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Tender

## **Institute for Technical Skills & Strategy (ITSS) Specialist Consultancy**

UNIVERSITY OF NOTTINGHAM (THE)

F01: Prior information notice

Call for competition

Notice identifier: 2025/S 000-007075

Procurement identifier (OCID): ocds-h6vhtk-04e795

Published 24 February 2025, 1:21pm

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

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

UNIVERSITY OF NOTTINGHAM (THE)

Kings Meadow Campus, Lenton Lane

NOTTINGHAM

NG72NR

#### **Email**

[Elizabeth.Wheable@nottingham.ac.uk](mailto:Elizabeth.Wheable@nottingham.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKF14 - Nottingham

## **Companies House**

RC000664

## **Internet address(es)**

Main address

<https://www.nottingham.ac.uk/>

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://nottingham.ac.uk/unicore>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://nottingham.ac.uk/unicore>

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

Body governed by public law

## **I.5) Main activity**

Education

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## **Section II: Object**

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

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

Institute for Technical Skills & Strategy (ITSS) Specialist Consultancy

Reference number

2313 ITTO EW

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

- 71621000 - Technical analysis or consultancy services

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

Services

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

The UK Institute for Technical Skills and Strategy was established in August 2023, building on existing programmes of work to champion the roles of technicians in higher education and research.

The ITSS has four core areas of activity to support technical staff and their institutions across the sector:

- Research and Policy Group
- Learning and Development Academy
- Community & Practice Hub
- Technician Commitment

A fifth area of activity, ITSS Consulting - a not for profit, paid for consultancy arm, has been developed in response to requests for bespoke support from institutions.

As part of the continued commitment to the HE and research sector, ITSS Consulting supports organisations to overcome barriers and future-proof technical teams. ITSS Consulting design tailored workforce and organisational development solutions that align to strategic plans and work with a network of technical, leadership and organisational development specialists to help navigate the changing HE landscape, and to develop and

grow skilled technical teams across multiple departments and disciplines.

Successful tenderers will become Consultants who will partner with ITSS Consulting to support provision which falls under four broad categories:

- Learning and Development
- Organisational Change
- EDI and Wellbeing
- Technical Working Environments

Informed by the latest research and best practices within the HE sector and beyond, Consultants must demonstrate a clear understanding of the technical and research communities, as well as organisations within the rapidly evolving HE and research landscape, particularly as the UK acknowledges the critical importance of growth in the science, technology, engineering, medicine, and creative industries.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Learning and Development

Lot No

1

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

- 71621000 - Technical analysis or consultancy services

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

NUTS codes

- UKF - East Midlands (England)

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

The University of Nottingham (the University) requires specialists with learning and development experience of working with and supporting technicians and research professionals in Higher Education.

The specialists will have experience working with technicians and research staff across a diverse range of subject disciplines including science, technology, engineering, medicine and the creative industries.

Specialists with experience of working with Technicians and/or research staff outside of Higher Education and/or research facilities will be expected to evidence clearly how their experience can be translated into the complex Higher Education environments.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

## **II.2) Description**

### **II.2.1) Title**

Organisational Change

Lot No

2

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

- 71621000 - Technical analysis or consultancy services

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

NUTS codes

- UKF - East Midlands (England)

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

The University of Nottingham (the University) requires specialists with suitable experience to work across disciplines such as project management, knowledge exchange and research culture supporting technicians, technical leaders and research staff within Higher Education and/or research facilities.

Suitable for specialists who can demonstrate experience in these fields while advocating

for the inclusion and recognition of technical staff.

Specialists shall have experience in Human Resources and Organisational Change working across a variety of disciplines including workforce planning, staff reorganisation, restructuring and implementing successful initiatives centred around recruitment and/or retention of technical staff.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

#### **II.2.1) Title**

Diversity, People and Wellbeing

Lot No

3

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

- 71621000 - Technical analysis or consultancy services

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

NUTS codes

- UKF - East Midlands (England)

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

The University of Nottingham (the University) requires specialists with experience of working across a range of Equality, Diversity and Inclusion (EDI) and wellbeing projects, supporting technicians, technical leaders and research staff within Higher Education and/or research facilities.

Suitable for specialists who can demonstrate experience across these areas while advocating for the inclusion, and recognition of technical staff.

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

#### **II.2.1) Title**

## Technical Working Environments

Lot No

4

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

- 71621000 - Technical analysis or consultancy services

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

NUTS codes

- UKF - East Midlands (England)

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

The University of Nottingham (the University) requires suitable technical research specialists who have experience with one specialism noted below:

- specialist health and safety expertise in laboratories, workshops, or studios, including all aspects of equipment safety.
- experience and expertise in the design of laboratories, workshops, or studios, encompassing project initiation, project management, grant funding applications, and a strong understanding of emerging technologies and equipment relevant to these spaces.
- recent experience of technical design input to new building designs at any of the RIBA stages. This includes experience of project initiation, project management, project completion, knowledge transfer and project closedown.
- led research projects within their technical specialism and have successfully disseminated findings both through research publications and within organisations as part of strategic research and knowledge exchange initiatives.

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of expressions of interest**

Date

28 March 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

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

Where an organisation would like to participate and be invited for the tender opportunity, it shall complete and submit the Preliminary Market Engagement response document to the University by 28 March 2025, 12 noon. The Preliminary Market Engagement response document must be submitted to the University via their Oracle Fusion Supplier Portal.

This Preliminary Market Engagement (PME) is intended to facilitate early market engagement only and is not a call for competition. The University shall not be held liable for any costs whatsoever resulting directly or indirectly from participation in this PME, and is issued to provide and gather information only. The information contained within this PME, or in any communication made between the UoN and any organisation (in relation to this requirement), must not be assumed as creating a contract or agreement.

More information - can be accessed through below tendering portal.

1. If you or your organisation HAS already provided services to the University, please sign into your Supplier Portal account (<https://nottingham.ac.uk/unicore>)

2. If you or your organisation has NOT previously provided services to the University, please create a Supplier Portal account  
(<https://fa-evyf-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=agCZljzUAOPvjBpnNHwvUcj67xZ36GoH9hWzHXo24sd8wyqd1xY8ouMHLQ==>)

When logged in, view the opportunity through 'Active Negotiations':

- Scroll to the 'Supplier Portal' menu option and click the 'Supplier Portal' tile.
- Click on 'View Active Negotiations' link, under the Tasks panel. - To find this opportunity, select 'No' under the 'Invitation Received' search field, then click 'Search'.
- The Search Results will display accordingly. Select the Negotiation number hyperlink (N0000029) and access the opportunity.

Additional detail and guidance can be found at  
(<https://www.nottingham.ac.uk/dts/accounts-and-access/unicore/unicore.aspx>), within the 'Information for suppliers of goods and services' section.

For audit purposes, if you have any questions regarding the PME please raise via the Portal "Messages" function once logged in.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

The University of Nottingham

Nottingham

Country

United Kingdom