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Planning

Colleague Time Management System

NHS Business Services Authority

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

Notice identifier: 2025/S 000-076949

Procurement identifier (OCID): ocds-h6vhtk-05e893

Published 25 November 2025, 3:19pm

Scope

Description

The NHS Business Services Authority (NHSBSA) is a Special Health Authority and an Arm's Length Body of the Department of Health and Social Care. We provide a range of critical central services to NHS organisations (our 'clients'), NHS contractors, health bodies, patients and the public (our 'customers').

The purpose of this notice is to inform organisations of a supplier Pre-Market Engagement exercise (PME). The PME is related to the procurement and contract for the provision of a Colleague time Management System ,the main purpose for our CTMS is to support internal users in the following areas of time management:

- Recording working hours
- Recording flexi leave
- Recording overtime

The CTMS also assists users in the following areas of time management. That said, our Electronic Staff Record (ESR) is also used to facilitate time management in these areas:

- Recording annual leave
- Recording sickness absence
- Recording special leave
- Recording other leave such as volunteering leave

It is currently not used to track the time spent on tasks colleague complete during their working hours for the purpose of internal financial costings. Instead, various local tools are used within the organisation to facilitate time recording for financial costings and other purposes at present. The NHSBSA invites you to participate in an RFI for a Colleague Time Management System to further the NHSBSAs understanding of the market.

This is a pre-market-engagement exercise. At this stage we are sharing our knowledge and high level requirements in relation to our Colleague Time Management System. Interested parties must register an interest and further details are available via <https://health-family.force.com/s/Welcome>. The opportunity reference is C402293. RFI documentation will be issued through the Health Family Portal Tuesday 25th November 2025.

The RFI response is due 12 noon Friday 19th December 2025.

This is a pre-market-engagement exercise. It is not an invitation to tender or invitation to offer an agreement and will not result in an award of a contract. If you do not wish to take part in this RFI exercise, it will not affect any current or future business with the NHSBSA. Participation in this RFI exercise will not qualify you to provide any services or products to the NHSBSA and will not guarantee an invitation to submit an offer as part of any future procurement exercise. The NHSBSA will not accept any liability for costs incurred by you in participating in this RFI exercise.

This invitation has been published on the Find my Tender Service and on Contracts Finder.

Total value (estimated)

- £400,000 excluding VAT
- £480,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 18 January 2027 to 17 January 2032
- 5 years

Main procurement category

Services

CPV classifications

- 48000000 - Software package and information systems
- 48450000 - Time accounting or human resources software package
- 72260000 - Software-related services

Contract locations

- UK - United Kingdom

Engagement

Engagement deadline

19 December 2025

Engagement process description

The full scope of the engagement is set out within the Scope of this Notice.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

2 March 2026

Contracting authority

NHS Business Services Authority

- Public Procurement Organisation Number: PRLZ-1599-JGTT

Stella House, Goldcrest Way, Newburn Riverside

Newcastle upon Tyne

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United Kingdom

Email: nhsbsa.commercialservicesteam@nhsbsa.nhs.uk

Website: <https://www.nhsbsa.nhs.uk/>

Region: UKC22 - Tyneside

Organisation type: Public authority - central government