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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](#)

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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/LoginHelp>.

Total value (estimated)

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

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.

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.

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

Cottsway House

Witney

OX28 4YG

United Kingdom

Email: CottswayProcurement@cottsway.co.uk

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government