

SPECIFICATION AND SCOPE OF THE PERFORMANCE OF THE PUBLIC CONTRACT

General information about Charles University

Charles University ("the University" or "CU") is a public higher education institution of a university type within the meaning of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws, as amended ("the Higher Education Act").

The University consists of 17 faculties (of which 14 are located in Prague, 2 are in Hradec Králové, and 1 is in Pilsen), 4 higher education institutes, 5 other establishments for educational, scholarly, research, development, and other creative activities, and 4 establishments for a defined purpose (basic information on the organisational structure is available at: <https://www.cuni.cz/UK-765.html>). While the entire University is a single juridical person, all faculties and the 5 other units enjoy a relatively high level of independence and they manage the property entrusted to them independently.

The Rectorate is one of the independent units of the University.

Almost 50,000 students study at CU in various types of study programmes. The University employs a total of approximately 11,000 employees, of which around 7,000 are members of the academic and research staff.

Even though compared to other public higher education institutions the faculties and other units of CU have a considerable degree of independence in making decisions on management and the related provision of IT support, the current project solution for checking the originality of academic theses and support for academic writing ("the system") is administered centrally by the Central Library, which is one of the 5 above-mentioned other establishments in the Charles University structure. The person authorised to sign contracts and decide on matters of public contracts is the Bursar or the Rector of Charles University.

The Central Library ensures the administration and support of the current system for all faculties and other units of CU that use the system. It provides training to lecturers and faculty coordinators, runs a helpdesk and creates documents on methodology, among other things.

A public contract entitled ***"CU Rectorate – Central Library – System for the Support of Academic Writing and Checking of Originality of Academic Theses"*** is related to the plan of Charles University to award, based on a tender, a public contract for a new system for the support of academic writing and checking of the originality of academic theses for a period of at least 10 years.

Basic information on the subject matter of the planned public contract

The subject matter of the public contract is the granting of a licence for the use of service, the deployment and operation of the service which will via its functionalities provide support for the instruction and development of competencies of academic integrity for students and employees of Charles University in the form of Software as a Service (SaaS) hosted service. The service will provide access to all functionalities in a uniform interface. The client expects the new system for the support of academic writing and checking of originality to provide as a minimum the following functionalities:

Annex No. 1 to the Procurement Document

- Checking of originality of texts created at Charles University, e.g., theses to qualify for a degree, academic papers, or term papers.
- Import of documents for checking can be performed automatically, in batches and as individual documents.
- Checking of originality is performed against a set of online texts of a sufficient size and relevance.
- Support for giving feedback on and evaluation of submitted documents (by teachers to students) on the level of detailed proofreading of individual sentences as well as larger sections, and overall evaluation and marking directly in the system interface.
- Integration into Charles University systems (Charles University Central Authentication Service, Moodle learning management system, Study Information System)
- Export of the results of the checking (protocols of the results of checking), import of the results into CU systems, and the possibility to archive the results protocols offline.
- System interface will be at least in the Czech and English languages.

Charles University in data

- Number of students: 48,000 (of which 7,000 are doctoral students)
- Number of teachers and researchers (in FTEs): 3,835

Expected parameters of usage of the system per year (estimated for 2021):

- Number of required student users: 3,900 students
- Number of required lecturer users: 600 lecturers
- Number of documents checked per year: 23,000

Basic information about the estimated contract value

The client intends to enter into a contract for services for a period of at least 10 years in the form of an annual subscription to the service, where the supplier is expected to offer a fixed price for the first 4 years of the use of services, and a pre-defined formula for the calculation of prices for the subsequent years.

The estimated value of this public contract is **CZK 2,000,000** excluding VAT for a one calendar year of the use of services, in total **CZK 8,000,000** excluding VAT for the first 4 years of the use of services.

The maximum admissible price for the public contract is **CZK 2,000,000** excluding VAT for a one calendar year of the use of services, in total **CZK 8,000,000** excluding VAT for the first 4 years of the use of services. A supplier offering a higher price will be excluded from the procurement procedure.