

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/007541-2025>

Planning

Timetabling solution partner

Coventry University

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-007541

Procurement identifier (OCID): ocds-h6vhtk-04e8ae ([view related notices](#))

Published 28 February 2025, 2:32pm

Scope

Reference

PA-FRAM-1458-25-TH

Description

Coventry University aims to acquire and implement a new timetabling solution that prioritises the needs of our students. We seek to invest in a system that extends beyond basic room scheduling, optimising both our campus resources and students' time for maximum efficiency.

Our students choose to come to us to invest in their future and expect a continual return on their investment. A significant number of our undergraduate and postgraduate students balance part-time work alongside their studies, as well as other commitments such as childcare. It is important that we consider the unique circumstances of our learners, including location, commuting distance and work responsibilities.

We need a modern and secure, Software-as-a-Service solution, which integrates with our in-house student record system, learning platform and in-house attendance monitoring

solution. The solution needs to be flexible, with the ability to adapt as we continue to develop our offering in the higher education market and respond with agility to changing student expectations.

Our supplier and system will help maximise the value of a timetable, by:

- Ensuring our students have real-time, online access to their personalised timetable.
- Enabling us to push notifications to students following changes to their timetable
- Giving students seamless access to all the information they need to maximise participation in their teaching and learning journey.
- Providing a typical, sample timetable in advance to an applicant who is considering choosing to study at the university, giving them the information they need to understand how their studies could fit around work and other

commitments.

- Giving our students their final timetable as soon as they complete their enrolment, ensuring they can start their studies immediately.
- Providing our international applicants with early sight of their proposed timetable ahead of completing their enrolment (while still travelling to the UK and undertaking Right to Study checks).
- Providing our returning students with a draft timetable well in advance of the next stage of their course, allowing them to amend work and other commitments before they resume their study

We invite you to attend an on-campus Coventry University Presentation and Q&A panel on Wednesday 19th March 2025 between 1pm and 4pm. The pre-market engagement session will take place at Coventry University, the Jaguar Building - room JA118, 113A Gosford Street, Coventry, West Midlands, CV1 5DL.

Maximum participants per company: 2

You will be joined alongside other potential bidder/suppliers to have a pre-tender open discussion and QA panel session between our Infrastructure Services and Procurement

professionals. It will be an opportunity for valued partners like yourselves to ask questions about our curriculum structure, brands and locations, timetabling challenges and implementation plans, including our expectations from a partner moving forwards.

After this session, you will receive an invitation to respond to a Conditions of Participation stage, which will be released on Wednesday 9th April 2025. This process will be a two-stage process under the Public Regulations 2024 and

be run under the Competitive Flexible Process. The procurement process will include the Conditions of Participation stage, which will be utilised for shortlisting suppliers and the Invitation to Tender stage, which include the shortlisted suppliers. The process is designed for fairness and transparency to all the suppliers that wish to work with Coventry University and declare an expression of interest utilising the University's procurement portal

below.

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

What if I don't take part in the process and wait for the tender to be made public?

Attendance at the workshop session is a crucial part of the process, participation is advised for prospective bidders/suppliers. We feel that non-attendance would place your organisation at a significant disadvantage vs. those who were in attendance. It is important to note that this engagement is not scored and will not be used as a reflection on your actual tender submission and scoring overall. However, the workshop is designed to promote transparency early in the process and provide an opportunity to demonstrate how you will collaborate with others as a partner. It also serves as a valuable platform to hear and address questions raised by others, reducing the volume of queries submitted prior to and during the formal tender exercise.

Following the session, all questions and answers discussed will be shared on the University's procurement portal, In-tend, to ensure clarity and fairness. To summarise, the workshop offers an opportunity to:

- Demonstrate Collaboration: Show how you would work effectively as a partner.
- Gain Clarity: Listen to and discuss questions raised by others, which helps reduce uncertainties and the volume of queries submitted during the tender phase.
- Access Insights: Receive a consolidated document of all questions and answers discussed during the session to guide your tender preparation. The document will be shared on the University's procurement portal, In-tend.
- Full transparency: Why certain technology must be used due to existing investments, interoperability and compatibility with the key University systems outlined in the attached pre-market engagement document.

