

Dear solution provider

**RE: Preliminary market consultation: Online Continuing Professional Development Platform**

**Procurement Ref: ITS060LTU**

**Introduction**

Leeds Trinity University is a small University, with about 450 FTE staff, and about 4,500 students

We are seeking preliminary market information from solution providers regarding an asynchronous CPD platform delivery system and tools to assist us with preparation of a business case, and procurement strategy should the business case be approved by internal stakeholders.

The platform is required to enable us to deliver, monitor and quality assure a range of CPD opportunities to specific members of the workforce of our Initial Teacher Training Partnership schools.

Our understanding is that there is a wide variety of solutions available, but our institutional experience, expertise and capacity for training means a strong preference for systems based on Moodle. We have no preconceptions about which price point will ultimately be suitable, but an indication of cost over 2 – 3 years would be useful.

**Solution requirements and/or specification**

We are genuinely open to variant proposals, however for background information, we believe our specification might encompass the following:

* A system that provides access to training packages (videos, quizzes, assignments, reading resources) for 800-1000 Mentors and Host Teachers (in 21-22) in ITT placements schools,
* A system that is fit for purpose ‘off the shelf’, requiring minimal customisation and development, based on Moodle.
* Capable of accepting user data from our Teacher Training Placement system in a standard format to automatically create, update and disable user accounts’
* Compatible with existing systems such as Abyasa, Turnitin, Panopto, which we already use
* Ready to track Completion and Engagement
* Capable of being extended to ‘pay as you learn’ model for other forms of CPD.
* Comprehensive user activity reporting – including but not limited to login, engagement, progress, scores, completion and certification.
* Training for members of LTU staff in using the system
* Guides for partnership workforce for using the system
* Accessible and intuitive interfaces and workflows for staff and third parties
* Templates and other features to allow staff to create and populate activities, modules and programmes of CPD.
* Flexible, scalable, and reliable hosting capacity to enable us to respond to increases in demand.

**Responding**

Please confirm your interest by e-mail to Mark Hayter, Head of Procurement (m.hayter@leedstrinity.ac.uk) before noon on Friday 28th May 2021

Although not mandatory to do so, we would appreciate your expression of interest using or paying regard to the pro-forma at [**Appendix 1**](#Appendix1Expressionofinterest)

**Next steps**

We will collate expressions of interest and review content. Dependant on the number and scope offered by respondents, we envisage inviting providers of a cross section of solutions to participate in a more detailed consultation, perhaps to include demonstrations.

We envisage invitees will be confirmed by e-mail in week commencing 31st May 2021

**The Public Contracts Regulations 2015**

In respect of the above Leeds Trinity University seeks advice from independent experts/authorities/market participants with a view to developing the scope and specifications needed to plan and conduct its procurement procedures. For the avoidance of doubt, no call for competition has been made, and no contract award opportunity identified. All relevant information exchanged or resulting from this preliminary market consultation will be documented and may be communicated to other candidates and tenderers participating in the procurement procedure.

I hope to hear from you soon

With kind regards

Mark Hayter

Head of Procurement

**Appendix 1 – Expression of interest pro-forma**

Dear Leeds Trinity University,

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**We would like to express our interest in your consultation process.**

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| Address |   |
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|   |   |
|   |   |
| Company Number |   |
|   |   |
| Contact name |   |
| Contact e-mail |   |

**We have enclosed / attached the following**

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|  | yes | no |
| Company information |   |   |
| Solution overview / options |   |   |
| Schedule of rates |   |   |
| Product brochure(s) |   |   |
| Case study |   |   |
| Customer testimonial / reference |   |   |
| other (please list below) |   |   |
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