

Dear solution provider

RE: Preliminary market consultation: Initial Teacher Training Placement Management Software
REF: ITS061LTU

Introduction

Leeds Trinity University is a small University, with about 300 FTE staff, and about 7,000 students (on and off campus)

We are seeking preliminary market information from solution providers regarding a placement management database for Initial Teacher Training to assist us with preparation of a business case, and procurement strategy should the business case be approved by internal stakeholders. On average we have around 700 students requiring 1400 placements per year

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 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:

- Comprehensive database of all UK schools including PSRB information and contact details
- External portal:
 - for schools to enter placement offers directly to the system
 - to enable internal and external stakeholders to track trainee progress during placement
 - recording assessment and evidence against the teachers standards
- Placement Management System:
 - Tracks offers by programme, subject, age phase and location
 - Placement mapping
 - Journey mapping
 - Recording placement allocations
 - Links placements to assessment points
 - Links placement records to all stakeholders (internal and external)
 - QA and Compliance functions
 - Recording placement activity, support required etc
 - Reporting to include placement analysis, trainee and assessment data
 - Suitable for all ITT programmes
- Finance – calculating and recording payments, producing remittances
- Associate Link Tutor management – workload planning

- Email Communication with all stakeholders (internal, external and trainees)
- Integration with other university systems such as SITs, Moodle, Panopto
- A system that is fit for purpose 'off the shelf', but allowing customisation to meet university need where required
- Accessible and intuitive interfaces and workflows for staff and third parties

Responding

Please confirm your interest by e-mail to Mark Hayter, Head of Procurement (m.hayter@leedstrinity.ac.uk) before 21st July 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

Invitees will be confirmed by e-mail before 26th July 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: IT Service Management Tool ref ITS050

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

Organisation name	
Address	
Company Number	
Contact name	
Contact e-mail	

We have enclosed / attached the following

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