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# Offer template for tender concerning student admission system to the educations institution under The Ministry of Culture

1. **Company information I**

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| Name of company: |  |
| Address:  |  |
| Country: |  |
| The company CVR/SE/national trade registration- number: |  |
| Contact person:  |  |
| Contact persons telephone number and Email: |  |

1. **Company information II (submit appendix if relevant)**

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| 1. Short presentation of the company
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| 1. Number of employees in the company
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| 1. Technical/professional experience on the area of student admission system
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| 1. Relevant information about the previous year’s accounts
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1. **Clarification of the requirements specification**

Tender is asked to examine the requirements specification to make an indication about each requirement. Concerning which of the requirements in the specification the tender can fulfill with their current system, as well as which requirements the tender can meet with a specialized customization or a development of their current system.

Tender is asked to fill out the schedule below with a cross (X) in the relevant field. If you place an X in the files “The system does not fulfill this requirement” you have to consider if you can place an X in the next field “The system can be customized or developed, so it can fulfill this requirement” (if relevant).

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| **Purpose** | **Description of requirements** | **Category** | **Make a X in the relevant fields** |
|  |  | **Functional requirementsnecessary/other** | **The system fulfill this requirement** | **The system does not** **fulfill this requirement** | **The system can be customized or developed, so it can fulfill this requirement** |
|   | **Create educational programmes/lines**  |   |   |   |
| Create educational programme/lines | Possibility of regularly creating different educational programmes/lines with differentiated web formula for the individual application forms and with different application periods. | Necessary |   |   |   |
| Create educational programme/lines | Possibility of reusing and editing previous application forms.  | Necessary |   |   |   |
| Create educational programme/lines | Possibility of making mandatory and optional data fields. | Necessary |   |   |   |
| Create educational programme/lines | Case owner must be able to create and publish educational programs/lines for his/her own institution. | Necessary |   |   |   |
|   | **Application**  |   |   |   |   |
| Payment | Possibility of integrating digital payment function (Danish and international payment cards) | Necessary |   |   |   |
| Payment | It must be possible to assign an individual payment agreement to the individual institution (Nets/Teller) | Necessary |   |   |   |
| Payment | It must be possible to return the payment. | Other |   |   |   |
| File upload | Possibility of file upload in connection with application of up to 5 GB. Either via the system or outside the system via a link to another platform (server, portal, etc.) – in which case, it must be possible to establish a link between the file and application. | Necessary |   |   |   |
| File upload | Possibility of uploading a portrait photo in connection with application in the system. | Other |   |   |   |
| Priority | A function must be provided to specify the priority between several applications/ educational institutions (alternatively, this can be done in the application form).  | Other |   |   |   |
| Application | Possibility of providing the applicant with a draft function and allowing the applicant to edit the application until the closing date for receipt of applications. | Necessary |   |   |   |
| **Purpose** | **Description of requirements** | **Category** | **Make a X in the relevant fields** |
|  |  | **Functional requirementsnecessary/other** | **The system fulfill this requirement** | **The system does not** **fulfill this requirement** | **The system can be customized or developed, so it can fulfill this requirement** |
|  | **Processing of applications** |  |  |  |  |
| Processing of application | The system must allow communication by email between the applicant and the study administration. | Necessary |  |  |  |
| Processing of application | The system must allow selecting and editing the status of an applicant (status means: rejection, invited for admission examination, offered admission, etc.) | Necessary |   |   |   |
| Processing of application | It must be possible to send standard messages related to a status to an applicant. | Necessary |   |   |   |
| Processing of application | Possibility of linking documents to individual messages (e.g. a complaint guide accompanying a message of rejection or information about the admission examination accompanying an invitation letter). | Necessary |   |   |   |
| Processing of application | Possibility of attaching individual comments to the individual messages.  | Necessary |   |   |   |
| Processing of application | Possibility of either providing read-only access to *or* forwarding filtered applications with related files to an admission board.  | Necessary |   |   |   |
| Processing of application | Possibility of a filtered view of applications, e.g. by gender, nationality, etc. | Necessary |   |   |   |
| Processing of application | Possibility of extracting all applications with a link to related files in one instance, e.g. as a PDF file (mass processing).  | Other |   |   |   |
|   | **Admission examinations** **(recruitment interviews)** |   |   |   |   |
| Admission examinations | The system must allow differentiated results from an admission examination to be recorded on an applicant.(The various institutions have different admission examinations/formats; some use grades, others points and others still use passed/not passed). | Necessary |   |   |   |
| Admission examinations | The system must allow inviting applicants for differentiated admission examinations by email. (see the process which is repeated with first examination round, second examination round, etc.) | Necessary |   |   |   |
| Admission examinations | Examiners must be able to record the grade given for the admission examination directly in the system via a user interface. | Other |   |   |   |
| Admission examinations | The examiner must be able to record an internal comment. | Other |   |   |   |
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| **Purpose** | **Description of requirements** | **Category** | **Make a X in the relevant fields** |
|  |  | **Functional requirementsnecessary/other** | **The system fulfill this requirement** | **The system does not** **fulfill this requirement** | **The system can be customized or developed, so it can fulfill this requirement** |
|   | **Admission examinations - option** |   |   |   |   |
| Calendar function | Possibility of automatically assigning individual times for admission examination via a calendar function in the system *or* possibility of merging individual times for the admission examination, e.g. from Excel into individual messages in the system. | Other |  |  |  |
| Several grades | It must be possible to record several results for one applicant in connection with the admission examination (an exam may consist of several elements, some have up to 10 grades). | Other |   |   |   |
|   | **Cross-institutional division of application - option** |   |   |   |   |
| Cross-institutional division | It must be possible to divide an application across two institutions (two environments, see system requirements). This means that it must be possible to transfer an application with an attached file and recorded evaluations (from the admission examination) from one institution to another.  | Other |  |  |  |
| Cross-institutional division | The system must be able to indicate that an application has been transferred to the next priority.  | Other |  |  |  |
| Cross-institutional division | In connection with transfer to the next priority, it must be possible to send a message to the applicant about this, but this must not be done automatically. The study administration must be able to select/deselect this function. | Other |  |  |  |
| **Purpose** | **Description of requirements** | **System requirements** |  |  |  |
| Data extraction | Possibility of extracting data from the system to Excel based on individual criteria for statistics and other adm. systems. (i.e. it must be able to extract all data entered). | System requirements |   |   |   |
| Language | The applicant must be able to search in Danish and English via the system. | System requirements |   |   |   |
| Language | The system must support the use of special characters (in connection with applications). | System requirements |   |   |   |
| Language | The study administration (back-end) must be able to access the system in Danish or English. | System requirements |  |  |  |
| Server capacity (files) | The capacity for media files must total approx. 3 TB for all seven environments. The requirement differs for each institution. (It is a requirement that all application files are saved for at least one year, after which they can be deleted to create space for the coming application files). | System requirements |   |   |   |
| **Purpose** | **Description of requirements** | **Category** | **Make a X in the relevant fields** |
|  |  | **System requirements** | **The system fulfill this requirement** | **The system does not** **fulfill this requirement** | **The system can be customized or developed, so it can fulfill this requirement** |
| Server capacity (files) | It must be possible to scale the capacity as the Customer’s capacity requirements increase. | System requirements |   |   |   |
| User control | Anyone (wanting to apply for admission) should be able to get access to apply and upload files (front-end), e.g. via log on. | System requirements |   |   |   |
| User control | Different user roles with different rights for the individual environment (back-end) must be provided. (e.g. read-only access, write access, system administrator, etc.) | System requirements |   |   |   |
| User control | Possibility of user log on to edit data in the system. (e.g. change of a grade, a closing date for submitting application for an educational programme, etc.) | System requirements |   |   |   |
| Architecture/IT security  | The applicant must be able to apply through the internet - also from mobile platforms. | System requirements |   |   |   |
| Architecture/IT security  | The system must contain seven environments with data, which can only be accessed individually by the individual institution. (The solution may involve seven independent systems with one common user access via a webpage or one system with seven separate environments, e.g. via institution user accesses.) | System requirements |   |   |   |
| Architecture/IT security  | The system must comply with current Danish rules on security in respect of data security, including the new EU regulation on processing of personal data, ISO 27001, etc. | System requirements |   |   |   |
| Architecture/IT security  | The system must to the widest possible extent be based on an IT architecture that is up-to-date and applies proven technologies.  | System requirements |   |   |   |
| Architecture/IT security  | The system must appear user-friendly/intuitive both front-end and back-end. | System requirements |   |   |   |
| Architecture/IT security  | It must be possible to scale the number of users in the system as the Customer’s capacity requirements increase. | System requirements |   |   |   |
| Architecture/IT security  | The system must notify the user if the system fails or the user does something wrong via error messages in the user interface. | System requirements |  |  |  |
| Architecture/IT security  | The system is purchased following the conclusion of the Agreement | System requirements |  |  |  |
| Architecture/IT security  | The Supplier must establish, operate and maintain test environments and production environments following the conclusion of the Agreement.  | System requirements |   |   |   |
| Architecture/IT security  | The Supplier must take backup (copy) of data regularly in accordance with the agreed backup policy stipulated in the Agreement. | System requirements |   |   |   |
| Architecture/IT security  | The Supplier must carry out and document successful restore of databases at least once a year. | System requirements |   |   |   |
| Architecture/IT security  | The Supplier must be able to provide system support following the conclusion of the Agreement | System requirements |   |   |   |
| Architecture/IT security  | Where possible, the Supplier must be able to offer additional system support during application peak periods (several times each year due to various educational programmes with different application periods) | System requirements (others) |   |   |   |

