



# **Request for Information**

## **School Venue Lettings Solution**

### **Ref: GTS/RFI/206**

**6<sup>th</sup> May 2022**

The Department of Education, Sport and Culture (DESC), Isle of Man Government, wishes to explore the market to refine the requirements for the provision and installation of a solution for the booking and administration of school venues.

DESC encourages the use of its school and youth club facilities by the community, especially by clubs and groups involving children, to benefit general wellbeing.

During school hours, schools use their Management Information System (MIS) or Outlook calendars for booking venues for school activities. The new lettings solution is required for after-hours bookings and should coordinate school and external needs.

The administration of primary school lettings is performed centrally by a DESC officer while secondary school lettings are administered by each of the five secondary schools. DESC does therefore not require lettings administration by an external provider.

Further detail available when registered.

In order to participate in this Request for Information, your organisation must be registered on the Isle of Man Government's Procurement Portal. If you have not previously registered, please visit <https://intendhost.co.uk/iomg.aspx/Home> and select 'Register' from the menu on the right hand side of the Home Page. Once you have registered your organisation you should select this Quick Quote from the list of 'Current Tenders' and 'View Details' then click 'Express an Interest' at the bottom of the page. Once you have expressed an interest a new tab called 'Quote Documents' will become available where you can download all the necessary information. If you choose to proceed, please select 'Opt In' and a new section will appear for you to upload your completed return documents.

If you decide not to proceed please click 'Opt Out' and select a reason for not proceeding.

Should you have any difficulty in using the website or registering your interest in this way, please e-mail [procurement@gov.im](mailto:procurement@gov.im)

The Request for Information will remain available on the Portal for Expressions of Interest until **noon on Tuesday 24<sup>th</sup> May 2022.**

Responses must be submitted through the above Portal by **noon on Friday 27<sup>th</sup> May 2022.**