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Tender

## Legal Services Case Management System

Oxford City Council

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

Notice identifier: 2025/S 000-050355

Procurement identifier (OCID): ocds-h6vhtk-058bbb

Published 20 August 2025, 10:31pm

## Scope

## Reference

OCC000810

## Description

The Council Legal Services department uses a digital case management system to ensure a secure, centralised repository for casework, documentation, time recording and financial billing information. Using such a system has enabled the team to organise records and provide an efficient service to clients.

## Total value (estimated)

- £93,000 excluding VAT
- £111,600 including VAT

Below the relevant threshold

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

- 1 November 2025 to 1 November 2027
- Possible extension to 1 February 2028
- 2 years, 3 months, 1 day

Description of possible extension:

12 months

### **Main procurement category**

Goods

### **CPV classifications**

- 48000000 - Software package and information systems
- 48100000 - Industry specific software package
- 48160000 - Library software package
- 48170000 - Compliance software package

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## **Participation**

### **This procurement is reserved for**

- UK suppliers

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

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## **Submission**

### **Enquiry deadline**

5 September 2025, 5:00pm

### **Tender submission deadline**

12 September 2025, 12:00pm

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

Tender will only be accepted <https://in-tendhost.co.uk/oxfordcc>

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

Yes

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## **Award criteria**

Quality 60%

Price 40%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

<https://in-tendhost.co.uk/oxfordcc>

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## Contracting authority

### Oxford City Council

- Public Procurement Organisation Number: PJQW-3663-YMYQ

Oxford Town Hall, St Aldates

Oxford

OX1 1BX

United Kingdom

Contact name: Procurement

Email: [Procurement@oxford.gov.uk](mailto:Procurement@oxford.gov.uk)

Website: <https://in-tendhost.co.uk/oxfordcc>

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government