

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/043913-2025>

Tender

Digital Support for the Local Plan

Breckland District Council

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

Notice identifier: 2025/S 000-043913

Procurement identifier (OCID): ocds-h6vhtk-05623a ([view related notices](#))

Published 29 July 2025, 2:40pm

Scope

Reference

011-PA-25

Description

Breckland Council (the "Council") is inviting quotations for the supply of digital support for the Local Plan. This will be divided into 3 lots:

Lot 1. A community engagement platform.

Lot 2. A digital consultation reviewer with summary capabilities

Lot 3. A back of house platform for Local Plan writing and editing

The Council is currently using an online community engagement platform to assist in reaching its diverse community across our geographically large district comprising 5 market towns and over 100 rural parishes. The aim is to keep this method of consultation available to increase community engagement in the Local Plan process and reach a greater number of people from all parts of the district and across all socio-economic

groups and give them the opportunity to interact and share views, facilitate feedback, analyse this feedback and collaborate on future ideas.

As part of the Local Plan process, numerous responses are received from the public consultations. We are looking at digital options to reduce the time taken to sort, read and summarise these responses.

Total value (estimated)

- £65,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 13 October 2025 to 12 April 2027
- Possible extension to 12 October 2027
- 2 years

Description of possible extension:

There is a potential to extend for a further period of six (6) months.

Main procurement category

Services

CPV classifications

- 48100000 - Industry specific software package
- 72200000 - Software programming and consultancy services

Contract locations

- UKH17 - Breckland and South Norfolk
-

Lot 1. A community engagement platform

Description

The platform should enable community engagement in an accessible format to reach a wide audience. The platform should be user friendly with a legible, intuitive set up, allowing as many persons as possible to find the information that they are looking for and allowing them to easily give their opinions. The platform should also allow people to be kept up to date and have a record of their responses, with the ability to respond again and track changes to the key documents.

It is expected that the platform will demonstrate that it has reached a wider audience than the standard consultation method of a Council website, and the benefits should be clearly listed. The Platform should be accessible on a wide range of devices, and this should be demonstrable to further ensure accessibility.

Lot value (estimated)

- £25,000 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 2. A digital consultation reviewer with summary capabilities

Description

The consultation reviewer should use AI technology to sort, summarise and analyse trends of consultation responses to the local plan consultation. The platform should be able to summarise them, highlighting that AI has been used for anyone reviewing the summary. Key words will be identified to group consultation responses into categories and subcategories, enabling the reader to see that they are site specific where applicable.

This system will reduce the time taken to track and review consultation responses and will allow for results to be seen through a search as well as in full. Responses can be catalogued and placed in relevant areas for reference when the policies are being reviewed against the responses. While we would still utilise a human / humans to review all responses, the time reduction will come from sorting and summarising them and applying them to relevant parts and themes of the policy document.

Lot value (estimated)

- £20,000 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. A back of house platform for Local Plan writing and editing

Description

The system will provide a back of house function to write, edit, publish and track changes to the Local Plan. The writer will ideally work collaboratively with other elements to engage the responses to the Plan

Lot value (estimated)

- £20,000 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.

Participation

Conditions of participation

Lot 1. A community engagement platform

Lot 2. A digital consultation reviewer with summary capabilities

Lot 3. A back of house platform for Local Plan writing and editing

PSQ should be completed

Particular suitability

Lot 1. A community engagement platform

Lot 2. A digital consultation reviewer with summary capabilities

Lot 3. A back of house platform for Local Plan writing and editing

- Small and medium-sized enterprises (SME)
 - Voluntary, community and social enterprises (VCSE)
-

Submission

Enquiry deadline

19 August 2025, 5:00pm

Tender submission deadline

27 August 2025, 12:00pm

Submission address and any special instructions

The Council is using In-Tend for this Procurement which means that the RFQ is available in electronic form. Suppliers are required to register with In-Tend for access to the RFQ and associated documents for this Procurement at:

<https://in-tendhost.co.uk/brecklandcouncil.aspx/Home>.

All quotations and any questions or clarifications relating to this procurement must be submitted electronically via the Council's procurement portal.

Tenders may be submitted electronically

Yes

Award criteria

Lot 1. A community engagement platform

There are 9 Pass fail questions and Lot 1 will have 3 response required quality questions with a weighting of 60% and one social value question weighted at 10%. Price is weighted

at 30%.

Lot 2. A digital consultation reviewer with summary capabilities

There are 9 Pass fail questions and Lot 2 will have 3 response required quality questions with a weighting of 60% and one social value question weighted at 10%. Price is weighted at 30%

Lot 3. A back of house platform for Local Plan writing and editing

There are 9 Pass fail questions and Lot 3 will have 3 response required quality questions with a weighting of 60% and one social value question weighted at 10%. Price is weighted at 30%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[011-PA-25 Digital Support for the Local Plan RFQ final.docx](#)

Digital Support for the Local Plan RFQ including instructions on submission, the specification, T&Cs, evaluation methodology, quality questions and pricing.

[Appendix E - KPIs for Digital Support for the Local Plan.docx](#)

Appendix E - KPIs for Digital Support for the Local Plan

[Appendix F - Terms of Engagement template 011-PA-25.docx](#)

Appendix F - Terms of Engagement template

An example of the contract

[Appendix G - PSQ for Digital Support for the Local Plan.docx](#)

Appendix G - Below Threshold PSQ for Digital Support for the Local Plan

Contracting authority

Breckland District Council

- Public Procurement Organisation Number: PBBD-9961-PPPD

Elizabeth House, Walpole Loke

Dereham

NR19 1EE

United Kingdom

Email: procurement@breckland.gov.uk

Region: UKH17 - Breckland and South Norfolk

Organisation type: Public authority - sub-central government