

Dear solution provider

**RE: Preliminary market consultation: Academic Workload Management System**

**Ref: ITS053LTU**

**Introduction**

Leeds Trinity University is a small University, with about 300 FTE staff, and about 3,500 students

We are seeking preliminary market information from solution providers regarding Academic Workload Management Systems, as an online tool to support our existing Workload Allocation Model.

This will assist us with preparation of a business case, and procurement strategy should the business case be approved by internal stakeholders.

Our understanding is that there may be a 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:

Our key requirements for the system are:

* Enables the modelling, calculation, and allocation of workload for each academic.
* Drives more accurate programme/module costing and support future staffing bids.
* Is dynamic and would allow for any changes that come up throughout the year.
* Allows data to be separated into defined work unit types e.g. (Teaching, Research, Admin) and activity types, across schools and department.
* Presents data in the form of dashboards.
* Allows data to be extracted for Management Information Reporting purposes.
* Has the capability to integrate with Student Information, HR and Finance systems.
* Active directory integration and auto creation/population of tickets via incoming email and phone calls
* Accessible and intuitive interfaces and workflows for staff and customers
* Templates and other features to allow staff to quickly log tickets and capture key information

**Responding**

Please confirm your interest by e-mail to Mark Hayter, Head of Procurement (m.hayter@leedstrinity.ac.uk) before **noon 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**](#A1)

**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 w/c 7th June 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.**

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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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