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Tender

LUV01377- Website and Content Management System

University of Leicester

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

Notice identifier: 2025/S 000-053341

Procurement identifier (OCID): ocds-h6vhtk-0592af

Published 2 September 2025, 7:05pm

Scope

Reference

LUV01377

Description

The University of Leicester is embarking on a strategic initiative to modernise its digital infrastructure through the implementation of a cloud-managed, headless content management system (CMS). This project is a cornerstone of the University's broader digital engagement strategy, designed to enhance the efficiency, flexibility, and sustainability of its online presence across le.ac.uk and associated digital platforms.

The new CMS must deliver a secure, scalable solution that supports modern web architecture and multi-channel content delivery. It should integrate seamlessly with existing systems, enable content publishing across diverse devices and platforms, and accommodate future development needs.

Operationally, the University aims to transform how content is created, managed, and maintained. With over 200 trained editors currently using the existing system, the new platform should streamline workflows, reduce reliance on technical support, and empower

staff to manage content more effectively. It must support decentralised content creation while ensuring robust governance and quality control. A key objective is to consolidate the University's digital infrastructure and establish a single source of truth for content and data, thereby reducing maintenance costs and reliance on external development.

The project will be delivered in phased stages, including technical discovery, procurement, system implementation, content review and migration, staff training, and decommissioning of the current infrastructure. Completion is anticipated by the end of the 2026/27 financial year. Suppliers should demonstrate experience in delivering similar projects, including dual running of legacy and new CMS platforms, and the ability to collaborate closely with internal teams throughout the transition.

The University is committed to ensuring the new CMS supports its wider institutional goals; enhancing the digital experience for users, supporting staff in their roles, and maintaining a secure and efficient digital environment. The selected supplier will be expected to meet the technical and operational requirements outlined in this tender and to work in partnership with the University to deliver a successful implementation.

The University of Leicester is conducting a Competitive Flexible Procedure under the Procurement Act 2023. This procedure will be run in stages, allowing us to identify the most suitable suppliers and ensure a fair and transparent process.

All submissions must be made via the Delta Procurement Portal. We will not accept responses via email or any other mechanism. To respond to this opportunity, please click here: <https://www.delta-esourcing.com/respond/8KST953R74>

To view this notice, please click here:

<https://universityofleicester.delta-esourcing.com/delta/viewNotice.html?noticeId=977601569>

Total value (estimated)

- £734,000 excluding VAT
- £880,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2035
- 9 years

Description of possible extension:

7 x 12 month optional extension periods

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems
- 48783000 - Content management software package

Participation

Legal and financial capacity conditions of participation

Please refer to Appendix 1- Procurement Specific Questionnaire

Technical ability conditions of participation

Please refer to Appendix 1- Procurement Specific Questionnaire

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

10 September 2025, 12:00pm

Submission type

Tenders

Deadline for requests to participate

1 October 2025, 12:00pm

Submission address and any special instructions

NA

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

31 December 2025

Award criteria

| Name | Type | Weighting |
|-------------|-------------|------------------|
| Section 2 | Quality | 100% |

Other information**Conflicts assessment prepared/revised**

Yes

Procedure**Procedure type**

Competitive flexible procedure

Competitive flexible procedure description

The University of Leicester is conducting a Competitive Flexible Procedure under the Procurement Act 2023. This procedure will be run in stages, allowing us to identify the most suitable suppliers and ensure a fair and transparent process.

Stage 1: Selection (Sifting Stage)

Suppliers will be asked to complete a set of questions divided into:

1) Appendix 1: PSQ- Procurement Specific Questionnaire (this document)

2) Appendix 2:

- Section 1- Functional Pass/Fail
- Section 2- Functional Scored- 100%
- Section 3- Non Functional Pass/Fail

Responses to Sections 1 and 2 will be assessed on a pass/fail basis, unless stated otherwise. Failure to meet any mandatory requirement will result in exclusion from the process.

Responses to Section 3 will be scored.

All questions across all sections are mandatory. Failure to provide a response to any question may result in disqualification.

Detailed instructions for completing each section are set out in the relevant Appendix. Please review these carefully, as failure to follow the guidance may render part or all of your response invalid.

At the end of this stage, the seven highest-scoring suppliers will be shortlisted and invited to proceed to the tender stage.

Late Submissions will not be accepted.

Stage 2: Invitation to Tender (ITT)

The shortlisted suppliers will then be invited to submit a full tender response. This stage will include detailed technical, quality, and commercial submissions. Evaluation will follow the published scoring methodology. The highest scoring tender will be considered for award. We also reserve the right to conduct interviews for top scoring suppliers.

Clarification Periods

To ensure fairness and transparency, suppliers will have opportunities to raise clarification questions at both stages.

Documents

Associated tender documents

[Appendix 1 Procurement Specific Questionnaire.docx](#)

[Appendix 2 Template.xlsx](#)

[SCHEDULE Z - DATA PROTECTION.docx](#)

Contracting authority

University of Leicester

- Public Procurement Organisation Number: PPNM-4297-VLCH

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Organisation type: Public authority - sub-central government