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Planning

Request for Information (RFI): Provision of Software Development and Data Services via a Service-Based Contract

COTTSWAY HOUSING ASSOCIATION LIMITED

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

Notice identifier: 2025/S 000-039450

Procurement identifier (OCID): ocds-h6vhtk-055e17 ([view related notices](#))

Published 14 July 2025, 7:41am

Scope

Description

Request for Information (RFI): Provision of Software Development and Data Services via a Service-Based Contract

Summary

Cottsway is seeking information from organisations capable of providing software development and data services through a service-based contract. This follows an internal review of resourcing options and a decision to explore external delivery models in place of direct recruitment.

This RFI is intended to understand the market's ability to support the following areas through a flexible, cost-effective service arrangement. It is not a call for competition, and responses will inform our future procurement approach.

Scope of Services

We are seeking suppliers who can support both development and data-related activities, including but not limited to:

Software Development Services

- Development of business tools and automations (e.g. using Python, JavaScript)
- Business process improvements and systems integration (e.g. via APIs)
- Support and enhancement of existing applications and digital platforms

Data and Reporting Services

- Development of SQL queries and reporting solutions
- Management and structuring of data for self-service access
- Data warehousing, ETL processes, and analytics support
- Use of tools and methods to enable data quality monitoring, smart reporting, and AI/ML-powered insights

Information Requested

Suppliers are invited to provide the following details in response to this RFI:

- Overview of Your Organisation and Relevant Experience:
 - o Brief introduction to your organisation and relevant experience in delivering both development and data services
- Service Model and Delivery Approach:
 - o The type of contract models you offer (e.g. ticket-based support, fixed hours per month, annual retainer, etc.)
 - o Your ability to support a 24-month service contract
 - o How you typically manage incoming work requests and prioritise delivery
- Service Objectives and Quality:
 - o What service levels or delivery expectations you typically work to

- o An outline of how you usually manage service objectives, turnaround times, and overall quality assurance (rather than full SLAs)

- Pricing Approach:

- o Indicative cost structures or typical pricing models for similar arrangements (e.g. monthly fees, bundled hours, on-demand rates)

- o An indication of pricing based on the above details.

Response Guidelines

We are looking for a light-touch response at this stage. Please provide a short overview based on the points above, outlining how you typically deliver these services and the structure you would propose for a two-year arrangement.

At this stage, there will be no requirement to interview, we are just looking for a brief proposal based on the requirements set out above.

There is no need to submit full proposals or detailed SLAs at this stage.

Budget

Our budget is around £50,000 Per Year.

Timeline

Please submit your response by 31/07/2025 @ 14:00

Contact and Submission

Responses and clarifications should be submitted via the following link:

<https://in-tendhost.co.uk/cottsway.aspx/ProjectManage/138>

Total value (estimated)

- £80,000 excluding VAT
- £100,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 August 2027
- Possible extension to 31 August 2028
- 3 years

Main procurement category

Services

CPV classifications

- 72200000 - Software programming and consultancy services
- 72300000 - Data services

Engagement

Engagement deadline

31 July 2025

Engagement process description

We are looking for a light-touch response at this stage. Please provide a short overview based on the points above, outlining how you typically deliver these services and the structure you would propose for a two-year arrangement.

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Contact and Submission

Responses and clarifications should be submitted via <https://intendhost.co.uk/cottsway.aspx/ProjectManage/138>.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Contracting authority

COTTSWAY HOUSING ASSOCIATION LIMITED

- Companies House: RS030651
- Public Procurement Organisation Number: PLWH-3995-TGDR

Cottsway House

Witney

OX28 4YG

United Kingdom

Contact name: Matt Batchelor

Email: CottswayProcurement@cottsway.co.uk

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government