. 500 – 600 students. The table below shows a breakdown of the number of applicants and the number admitted to each institution.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Number of applicants** | **Number of students admitted** |
| Det Kongelige Danske Musikkonservatorium | 550 | 155 |
| Det Jyske Musikkonservatorium | 478 | 150 |
| Rytmiske Musikkonservatorium | 863 | 78 |
| Syddansk Musikkonservatorium | 140 | 40 |
| Den Danske Scenekunstskole | 1.445 | 75 |
| Kunstakademiets Billedkunstskoler | 550 | 30 |
| Den Danske Filmskole (intake every second year) | 550 | 48 |
| **I alt** | **4.576** | **576** |

A media file submitted with an application may be up to approximately 5 GB.

Each application and media file must be stored up to one year in accordance with the legislation concerning complaints etc. before it can be deleted. This means that it will be necessary to be able to store and access about 3 TB of media files.

All in all there will be about 60 system users who are employees of the Student Administration, distributed over the seven institution, with 5 -10 employees at each institution

Purpose of the system

The purpose of the system is to establish a common system to support intake of students on the seven educational institutions under the Danish Ministry of Culture. The system must meet the following primary objectives:

* To provide the highest level of system support that is economically feasible to the student administration’s process of evaluation and admission
* To provide a timely and adequate admission procedure
* To provide a positive and consistent user experience for the applicants
* To provide easy and accessible reports based on the system’s data
* To ensure operational stability and meeting the existing Danish requirements for IT security

System requirements

The seven educational institutions of the Ministry of Culture wish to use the same system for admission of students, but the institutions needs their own individual environment for the data that only they can access. The solution to that can be either seven independent systems with established single user input (eg. through a joint entrance page) or one system with seven separate environments (eg. shared via user entries).

The attached requirement specification describes the specific requirements regarding the intake process. The specification is divided into three types of requirements;

1. Necessary function requirements
2. Other function requirements
3. System requirements

As a fundamental starting point the minimum set of requirements are set as “Necessary”, while the other requirements, set as “Other”, is a listing of functions that are desirable, but not paramount for the system in connection with the intake process, considering they may be handled manually.

It is a requirement that the operation and maintenance of the system can be purchased with to system from the supplier.

Furthermore, it should be noted that there is a language requirement, in that the system’s application interface must be accessible in both Danish and English, as there are both Danish and foreign applicants. The interface for administration and systems support should be offered in Danish or English.

Finally it is a prerequisite that a training of the main users of the system is included in the offer. How the training is organized will be determined in the process of entering into the contract. The training might encompass educating 20 main users (2-3 persons per institution).

**Selection criteria**

Best proportion between price and quality.

It is a prerequisite that the price of the system is below minimum 1 mil. DKR.

**Offer deadline**

The announcement takes place in the period between the 15th of February and the 22nd of March.

The deadline for the offer is Wednesday the 22nd March 2017.

Contact information and address of the contracting entity

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Any questions concerning the offers round can be addressed to the above by mail or phone.

**Content of offer**

The offer from the tender (supplier) can be submitted in Danish or English. There is a schedule for offer

in both language (see: Deal schedule for Tender). As a minimum the offer must include:

* The tender’s business information including:
* Name
* Address
* Country
* CVR/SE /national trade registration number
* Contact person
* Telephone number
* Email address
* General information about the tender business including the number of employees and relevant information about the previous year’s accounts
* An indication of which of the requirements in the requirements specification the tender can fulfill with their current system, as well as which requirements the tender can meet with adaption or development of the system.
* A financial offer, in fixed price Danish kroner incl tax and excl. VAT of
* The system cost for the seven educational institutions
* License costs ( if any) for the seven educational institutions
* Operation and maintenance agreement (annual rate for the seven institutions)
* Support agreement (annual rate for the seven institutions)
* Training system (lump-sum) including a short description of the content
* Specific customization (if any) or development of the system in relation to any requirement specification that the system doesn’t meet, as well as a time estimate for this.
* A general hourly rate in relation to eventual following requests for further developments/adaptions of the system.
* The total costs of setting up, operating, maintenance and support of the system for all seven institutions during a contract period of two years. The total price must be less than 1 mill DKr incl. duties, excl. VAT.
* Other remarks
* Tender’s costs of preparing tenders are held by the tender.
* It should be noted, that the chosen tender (supplier) must sign a confidentiality agreement and a data processing agreement for the system and the future support of it.
* The final contract will be drawn up in connection to the choice of supplier. The attached draft with appendixes will form the basis of the contract between the Customer and the Supplier. The selection of the supplier is not finalized until the contract is signed by both parties.