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Tender

## **Governor Document Storage and Communications Platform**

Cambridgeshire County Council

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

Notice identifier: 2025/S 000-047981

Procurement identifier (OCID): ocds-h6vhtk-056862

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### **Scope**

### **Reference**

DN786136

### **Description**

Provision of a document storage and communications platform for governance bodies within Cambridgeshire.

The Council is looking for a provider to deliver on, but not limited to, the following:

3.1 A maximum of 121 licenses (school settings) to utilise an online document storage and communications platform for Governing Bodies of its schools and academies, with a total approximate user count of 1500.

3.2 Provide necessary training and development to enable new users and employees

(e.g. Clerks to Governors) to access and utilise software appropriately

3.3 Provide opportunities for secure, GDPR compliant online documentation storage which can be uploaded by assigned users

3.4 Provide opportunities for assigned members to access broader Local Authority support and guidance documentation from a centralised library of documents (with restrictions as defined by the purchaser)

3.5 Provide a secure platform for communications amongst members of the Governing Body

3.6 Provide the purchaser with the opportunity to oversee engagement and usage, as well as accessing documentation with the prior permission of end users.

3.7 Enable integration with complementary governance tools, allowing seamless access to expert guidance, policy templates, and sector updates directly within the platform.

3.8 Provide functionality for scheduling meetings, sharing agendas, and tracking attendance, with automated reminders and calendar syncing for Governing Body members.

3.9 Support granular permission settings to ensure that users (e.g. governors, clerks, headteachers) only access documents and features relevant to their roles, enhancing security and usability.

3.10 Provide customisable dashboards for individual schools or academies to highlight key documents, upcoming meetings, and recent communications.

3.11 Offer configurable notifications and alerts for new documents, messages, or updates, helping users stay informed and engaged.

3.12 Provide functionality for Governing Body members to complete and record statutory compliance tasks via tick-box declarations, including but not limited to: Confirmation of having read Keeping Children Safe in Education guidance and Declaration of Pecuniary Interests.

3.13 Potential to provide functionality for Governing Body members and Clerks to browse, register, and manage attendance for online training sessions directly through the platform.

**Total value (estimated)**

- £73,000 excluding VAT
- £73,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 September 2025 to 31 August 2027
- 2 years

### **Main procurement category**

Goods

### **CPV classifications**

- 48000000 - Software package and information systems

### **Contract locations**

- UKH12 - Cambridgeshire CC

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## **Participation**

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

14 August 2025, 6:00pm

### **Tender submission deadline**

19 August 2025, 12:00pm

### **Submission address and any special instructions**

All submissions MUST be provided electronically via the Council's e-tendering portal - ProContract.

More details can be found here:

<https://procontract.due-north.com/Advert?advertId=351b67ae-3874-f011-813a-005056b64545&fromRfxSummary=True&rfxId=816f66c9-6b77-f011-813a-005056b64545>

Any bids submitted in any other way will be rejected.

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

50% Price

50% Quality

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authority

### Cambridgeshire County Council

- Public Procurement Organisation Number: PJVB-3262-VGVJ

New Shire Hall Emery Crescent Enterprise Campus,

Alconbury Weald, Huntingdon

PE28 4YE

United Kingdom

Email: [saskia.higginson@cambridgeshire.gov.uk](mailto:saskia.higginson@cambridgeshire.gov.uk)

Website: <https://www.cambridgeshire.gov.uk/>

Region: UKH12 - Cambridgeshire CC

Organisation type: Public authority - sub-central government