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Tender

Legal Services

Weston College

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-031797

Procurement identifier (OCID): ocds-h6vhtk-05475a ([view related notices](#))

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Scope

Reference

WCPR-075

Description

Weston College Group is a college of further and higher education providing education and vocational training to nearly 30,000 learners across the country. The college puts the learner first and is entrepreneurial in its approach and innovative in its thinking. The college is ambitious and aspirational and is responsive to the needs of students, staff, businesses, and the community.

The contract will commence on 01/09/2025 for a term of 3 years + 1 year.

The successful contractor will be required to provide legal services that meet the requirements of the specification from the contract commencement, across the following Lots:

- Lot 1 - HR Matters

- Lot 2 - General / Education
- Lot 3 - Contract Management
- Lot 4 - Property and Land

We invite bidders to submit comprehensive proposals that outline their services under based on a rate card pricing model basis that provides transparent, itemised hourly or daily rates, allowing the college to effectively plan and manage legal expenditure while ensuring flexibility in service provision.

The Contractor may, from time to time, be requested to carry out additional works or services that fall outside the scope of this Specification. Any such ad-hoc services must be pre-approved, with associated costs agreed in advance. The Contractor will be required to obtain a valid purchase order (PO) prior to commencing the work, as invoices submitted without an authorised PO will not be processed for payment.

The tender seeks to appoint a Contractor whose expertise, initiative, and innovative approach will be integral to the delivery of high-quality legal services across the four Lots. The appointed provider will be expected to demonstrate a strong track record in legal service delivery within the education sector, offering proactive and solution-focused support that upholds the highest standards of professional advice and responsiveness. The successful Contractor should also bring forward proposals that reflect a commitment to innovation, continuous improvement, and the adoption of environmentally responsible practices.

In line with Weston College's sustainability objectives, bidders are encouraged to outline how their service delivery model and organisational operations will contribute to reducing carbon emissions and supporting the College's environmental policies throughout the contract term.

Tender submissions are invited for one, multiple, or all of the four legal service Lots. Bidders may submit proposals for individual Lots or a combination thereof; however, each Lot will be evaluated independently. The successful Contractor(s) must hold all relevant professional qualifications, regulatory approvals, and statutory certifications required to provide legal services within the UK education sector at the time of tender submission, ensuring they are fully authorised and compliant to operate on behalf of the Weston College Group.

Weston College is committed to securing a legal services partner that can demonstrate not only professional excellence but also a clear commitment to delivering added value, social value, and meaningful opportunities for learners. As part of this tender, the College encourages bidders to outline how they will contribute to the wider college community such as offering pro bono support, contributing to staff or student development through

workshops or guest lectures, creating work experience or mentoring opportunities, supporting community initiatives, and aligning with the College's social impact and inclusion goals. Proposals that clearly reflect how the supplier's work will go beyond the core contract to positively impact learners, staff, and the local community will be viewed favourably.

Full details in relation to Weston College may be obtained by visiting:

<https://www.weston.ac.uk/>

Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 August 2028
- Possible extension to 31 August 2029
- 4 years

Description of possible extension:

The contract will commence on 01/09/2025 for a term of 3 years + 1 year.

Main procurement category

Services

CPV classifications

- 79100000 - Legal services

Contract locations

- UKK - South West (England)
-

Lot 1. Lot 1 - HR Matters

Description

Employment Law Advice: Interpreting and applying employment legislation, particularly in relation to education-sector-specific regulations.

Disciplinary and Grievance Procedures: Advising on process, documentation, and risk mitigation when dealing with staff misconduct or complaints.

Contracts of Employment and Policy Review: Drafting and reviewing employment contracts, staff handbooks, and HR policies to ensure legal compliance and alignment with best practice.

TUPE (Transfer of Undertakings - Protection of Employment): Managing legal aspects of staff transfers during service changes, mergers, or outsourcing arrangements.

Redundancy and Restructuring: Advising on consultation processes, selection criteria, and legal risks associated with workforce changes.

Discrimination and Equality Issues: Supporting investigations or defending claims related to protected characteristics under the Equality Act 2010.

Employment Tribunals: Representation and case preparation for tribunal proceedings, including early conciliation and litigation support.

Safeguarding and DBS Issues: Advising on legal obligations regarding safeguarding, including dealing with disclosures and referrals to regulatory bodies.

Ill Health and Capability Matters: Providing advice on managing long-term sickness, occupational health referrals, and reasonable adjustments under disability legislation.

Whistleblowing: Supporting the college in managing whistleblowing disclosures and ensuring compliance with relevant legislation and internal policies.

Lot value (estimated)

- £18,000 excluding VAT
- £21,600 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Lot 2 - General / Education

Description

Governance and Regulatory Compliance: Advising on statutory duties, charitable governance, and compliance with the regulatory frameworks set by Ofsted, OfS, and the ESFA.

Student Discipline and Appeals: Providing legal guidance on managing complex student disciplinary matters, exclusions, and academic appeals in line with institutional policies and legal obligations.

Safeguarding and Prevent Duty: Advising on legal responsibilities relating to safeguarding children and vulnerable adults, including compliance with the Prevent Duty and referral protocols.

Freedom of Information (FOI) and Data Protection (GDPR): Supporting the College with complex FOI requests, subject access requests (SARs), and data breach responses.

Special Educational Needs and Disabilities (SEND): Offering legal advice on the College's duties under the Children and Families Act 2014 and Equality Act 2010, including reasonable adjustments and EHCPs.

Complaints and Litigation Risk: Assisting in the management of complex complaints and potential legal claims from students, parents, or third parties.