For all the X in the field “The system can be customized or developed, so it can fulfill this requirement” you have to fill out a time horizon in the schedule below and a price for the job under section 4.

Please note that all the specialized customization or development of the current system need to be done within approximately two mounts (see timeframe for the project).

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| **Requirements that can be made by customization or development of the system**  | **Time Horizon (weeks)** |
| X (requirement specification) |  |
| X (requirement specification) |  |

1. **Price offer**

Tender shall submit a financial offer, in fixed price Danish kroner incl. tax and excl. VAT.

The total costs of; setting up, operating, maintenance and support of the system for all seven institutions during a contract period of two years, must be less than 1 mil. DKR incl. tax, excl. VAT (regarding the tender form). This also includes the costs of specific customization or development of the system (if any).

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| **Performance for the seven educational institutions** | **Price (DKR) for the contract period (2 years)** |
| The purchase of the system  |  |
| License costs ( if any)  |  |
| Operation and maintenance agreement |  |
| Support agreement |  |
| Training regarding implementation |  |
| Other cost (elaborate wit text) |  |
| **Total cost for the system**  |  |
|  |  |
| **Requirements that can be made by customization or development of the system** | **Price (DKR)** |
| X (requirement specification) |  |
| X (requirement specification) |  |
| **Total cost for the system incl. customization/development** |  |

A general hourly rate for a consultant in relation to eventual following requests for further developments/adaptions of the system.

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| **General performance** | **Rate for a hour (DKR)** |
| Consultant |  |

1. **Training**

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| A short description of the contents in the training regarding the implementation of the systems.  |
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1. **Other remarks**
* 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.
* Tender’s costs of preparing the bid are held by the tender.
1. **Signature**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_