

Dear solution provider

**RE: Preliminary market consultation: Apprenticeship Management System**

**Introduction**

Leeds Trinity University is a small University, with about 300 FTE staff, and about 3,500 undergraduate students. We have a growing number of Apprenticeship students and we are considering consolidating our apprenticeship processes into an integrated system.

We are seeking preliminary market information from solution providers regarding Apprenticeship Learning Management products to assist us with the preparation of a business case, and procurement strategy should the business case be approved by internal stakeholders.

Our understanding is that there is a wide variety of solutions available, and that consequently the price per solution will be broad in range. We have no preconceptions about which solution or price point will ultimately be suitable.

**Solution requirements and/or specification**

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

* Management of the recruitment and application process
* Assessment and diagnostic tools, including Recognition of Prior Learning
* Digital onboarding
* Progress monitoring and communication tools
* Reporting functionality
* Learning management and portfolio tools
* Funding reconciliation
* Support for regulatory audits
* Management of Endpoint Assessments
* Interfaces and dashboards for students, staff and employers
* Business development functionality

The University uses SITS and Moodle, and therefore the ability to integrate with both products will be a requirement. We are keen to understand any transition requirements, lead times, lessons learned and recommended preparatory work that should be factored into our business case.

We would also like to explore how the use of a single system to might introduce benefits to our students, staff and employee partners.

**Responding**

Please confirm your interest by e-mail to Mark Hayter, Head of Procurement ([m.hayter@leedstrinity.ac.uk](mailto:m.hayter@leedstrinity.ac.uk)) before noon 23rd April 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**

**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 week commencing 10th May 2021.

We envisage invitees will be confirmed by e-mail before 30th April 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,

**RE: Preliminary market consultation: Apprenticeship Management System**

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

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| Organisation name |  |
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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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