Research Outputs Repository Systems Purchasing Service Buyer’s Guide

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1. What is the Research Outputs Repository Systems Purchasing Service?

The Research Outputs Repository Systems Purchasing Service is an OJEU compliant Dynamic Purchasing System (DPS) which has been set up by Jisc Services Ltd (JSL) to enable our members and Customers to purchase Research Outputs Repository Systems from Suppliers that have been approved to join the service.

2. What is a Dynamic Purchasing System?

A DPS is similar to a framework, it is a completely electronic system which is established by a contracting authority (JSL) to purchase commonly used goods, works or services.

Benefits of using a DPS include:

- Reduced timescales for procurements
- Buyers have access to more Suppliers than they would ordinarily
- Ease for Buyers and Suppliers as the service is entirely electronic
- Allowing new Suppliers to join at any time, which ensures ongoing competition and gives immediate access to innovation in the market which means that:
  - The DPS can remain competitive in terms of cost and quality
  - Prices can remain current
  - Innovative Suppliers can join at any point

A DPS must be open throughout its duration for the admission of any Supplier which satisfies the selection criteria specified by JSL and submits a Request to Participate (RTP) to JSL which complies with the specification. An RTP is prepared by a Supplier seeking admission to a DPS.

3. What is the scope of the Research Outputs Repository Systems Purchasing Service?

JSL has established a DPS that will enable Jisc and its customers to easily purchase value for money and technically sound Research Outputs Repository Systems.

To ensure maximum benefit for its members and customers, JSL has enforced a number of financial and technical entry requirements that every Supplier must fulfil before joining the DPS to ensure value for money as well as reliable and consistent integration with the Janet network that meets the needs of the Buyers.

The entry requirements include but are not be limited to:

- The service supports the deposit, publishing, sharing, discovery, access and citation of digital objects with differing file formats and sizes.
- The service is a stand-alone product and does not require purchase of any other system (such as a CRIS).
- The service can manage outputs from all research areas and is discipline neutral.
- The service provides web-based and API deposit and access functionality.
• The service supports established metadata schemas relevant to each research object type, for example DataCite, CrossRef, RIOXX, Ethos and have the capability to assign Digital Object Identifiers.

• The service supports open methods of authentication for machine and human access (e.g. UKAMF, Active Directory, OAuth, OpenID, SAML).

4. Who can use the Research Outputs Repository Systems Purchasing Service?

The scope of the DPS covers purchases by JSL, Jisc and its members and customers, including purchases by Higher Education institutions, Further Education and Specialist Colleges and Research Council establishments in the UK, and also by any other organisations connected to the Janet network, including Local Authorities, Regional Broadband Consortia, or other bodies whose core purpose is the support or advancement of further or higher education or of research.

Many of the above organisations are members of higher and further education purchasing consortia. These consortia are independent organisations that provide a wide range of collaborative purchase agreements to their member institutions. Any member of one of these consortia will be eligible to purchase from this framework by virtue of its membership, as will members of any other similar purchasing consortium in higher or further education that might be formed during the lifetime of the framework.

Membership lists for existing higher and further education purchasing consortia may be found at:

- https://www.lupc.ac.uk/members/
- https://www.supc.ac.uk/about-us/our-members/our-members
- http://www.nwupc.ac.uk/our-members
- http://www.neupc.ac.uk/our-members
- http://www.hepcw.ac.uk/members/
- http://www.apuc-scot.ac.uk/#/members

5. How does the Research Outputs Repository Systems Purchasing Service work?

When a Buyer has a Research Outputs Repository Systems requirement, a mini-competition will be published via the e-tendering portal. All Suppliers already accepted onto the Service when the mini-competition is issued will be notified of the opportunity and will be eligible to respond.

The Buyer running the mini competition will decide on the outcome and which Supplier is awarded the contract.

JSL or its members and customers are under no obligation to call off any requests from the Service once it is established.

5.1 Preparing your tender documents

A mini-competition template has been developed by us which contains mandatory information and suggestions on the questions you might want to include.

We offer technical (repositories-dps@jisc.ac.uk) and procurement (procurement@jisc.ac.uk) support for creating your mini-competition, just get in touch. We ask that you contact us when you are considering using the service so we can give any feedback on your documents early on in the process.

You will need to decide how you wish to evaluate your mini-competition, either:

- the Most Economically Advantageous Tender taking into account price, quality and delivery elements as highlighted in the individual mini-competition specification, or;
• lowest price only. This may include an E-Auction and will need to be specified in your tender documents.

Electronic auctions will be used if JSL or the Buyer deems this to be the most appropriate method of tendering. Guidance will be provided as part of the mini competition process. Electronic auctions will be conducted on ability to meet the specification and then the lowest price.

Once your mini-competition document is final the JSL procurement team publish it via the Jisc e-tendering portal. All Suppliers accepted onto the Service when the mini-competition is issued will be notified of the opportunity and will be eligible to respond. Although you will set the timescales for Suppliers to respond, the minimum timescale for return is 10 days and we would recommend longer where possible.

