This notice is not a call for competition - The Coal Authority intends to issue the call for competition on or after 21st September 2021.

Supplier engagement notification

Prior to starting the formal tendering process, the Coal Authority will host one supplier engagement event via Zoom.

The purpose of this event is to provide further information about this requirement, the tendering process and to invite feedback and questions from potential bidders.

The engagement meeting is scheduled for:

22nd July – 10:00

Interested parties should email Jacob Collishaw – [jacobcollishaw@coal.gov.uk](mailto:jacobcollishaw@coal.gov.uk) to book a place or to communicate any queries about this requirement.

Requirement Overview

The Coal Authority (TCA) currently manage their Health, Safety and Wellbeing (HSW) processes using a combination of systems such as MS Word and Excel. This makes it time consuming for both individuals and the team to administer. This can not only deter people from following the correct procedures, but it makes it difficult for the HSW team to identify and act on the information captured. It would be far more efficient and improve governance if key processes were contained within a single system, specially designed for this purpose.

We are considering options for an ‘off the shelf’ system, provided on a software as a service model. This system must also be on the supplier’s standard support and upgrade path. We are looking for a system that allows us to:

• Undertake inspections (annually, TCA - 450 )

• Raise observations (annually, TCA – 1350 , contractors - 2200)

• Report accidents and near misses (annually, TCA – 2, contractors – 5)

• Raise, allocate and track actions resulting from any of the above (annually, TCA – 1350)

• Analyse and report on the data captured.

• Provide a dashboard view for users showing previously raised inspections, observations and accidents along with any assigned actions.

The organisation currently employs around 350 employees and is growing on average around 5% per year. Every employee will be a user of the system but they will be restricted to different functions within the system. The system therefore, needs to be flexible enough to allow the assignment of different roles to users, roles which will govern what each user can do. This is the same for contractors, who are external to the organisation and who will also require access to the system of which there are currently 30 from different organisations.

We require the system to work on mobile devices supporting the most popular operating systems such as iOS and Android. Whilst away from the office tasks such as undertaking inspections, reporting accidents and raising SHE observations will be carried out on mobile devices. Often, users will be working in remote areas and the ability to continue to work without a mobile signal is also a necessity.

The system needs to provide other ‘off the shelf’ functionality (such as the ability to manage risk assessments) that can be added when required. It also needs to provide the means to interface to other systems on different platforms, utilising secure web technologies to achieve this.

**About the buyer**

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