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Planning

## **Education Management Information Solution (EMIS)**

Caerphilly County Borough Council

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-006690

Procurement identifier (OCID): ocids-h6vhtk-04e65b

Published 21 February 2025, 12:30pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Contact**

Helen Sellwood Sellwood

#### **Email**

[sellwhl@caerphilly.gov.uk](mailto:sellwhl@caerphilly.gov.uk)

#### **Telephone**

+44 1443863161

#### **Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

<https://www.caerphilly.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Education Management Information Solution (EMIS)

#### **II.1.2) Main CPV code**

- 48000000 - Software package and information systems

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

The Purpose of the Prior Information Notice (PIN) is to advise and engage with the Market for an Education Management Information Solution for Caerphilly County Borough Council.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems

#### **II.2.3) Place of performance**

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundaries of Caerphilly CBC

#### **II.2.4) Description of the procurement**

The Council is seeking to engage with and carry pre market engagement for an Education Management Information Solution to meet the following requirements:-

Supports integration or import of data from existing council and LA software including IDP files, SIMS (and other school MIS systems) and inter-authority Admission files

Is cloud hosted

Ability to integrate securely with each individual authorities 'customer account' using Single Sign on Solution

Integrates with Microsoft 365 applications

The ability to automate archiving and deletion of records for data protection requirements

Portal facility for parents/guardians to apply for school & early years' applications places, transport, FSM

Portal facility with schools for sharing information and managing processes such as exclusions.

GIS Functionality for Admissions processes

Ability to design portals for seamless transition and branding from LA website to the application portals for Admissions, Transport and FSM – English and Welsh requirements.

Portal for schools/childcare providers to view data relating to their pupils

The facility to record multiple services providing support/interventions to young people.

Link to an appropriate mapping solution to view locations and routes on maps Within the software the following functionality is also required:

Fully bilingual (Welsh)

Accessible from a range of devices

Send alerts/emails to users

Facility for users to generate reports

Send emails/alerts to portal users

Full auditing facility

Import data in a range of formats

Export data in a range of formats

Automatically calculate distances using GIS

Automatically rank pupils in order of eligibility criteria for school places

Link seamlessly with other systems e.g. Social care systems if required

Test and Live environments

Automatically rank pupils by a range predetermined criteria

Ability to customise/adapt portal to each Authorities own specification

Ability to restrict grant access to data on a granular level

Import bilingual address files and validate addresses

The above requirements are only an outline of requirements and will be defined prior to going to market

This notice is not a call for competition, its a Prior information notice for expression of interests from the market to commence market engagement and to advise the market of the potential tender.

Full details shall be provided in the tender documents. The Council is still considering the route to market open or use of a framework

### **II.3) Estimated date of publication of contract notice**

1 April 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

### **VI.3) Additional information**

All expression of interests must be provided in writing by email to Helen Sellwood email: [sellwhl@caerphilly.gov.uk](mailto:sellwhl@caerphilly.gov.uk) by 17:00 Hours Friday 07 March 2025 and not by expressing an interest to the sell2wales portal.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=148424](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=148424).

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