Any clarifications will be handled by JSL procurement via the e-tendering portal.

5.2 Evaluating tender responses

You will decide on the outcome using the methods laid out in your mini-competition and ultimately which Supplier is awarded the contract. This decision will be communicated to the Supplier via the JSL e-tendering portal. We ask that you provide feedback for unsuccessful Suppliers as this helps keep them engaged and improve their responses for next time.

6. What must the Buyer tell Jisc Services Limited once an order is placed?

The JSL Procurement Team will publish Contract Award Notices in three-month intervals detailing the outcome of the mini-competitions.

Please email procurement@jisc.ac.uk and inform the team of the total contract award value once contracts are signed.

7. What is the duration of the Research Outputs Repository Systems Purchasing Service?

The DPS will run for 1 year to 27/04/2021 with the possibility of extension for a further 1 year to 27/04/2022 with an additional extension of 1+1 years available; providing a total possible duration of 4 years.

8. Was this Purchasing Service tendered under EU procurement rules?

Yes, the notice was advertised in OJEU on 5th March 2020 number 2020/S 046-109648 and tendered using the open procedure. A copy of the contract notice is available by contacting procurement@jisc.ac.uk.

9. What selection criteria has been assessed for Suppliers who have been accepted on to the Service?

The following Pre-Qualification sections have been responded to satisfactorily by all Suppliers accepted on to the Research Outputs Repository Systems Purchasing Service:

• Grounds for mandatory exclusion as set out in Regulation 57(1) of the Public Contracts Regulations
• Grounds for discretionary exclusion as set out in Regulation 57(8) of the Public Contracts Regulations
• Financial information
13. Tips for Buyers and things to remember

- Insurance
- Quality Management and Information Security
- Modern Slavery
- GDPR
- Contract form and termination

Buyers can request details of RTP responses provided by Suppliers successfully accepted on to the Research Outputs Repository Systems Purchasing Service via email (procurement@jisc.ac.uk).

10. What are the technical requirements for admittance onto the Service?

All of the requirements below must be met by the Suppliers accepted on to the Research Outputs Repository Systems Purchasing Service. To meet these requirements the Supplier may, if it wishes, subcontract the provision of services relating to these requirements. The Supplier responding will be the single point of contact for contractual purposes.

The technical requirements for admittance onto the service are outlined in the Supplier Request to Participate document supplied along with this guide (pages 19-23).

11. Are there terms and conditions that must be used?

No, the DPS does not have associated T&Cs. Buyers can choose to use the Supplier’s terms and conditions or provide their own to be used.

Each Supplier will be required to sign the Research Outputs Repository Systems Agreement with an authorised signature, but this agreement is between the Supplier and JSL.

12. Are there any additional steps for above threshold orders?

A Buyer has the option to include the 10 day standstill period if it so wishes, but this is not mandatory.

13. Tips for Buyers and things to remember

- This is your procurement so whilst JSL can guide and advise you it is your decision to make on what questions are included and who you award to;
- EU Treaty-based principles including equal treatment, transparency and non-discrimination still apply to mini-competitions and resulting call off contracts;
- The mini-competition process does not create any contractual obligations but a call-off does. By placing a call-off contract with a Supplier through the DPS the Buyer is making a commitment to purchase the specified goods/services from that Supplier;
- By running a mini-competition the Buyer is allowed to define its requirements within the basic structure of the DPS prior to making a call off, but the Buyer can’t change the scope of the DPS. This service can’t be used to purchase anything other than the range of Research Outputs Repository Systems as indicated in section 3;
- Focus the mini-competition award criteria on the actual requirement (i.e. the service the Buyer requires, delivery timescales etc.). The Buyer is not permitted to evaluate Suppliers on selection criteria: personal situation of the candidate or tenderer, economic and financial standing, technical capability and experience because these have already been evaluated by JSL prior to being accepted onto the DPS;
• Set reasonable timeframes for responses that reflect the complexity of the requirement. The minimum timescale for return is 10 days;
• The Buyer will award the mini-competition taking into account price, quality and delivery elements as highlighted in the individual mini-competition specification, or lowest price only.
• Lowest price only mini-competitions may include an E-Auction. This will be clearly detailed on the individual tenders.

14. How do I contact a Supplier?
Suppliers contact details will be available at https://www.jisc.ac.uk/research-outputs-repository-systems-purchasing

15. How do I contact JSL about the service?
Queries should be directed to repositories-dps@jisc.ac.uk

16. How do I provide feedback on a Supplier?
Any comments should be raised directly with the Supplier contact, and repositories-dps@jisc.ac.uk should be copied so that the Research Outputs Repository Systems Service Manager can check to ensure that it is resolved.

17. Can I buy any other Services via this DPS?
No. Buyers can only purchase a range of Research Outputs Repository Systems. Other services such as a Current Research Information System (CRIS), a Research Management System (RMS) or a Digital Preservation System are not included in the scope of this DPS.
# Appendix: Technical Requirements

Supplier MUST meet all of the requirements set out below. To meet these requirements the Supplier may subcontract (with prior written consent from the Contracting Authority) any of its obligations under this Agreement. The Supplier will remain the single point of contact for contractual purposes.

