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Tender

EKC Group Retained Legal Advice and Services 2025

East Kent Colleges Group

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

Notice identifier: 2025/S 000-054055

Procurement identifier (OCID): ocds-h6vhtk-058fe7

Published 4 September 2025, 4:19pm

This is an old version of this notice. [View the latest version.](#)

Scope

Description

TENDER REQUIREMENTS

This project is to procure Retained Legal Advice and Services which:

1. Provide ad-hoc access to a professional and legislatively sound advice and guidance service and paid at an agreed fixed fee each month or on an annual fee basis in the following nine key areas (non-exhaustive list):
 - a. Education law/student matters including disability discrimination, SEND, safeguarding, admissions and exclusions and service complaints;
 - b. Corporate governance and subsidiary company advice;
 - c. Freedom of information;
 - d. Health and safety;

- e. Data protection;
 - f. Contracts, terms and conditions, service level agreements etc.;
 - g. Property disputes, leases, land and building matters, including capital projects;
 - h. Contractual disputes with third parties and;
 - i. General advice on issues affecting the running of the Group.
2. Provide unlimited telephone and email advice on a range of areas as detailed in the ITT Document (including those listed above)
 3. Provide access and communicate with up to five specific members of the team, to be specified in the agreement as necessary.
 4. Provide advice and guidance which adds value e.g. challenging assumptions and information provided. This will also include the provision of free briefings/update sessions/webinars on key legal changes as they arise e.g. circa 2 or 3 hours per annum.

Total value (estimated)

- £90,000 excluding VAT
- £108,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 9 January 2026 to 8 January 2029
- 3 years

Options

The right to additional purchases while the contract is valid.

In some circumstances EKC Group may launch business innovations projects requiring additional contract negotiation and drafting support from its retained legal advisers. This may be on an ad hoc basis, and as such, it is necessary to include options for this within the scope of this procurement process.

Main procurement category

Services

CPV classifications

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

Contract locations

- UKJ - South East (England)

Participation

This procurement is reserved for

UK suppliers

Conditions of participation

Ideally, participants should be approximately within 50 miles of Canterbury, UK.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

4 September 2025, 5:00pm

Tender submission deadline

22 September 2025, 5:00pm

Submission address and any special instructions

Note:

QUESTIONS & CLARIFICATIONS

Questions and clarifications to be sent to: queries.corporate.services@ekcgroup.ac.uk

Queries must be sent to this box within the windows for clarifications set out in the Invitation to Tender timeline.

MAKING A TENDER SUBMISSION

Submission ONLY to be sent to: tenders.corporate.services@ekcgroup.ac.uk

The submissions box will not be opened until Tuesday, 23 September 2025

Tenders may be submitted electronically

No

Award criteria

Service Delivery Requirements: 40% for this overall section

Quality and relevance of the experience of the proposed legal team: 20% for this overall section

Cultural Fit & Corporate Social Responsibility: 10% for this overall section

Added Value: 10% for this overall section

Pricing, Value For Money & Management of Public Money: 20% for this overall section

See attached files for full criteria, query contact details, and submissions instructions.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[EKC Tender Pack for Applicants - Zipped.zip](#)

Please see the attached: EKC Tender Pack for Applicants - Zipped folder.

This zip folder contains three files:

1. Invitation to Tender EKC - Retained Legal Advice and Services (Aug 2025)
2. Form of Tender & Bona Fide Tender Declaration (EKC Aug 2025)
3. Appendix - Customer Reqs-Pricing-CorpSocResp-Added value

NOTE:

Clarifications and questions to be sent to: queries.corporate.services@ekcgroup.ac.uk

Submissions ONLY to be sent to: tenders.corporate.services@ekcgroup.ac.uk

[Clarifications and Guidance 1 for Tender EKC Group \(shared\).docx](#)

Clarifications and Guidance 1 - 04/09/2025

[Clarifications and Guidance 2 for Tender EKC Group \(shared\).docx](#)

Clarifications and Guidance 2 - 04/09/2025

[Clarifications and Guidance 3 for Tender EKC Group \(shared\).docx](#)

Clarifications and Guidance 3 - 04/09/2025

Contracting authority

East Kent Colleges Group

- UK Register of Learning Providers (UKPRN number): 10006570
- Public Procurement Organisation Number: PYPY-4814-DDBH

Ramsgate Road

Broadstairs

CT10 1PN

United Kingdom

Contact name: David Lutterodt-Coleman

Email: queries.corporate.services@ekcgroup.ac.uk

Website: <https://www.ekcgroup.ac.uk/>

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government