TENDER T UJ 33/2024: ATLAS TI SOFTWARE LICENSE RENEWALS

1. **PURPOSE OF THE REQUEST**

   The purpose of the submission is to request approval for the appointment of a supplier to continue providing licenses and support for the Atlas Ti academic software for the UJ Academic staff and students for a period of 3 years.

2. **BACKGROUND**

   ATLAS.ti is a software package used for analysis of qualitative data. It can also be used as a tool to support the literature review. It is one of the most widely used software applications for this purpose. It is used by highly ranked tertiary education institutions, both internationally (e.g. University of California, Berkeley and Harvard Business School) and locally (e.g. University of Stellenbosch and UJ).

   It is a strategic advantage for the University to have a site license for ATLAS.ti. ATLAS.ti is used by a significant number of UJ academics and postgraduate students to achieve UJs research objectives. It is used for analysis of qualitative data for research projects, and it is used to teach about qualitative analysis in training and teaching programmes. Demand for the licenses is high. UJ currently has 100 concurrent licenses for staff and 100 concurrent licences for postgraduate students.

   ATLAS.ti is widely used for a number of reasons. Five key reasons include: it is relatively easy to use; the program is highly regarded in the qualitative research community for having relevant techniques and tools to achieve strong qualitative analysis; it is affordable; it is relatively easy to find training on how to use IBM SPSS; there is good support systems for the software. Having a site license prevents the need for hundreds of individual staff and postgraduate students having to purchase individual licenses (a single transaction instead of 10s of transactions).

3. **REQUIREMENTS**

   Atlas Ti academic software

User	Quantity	Sub Total	VAT	Total including VAT
UJ Staff	80 concurrent licenses			
Post Graduate students	100 concurrent licenses			
Library & Information Centre	100 concurrent licenses			
Total Cost for 280 Concurrent Licenses Including VAT				

4. EVALUATION

The tender will be evaluated in three stages,

Stage 1 – Tender Compliance
Stage 2 – Technical Compliance
Stage 3 – Price and B-BBEE

Requirement	Maximum points obtainable
Meet specifications and requirements • Supply of Atlas Ti Software Licenses • EOM letter / Reseller letter (not older than a 1 year) • Ease of use to obtain licenses – process explained	25
Support Methodology • Provide a 1 to 2 page document stating how support will be undertaken according to different call severity levels. • Also state your software support approach • Explain what support is given to administrators and what support is given to end users of the licenses allocated to UJ	50
References Letters of similar services • Bidder with no and or less than two reference letters without similar services = 0 points. • Bidder with two reference letters of contracts of similar services = 10 points. • Bidder with three reference letters of contracts of similar services = 15 points. • Bidder with four or more reference letters of contracts of similar services = 25 points. Reference letters not older than 3 years	25
Total Points awarded	**100**

All bidders must obtain a minimum of 70 points out of 100 points to be considered further for stage 3 evaluation.