



Returnable Forms

School Finance & Budgeting System



Instructions

All interested service providers should provide a response to each of the following questions below (green boxes) to ensure we understand fully your solution and service capabilities. Service providers may, if they wish, support their response with additional documents. Within the relevant question, please reference the specific document that should be referred to for each respective question.

Interested bidders' information

Bidding organisation:	
Clarification contact name:	
Contact phone number:	
Contact email address:	

Technical

Question 1: System capability

How does your system support the following;

- Full school budgeting lifecycle, including budget setting, forecasting, monitoring and year-end?
- Enable medium-term financial planning and scenario modelling for schools?
- Support budget modelling for staffing and payroll-related costs?

Please detail any known limitations in your current system that customers should be aware of.

Word count: 1,000 words

Response:

Question 2: System capacity

How does your system scale across multiple schools and users, particularly during peak periods such as budget setting?

Please explain what arrangements are in place to ensure system performance, availability and resilience? Including how adaptable your system is to changes such as:

- Growth or reduction in the number of schools
- Structural or organisational change
- Local government reorganisation



Word count: 1,000 words

Response:

Question 3: System compliance

How does your system support compliance with school finance regulations, audit requirements and local authority governance frameworks?

Please explain how the system provides audit trails and evidence for financial decision-making, and ensures the system is compliant with UK GDPR and data protection requirements?

Word count: 1,000 words

Response:

Question 4: System controls

How does your system support role-based access, permissions and approval workflow, enabling the Council to retain appropriate control over:

- Budget approvals
- Forecast revisions
- Key financial assumptions

What management information is available to support oversight, assurance and escalation?

Word count: 1,000 words

Response:

Question 5: System user interface

How would you describe the user experience for school-based users with varying levels of financial expertise, enabling your system help users clearly to understand:

- Their current financial position
- Forecast pressures and risks
- Variance against budget

What tools or features are available to support training, guidance and ease of use?

Word count: 1,000 words

Response:

Question 6: Supplier competence

Please explain your experience of delivering school finance and budgeting solutions within the public sector, especially how you typically approach implementation, onboarding and transition for existing customers?



What ongoing support, training and account management models do you offer?

Word count: 1,000 words

Response:

Question 7: Supplier culture

How do you support a culture of transparency and accountability between schools and the local authority, including support collaborative working, early identification of financial risk and constructive financial conversations?

Word count: 1,000 words

Response:

Question 8: System roadmap

What do you see as the key challenges facing local authorities and schools in financial management over the next 3–5 years and how is your product roadmap responding to those challenges?

Word count: 1,000 words

Response:

Pricing

This pricing shall be for information only, and any potential service provider will be free to modify their pricing in the future competition.

Question 9: Indicative costings

Please complete the Council's indicative costing table below by providing your proposed costs against each listed requirement.

Costs should be provided in pounds sterling (£), exclusive of VAT (Value Added Tax), and cover the full term of the contract unless otherwise stated in your pricing model.

Word count: not applicable

Response:

Items	Quantity	Unit Cost (£)
Onboarding		
Implementation – including data migration, training and support	One-off	£
Annual costings		
Project management	Annual	£
System licences	482 schools	£



Data storage	Inclusive	£
Support and maintenance	482 schools	£
Offboarding		
Exit including data migration and deletion	One-off	£
Question 10: Additional costs		
Please set out details of any additional costs, charges or assumptions that are not explicitly included within the indicative costing question above, including the circumstances under which such costs may arise.		
Word count: 1,000 words		
Response:		