Policy Development and Review: Reviewing and advising on academic, safeguarding, equality, and other institutional policies to ensure compliance with the law.

Judicial Review and Legal Challenges: Defending or managing legal proceedings against the College related to its decisions, especially in academic or funding-related matters.

Funding and Contractual Compliance: Interpreting education funding agreements, ensuring compliance with grant conditions and managing legal risks related to public funds.

Equality, Diversity and Inclusion (EDI): Advising on legal compliance with equality duties in the delivery of education, access, and engagement with students and the community.

Lot value (estimated)

- £20,000 excluding VAT
- £24,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Contract Management

Description

Contract Drafting and Review: Ensuring contracts are clear, legally sound, and align with the College policies and regulatory requirements.

Negotiation Assistance: Providing guidance during contract negotiations to protect the college's interests and optimise terms.

Risk Assessment and Management: Identifying potential legal risks associated with contracts and developing strategies to mitigate them.

Compliance Monitoring: Ensuring contracts adhere to relevant laws, regulations, and industry standards throughout their duration.

Dispute Resolution: Handling disputes that may arise during the contract lifecycle, including mediation, arbitration, or litigation if necessary.

Intellectual Property Protection: Advising on intellectual property rights related to contracts involving research, collaborations, or proprietary materials.

Vendor and Supplier Agreements: Reviewing and negotiating agreements with vendors and suppliers to secure favourable terms and conditions.

Data Protection and Privacy: Ensuring contracts address data protection laws and privacy considerations, especially with third-party service providers.

Contract Renewals and Extensions: Supporting the renewal or extension process to ensure continued compliance and alignment with institutional goals.

Termination and Exit Strategies: Advising on the legal implications of contract termination, including notice periods, liabilities, and transition plans.

Lot value (estimated)

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

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 4. Property and Land

Description

Acquisition and Disposal of Land or Property: Providing legal advice and conveyancing support for buying, selling, or leasing property, ensuring due diligence and compliance with charity and education law.

Lease Negotiations and Management: Drafting, reviewing, and negotiating lease agreements for campus sites, office spaces, or student accommodation, including landlord-tenant matters.

Estates Strategy and Development Projects: Supporting legal aspects of capital projects such as campus developments, refurbishments, or new builds, including planning law, construction contracts, and procurement.

Licences and Occupation Agreements: Preparing and advising on temporary occupation licences, service occupancy agreements, and shared use arrangements with partner organisations.

Planning Law and Permissions: Advising on planning applications, section 106 agreements, and appeals related to land development or change of use.

Environmental and Sustainability Compliance: Ensuring legal compliance with environmental obligations related to land use, energy efficiency, and sustainability initiatives.

Title and Boundary Disputes: Managing legal risks related to title irregularities, access rights, easements, or boundary issues.

Property Litigation: Representing the college in legal disputes related to real estate, including breach of lease, dilapidations, or enforcement actions.

Wayleaves, Easements, and Rights of Access: Advising on utility access agreements and rights over land that may impact college operations or development.

Charity and Educational Land Restrictions: Navigating specific legal requirements for land

held by educational institutions or charities, including consents from the Charity Commission or DfE where applicable.

Lot value (estimated)

- £52,000 excluding VAT
- £62,400 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Particular suitability

Lot 1. Lot 1 - HR Matters

Lot 2. Lot 2 - General / Education

Lot 3. Contract Management

Lot 4. Property and Land

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

1 July 2025, 12:00pm

Tender submission deadline

11 July 2025, 12:00pm

Submission address and any special instructions

Bidders are advised that a tender shall only be considered when;

1. All requirements of the tender documentation are completed and returned.
2. It is submitted back to Weston College Group via email to WCGTender@weston.ac.uk.

Tenders may be submitted electronically

No

Award criteria

Eligibility Criteria

Eligibility will be assessed through the SQ stage.

SQ Scoring Matrix:

Met 3

Partially met 2

No met 1

Scores will be collated, only suppliers who score above 6 will receive an Invitation to presentation stage. Suppliers who score 1 on any of the SQ questions will not be progressed to presentation stage.

Evaluation process

1. Selection Questionnaire will allow potential suppliers to self-declare their status against the eligibility criteria and exclusion grounds to provide preliminary evidence of their suitability to pursue a professional activity, economic and financial standing, and technical and professional ability.

2. Invitation to Tender will include service specific tender questions to enable potential suppliers to submit a full and detailed offer to supply services against the specification provided in the PIN.

3. Supplier Presentation will allow potential suppliers to present service models, innovation and finances to the evaluation panel.

4. Evaluation of tenders and presentation.

ITT Scoring Matrix: [This may vary by service]

Innovation and added value 10%

Account management 10%

People and mobilisation 10%

Service specific detail 20%

Financial 20%

Added & Social Value 10%

Business continuity and Disaster planning 10%

Presentation 10%

5. Formal notification of scoring and contact award.

Procedure

Procedure type

Below threshold - open competition

Special regime

Concession

Documents

Associated tender documents

[1. External Services Open Tender - Legal Services.pdf](#)

External Services Open Tender - Legal Services

Contracting authority

Weston College

- UK Register of Learning Providers (UKPRN number): 10007459
- Public Procurement Organisation Number: PDXW-8796-BVPP

Knightstone Road

Weston-super-Mare

BS23 2AL

United Kingdom

Telephone: 01934 411 411

Email: WCGTender@weston.ac.uk

Website: <http://www.weston.ac.uk>

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Organisation type: Public authority - sub-central government