## Top-level requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>The Supplier must confirm the service can be supplied as a stand-alone product and does not require purchase of any other system (such as a CRIS).</td>
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<tr>
<td>4.2</td>
<td>The Supplier must confirm the service supports the deposit, publishing, sharing, discovery, access and citation of digital objects with differing file formats and sizes.</td>
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<tr>
<td>4.3</td>
<td>The Supplier must confirm the service can manage outputs from all research areas and is discipline neutral (this does not exclude platforms that could be customised to serve specific disciplines).</td>
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<tr>
<td>4.4</td>
<td>The Supplier must confirm the service meets and complies with the relevant accessibility standards. These include, but are not limited to relevant accessibility legislation where applicable [i.e. Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. e.g. by being compliant with WCAG2.1 at AA standard].</td>
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<td>4.5</td>
<td>The Supplier must confirm the user interface can be customised for each institution to meet their branding requirements.</td>
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## Ingest/Deposit

<table>
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<tr>
<th>Requirement</th>
<th>Description</th>
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<tr>
<td>4.6</td>
<td>The Supplier must confirm that the service supports different object types (for example journal articles, datasets, theses, analysis code, multimedia and non-traditional outputs).</td>
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<tr>
<td>4.7</td>
<td>The Supplier must confirm that the service provides a web-based interface for metadata input and the ingest and validation of multiple file types, including multimedia.</td>
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<tr>
<td>4.8</td>
<td>The Supplier must confirm the service supports the association of multiple files with one metadata record.</td>
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<tr>
<td>4.9</td>
<td>The Supplier must confirm the service has the ability to assign Digital Object Identifiers.</td>
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<tr>
<td>4.10</td>
<td>The Supplier must confirm that the service allows metadata only records, and links to digital objects kept outside of its storage.</td>
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<tr>
<td>4.11</td>
<td>The Supplier must confirm that the service permits additional ingest methods and protocols e.g. REST API, SWORD, FTP).</td>
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<tr>
<td>4.12</td>
<td>The Supplier must confirm the service provides integrity checks (for example through checksums and virus checks) during the ingest/transfer of digital files.</td>
</tr>
<tr>
<td>4.13</td>
<td>The Supplier must confirm that submitters and approvers are able to add rights/access/licence information at the point of upload/ingest.</td>
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<tr>
<td>4.14</td>
<td>The Supplier must confirm that the service permits assignment of embargo periods for digital files.</td>
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<tr>
<td>4.15</td>
<td>The Supplier must confirm that the service enables links to other related web resources and digital objects.</td>
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<tr>
<td>4.16</td>
<td>The Supplier must confirm that the service supports mediated deposit or quality checks of metadata and related digital objects by institutional staff prior to publication.</td>
</tr>
<tr>
<td>4.17</td>
<td>The Supplier must confirm that the service supports established metadata schemas relevant to each research object type, for example DataCite, CrossRef, RIOXX, Ethos.</td>
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<tr>
<td>4.18</td>
<td>The Supplier must confirm that the service provides an audit trail of events and data and metadata updates within the system.</td>
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**Publishing**

| 4.19 | The Supplier must confirm that the service provides human readable metadata for each record, resolved by a Digital Object Identifier (DOI) or other appropriate identifier. |
| 4.20 | The Supplier must confirm that the service provides COUNTER-compliant usage statistics and metrics on object records describing interactions such as views, downloads, citations and altmetrics. |
| 4.21 | The Supplier must confirm that the service provides relevant licences, access information, embargoes and versioning on object records with actionable links (where appropriate). |
| 4.22 | The Supplier must confirm that the service links the object records to related works, other versions of the object and externally stored objects. All DOIs or other identifiers of external objects are rendered as actionable links. |

**Discovery**

| 4.23 | The Supplier must confirm that the service permits browsing and searching of the repository holdings. |
| 4.24 | The Supplier must confirm that the service can make available the listings to third party search engines, such as Google Scholar, Google Datasets, CORE. |

**APIs**

| 4.25 | The Supplier must confirm the service supports harvest of metadata and associated files from a variety of sources using established open standards such as OAI-PMH or Resource-Sync. |
| 4.26 | The Supplier must confirm the service offers REST API functionality, conforming to open standards, with outputs in formats such as JSON/XML. |

**Access**

| 4.27 | The Supplier must confirm the service supports open methods of authentication for machine and human access (e.g. UKAMF, OpenAthens, Active Directory, OAuth, OpenID, SAML). |
| 4.28 | The Supplier must confirm the service provides user roles management in order to ensure differing and appropriate levels of access to information, content and processes. |
| 4.29 | The Supplier must confirm the service supports retention of metadata records for provenance where data is no longer available. |

**Reporting and compliance**

<p>| 4.30 | The Supplier must confirm the service can enable institutions to efficiently provide funders with reporting information, including those required for the Research Excellence Framework and OpenAIRE. |</p>
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<th>Future Development</th>
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<td>4.31</td>
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