BDMAT Intranet Project

Summary

BDMAT is looking for a staff intranet to provide a central hub for organisational knowledge and staff communication, and a single portal from which staff can access internal services and external resources. We have roughly 700 staff across Central Team, 18 primary schools, and 1 secondary school.

We will be looking to providers to support or advise with the roll out and bring previous experience designing, building, and deploying intranets for companies or multi-academy trusts.

We have identified the following features that we would like our Intranet to provide. We do not currently have a staff portal or Intranet, so this list should be treated as an indication of the requirements that have led to this tender process, not an exhaustive feature set.

Requirements

Requirement	Use Case	Importance	Notes
Single portal for core and supplementary systems	A teacher would like to log in and have quick links to key systems such as the school MIS, Email, Office 365, HR portal, and several online teaching tools.	Important	These should be customisable by role and school. Some schools will use different tools to others, and we might not want to show a link to the finance portal to cleaners or teaching assistants.
Announcement, News, and Mandatory Reads	CEO would like to be able to send key information to groups staff and have this flagged clearly for them. Some of this should be "mandatory", such that users must read the content, and click to	Important	Authors must be able to report on read and response rates, particularly for mandatory reads.

	say that they've read it. This functionality is also useful to others in central team, and headteachers within their own school.		
Single Sign On	Users should be able to log in using their work email account (either office 365 or Google Workspace)	Important	"Login with Microsoft / Login with Google" buttons would solve this nicely.
Homepages by School and Role	A user should log in and see content relevant to their role and school. E.g IT announcements or updates that only affects 3 schools would not be shown to staff from other schools.	Important	
Mobile App / Responsive Design	Users should be able to access the intranet from whatever device they have (Windows,	Important	

	Mac, iOS, Android, etc).		
Granular Roles & Permissions	The trust would like only specific people in specific roles to edit pages, send announcements, etc. This should be customisable within different schools.	Important	
Broadcast messages & push notifications	A school is closed due to a burst water main, the headteacher would like to send a push message to all staff to inform them not to come in.	Nice to have	These should not take the place of routine communication via email / teams.
Tasks, Key Deadlines & Events	The director for school improvement would like to be able to post the deadlines for assessment data to be uploaded on to the school MIS, ready for the reporting. The trust is consulting on a key	Nice to have	This does not need to take the place of a task management system, instead it should provide a central repository for key task and deadlines form

	policy, feedback is due in by the 12th May. The finance team require any budget amendments by a the 31st May, this should be visible to school admin leads and headteachers		the various different teams across the trust. It would also be useful to be able to either surface shared calendars from Office 365, or to post events on the Intranet that are then available in Outlook.
Employee Surveys	The CEO would like to send a survey to all staff asking how they feel about working for BDMAT.	Nice to have	This can be done through external tools already, but integration or better functionality would be nice.
Employee onboarding	A new teacher at a school B should see information specific to new employees with FAQs and links for new staff.	Nice to have	

Directory	A curriculum lead for RE at school A who is new to the role would like to get in touch with some other RE leads form elsewhere in the trust.	Nice to have	

Submissions & Process

Potential suppliers should submit the following information to a.puleston@bdmat.org.uk by the end of the 20th January 2022:

- Summary of proposed solution.
- Hosting arrangements (e.g, cloud hosted proprietary system / build on BDMAT sharepoint site... etc).
- Pricing model & costs breakdown.
- Sample project roadmap for deployment to central team and 19 schools.
- Case studies & reference sites.

Where existing marketing material provides or covers the above, feel free to submit it.

Timeline

Date	Description
20th Jan 2022	Initial submission Deadline
24th Jan 2022	Clarifications requested by BDMAT.
28th Jan 2022	Deadline for clarifications from suppliers
2nd Feb 2022	Shortlist published
7th - 11th Feb 2022	Demonstrations to BDMAT
14th – 18th Feb 2022	Final clarifications
22nd Feb 2022	Final Decision

disability confident
COMMITTED