Total value (estimated)

- £470,252 excluding VAT
- £564,302 including VAT

Contract dates (estimated)

- 28 July 2025 to 29 July 2028
- Possible extension to 29 July 2029
- 4 years, 2 days

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

Engagement

Engagement deadline

17 March 2025

Engagement process description

Coventry University aims to acquire and implement a new timetabling solution that prioritises the needs of our students. We seek to invest in a system that extends beyond basic room scheduling, optimising both our campus resources and students' time for maximum efficiency.

Our students choose to come to us to invest in their future and expect a continual return on their investment. A significant number of our undergraduate and postgraduate students balance part-time work alongside their studies, as well as other commitments such as childcare. It is important that we consider the unique circumstances of our learners, including location, commuting distance and work responsibilities.

We need a modern and secure, Software-as-a-Service solution, which integrates with our in-house student record system, learning platform and in-house attendance monitoring solution. The solution needs to be flexible, with the ability to adapt as we continue to develop our offering in the higher education market and respond with agility to changing student expectations.

Our supplier and system will help maximise the value of a timetable, by:

- Ensuring our students have real-time, online access to their personalised timetable.
- Enabling us to push notifications to students following changes to their timetable
- Giving students seamless access to all the information they need to maximise participation in their teaching and learning journey.
- Providing a typical, sample timetable in advance to an applicant who is considering choosing to study at the university, giving them the information they need to understand how their studies could fit around work and other commitments.
- Giving our students their final timetable as soon as they complete their enrolment, ensuring they can start their studies immediately.
- Providing our international applicants with early sight of their proposed timetable ahead of completing their enrolment (while still travelling to the UK and undertaking Right to Study checks).
- Providing our returning students with a draft timetable well in advance of the next stage of their course, allowing them to amend work and other commitments before they resume their study

We invite you to attend an on-campus Coventry University Presentation and Q&A panel on Wednesday 19th March 2025 between 1pm and 4pm. The pre-market engagement session will take place at Coventry University, the Jaguar Building - room JA118, 113A Gosford Street, Coventry, West Midlands, CV1 5DL.

Maximum participants per company: 2

You will be joined alongside other potential bidder/suppliers to have a pre-tender open discussion and QA panel session between our Infrastructure Services and Procurement

professionals. It will be an opportunity for valued partners like yourselves to ask questions about our curriculum structure, brands and locations, timetabling challenges and implementation plans, including our expectations from a partner moving forwards.

After this session, you will receive an invitation to respond to a Conditions of Participation stage, which will be released on Wednesday 9th April 2025. This process will be a two-stage process under the Public Regulations 2024 and

be run under the Competitive Flexible Process. The procurement process will include the Conditions of Participation stage, which will be utilised for shortlisting suppliers and the Invitation to Tender stage, which include the shortlisted suppliers. The process is designed for fairness and transparency to all the suppliers that wish to work with Coventry University and declare an expression of interest utilising the University's procurement portal

below.

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

What if I don't take part in the process and wait for the tender to be made public?

Attendance at the workshop session is a crucial part of the process, participation is advised for prospective bidders/suppliers. We feel that non-attendance would place your organisation at a significant disadvantage vs. those who were in attendance. It is important to note that this engagement is not scored and will not be used as a reflection on your actual tender submission and scoring overall. However, the workshop is designed to promote transparency early in the process and provide an opportunity to demonstrate how you will collaborate with others as a partner. It also serves as a valuable platform to hear and address questions raised by others, reducing the volume of queries submitted prior to and during the formal tender exercise.

Following the session, all questions and answers discussed will be shared on the University's procurement portal, In-tend, to ensure clarity and fairness. To summarise, the workshop offers an opportunity to:

- **Demonstrate Collaboration:** Show how you would work effectively as a partner.
- **Gain Clarity:** Listen to and discuss questions raised by others, which helps reduce uncertainties and the volume of queries submitted during the tender phase.
- **Access Insights:** Receive a consolidated document of all questions and answers discussed during the session to guide your tender preparation. The document will be shared on the University's procurement portal, In-tend.
- **Full transparency:** Why certain technology must be used due to existing investments, interoperability and compatibility with the key University systems outlined in the attached pre-market engagement document.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

10 April 2025

Contracting authority

Coventry University

- Public Procurement Organisation Number: PMMH-2339-NMGH

Priory Street

Coventry

CV1 5FB

United Kingdom

Contact name: Thomas Hasson

Email: Procurement@coventry.ac.uk

Website: <https://in-tendhost.co.uk/coventryuniversity.aspx/Home>

Region: UKG33 - Coventry

Organisation type: Public authority - central government