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Planning

Provision of a Specialist IT Consultant

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-053278

Procurement identifier (OCID): ocds-h6vhtk-059282

Published 2 September 2025, 4:12pm

Scope

Description

Caerphilly County Borough Council (the “Council”) is seeking preliminary market engagement with suitable IT Consultants (providers). The Council currently has an education management information system with Access (Synergy) and is looking for a suitable provider to undertake the following works to meet the Councils and wider objectives as outlined below:-

Early Years has to report against multiple grant terms and conditions as well as analyse the impact of the funding for children and families including the wellbeing for the most vulnerable children and families.

Currently the Strive reporting tool uses SQL coding to enable the reports needed to pull the current data from the education database. In the future the education database is changing, and so reports may need to be rewritten, possibly in PowerBI, and the early years team supported to be able to write future reports as requirements from WG change.

The Council requires the reports to be written so that they can pull the data needed to be compliant with the terms and conditions of the grant and the requirements for SAIL uploads from April 2025. Therefore, the work required is outlined below :

1. writing the current 102(+) reports needed using SQL coding (to save internal postholder/s the manual time used currently),

a. 33 different reports to support Data Officers in their role, for example,

i. exception report – childcare – early years education, not taking up

ii. exception report – flying start outreach – no delay reason

iii. unborn checks

iv. early years registered – Welsh communication

v. early years registered – NHS number incorrect format

vi. antenatal no due date – amendment

b. attendance – 80% attendance

c. 25 different reports to add to the pupil profile, for example,

i. Amend childcare and school history

ii. Amend early years intervention

iii. Contacts – parent disability and medical conditions

iv. Emerging and needs – medical condition amendment

d. 5 for emerging needs, for example,

i. Automated email of change of attendance

ii. Emerging needs panel agenda report - amendment

iii. Exception report – early years worker, no COP stage

e. 2 reports for Flying Start workbook amendments

f. 17 different reports for Flying Start childcare reporting, for example,

i. Exception report – Flying start childcare application – eligible no offer

ii. Exception report – flying start childcare ICP – multiple settings

- iii. Exception report – flying start childcare ICP – session and hours
- iv. Exception report – flying start childcare ICP – sessions exceed 5
- g. 3 reports for Request for support process
- h. What matters meeting data

2. then time to migrate those 100+ reports plus all existing reports into PowerBI or whichever is the preferred reporting tool on the new (Synergy) education cloud based data system,

3. as well as time to train staff in the existing team to allow sustainability for future report development/tweaks.

The successful consultant will be required to complete the work in the next six (6) month period. Action area 1 will be required more urgently and should be first priority. Action 2 and 3 will depend on the migration of the database to the new Education Management Information System and is dependent on the procurement outcome.

Caerphilly County Borough Council (the “Council”) is seeking expressions of interest from suitable providers who have the capacity and capability to meeting the Council’s objectives as detailed above.

This preliminary market engagement exercise is open to all interested parties.

Following the preliminary market engagement a tender exercise maybe undertaken.

To participate in the preliminary market engagement exercise, please ensure you have an active account on our e-Tendering portal, Proactis:

<https://supplierlive.proactisp2p.com/>

Within Proactis, you can find the exercise within the opportunity:

Provision of IT Specialist Consultant

RQST14560

The exercise consists of interested providers completing the Preliminary Market Engagement Questions within the question tab of the e sourcing portal.

For support and assistance with participating in this exercise, please contact a member of the Supplier Relationship Team, who’s details have been provided below:

Jemma Ford

01443 863163

fordj1@caerphilly.gov.uk

Hayley Jones

01443 863234

Jonesh21@caerphilly.gov.uk

Total value (estimated)

- £10,000 excluding VAT
- £12,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 31 March 2026
- 6 months

Main procurement category

Services

CPV classifications

- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKL16 - Gwent Valleys
-

Engagement

Engagement deadline

16 September 2025

Engagement process description

Caerphilly County Borough Council (the “Council”) is seeking expressions of interest from suitable providers who have the capacity and capability to meeting the Council’s objectives as detailed above.

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Please note that interested providers must submit their expression of interest to the e sourcing portal no later than 12:00 Noon Tuesday 16 September 2025.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

22 September 2025

Contracting authority

Caerphilly County Borough Council

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United Kingdom

Contact name: Helen Sellwood

Email: sellwhl@caerphilly.gov.uk

Website: <http://www.caerphilly.gov.uk>

Region: UKL16 - Gwent Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales