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Tender

Legal Content Review and Retainer

THE LEASEHOLD ADVISORY SERVICE

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

Notice identifier: 2025/S 000-069541

Procurement identifier (OCID): ocds-h6vhtk-05d6a4

Published 29 October 2025, 5:00pm

Scope

Description

Over the next 18 months we are undergoing a complete transformation and as part of this we are re-writing all public facing content to ensure it is plain English and user centred. However, our guidance must also be legally accurate. At present our internal legal adviser team is at capacity, therefore we are seeing external support to review new content for legal accuracy.

We are looking for a legal firm to provide support on two areas with three deliverables:

Clear the enquiry backlog: A short-term project to clear our written enquiry backlog of ~1,300 enquiries on leasehold and building safety matters

Review new website content for legal accuracy: Review new website content for legal accuracy. ~35 guides of 1,500 words each.

12 months to support ad hoc continued needs for 1 & 2: A longer-term retainer to provide:

ad hoc legal review of new website content

Backlog clearance support should the volume of enquiries require external support again

Legal support for other digital projects where expert legal review is required, specific SoWs will be agreed as needed under this contract where required.

Total value (estimated)

- £150,000 excluding VAT
- £175,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 17 November 2025 to 17 November 2026
- Possible extension to 17 November 2027
- 2 years, 1 day

Description of possible extension:

1 year maximum

Options

The right to additional purchases while the contract is valid.

Options are included given the changing needs of Lease customers. For example, the scope may change to allow Lease to develop a contractual vehicle for future change support (e.g. a project focused on retirement properties next year and would require legal support to review outputs).

Main procurement category

Services

CPV classifications

- 79100000 - Legal services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

5 November 2025, 5:00pm

Tender submission deadline

12 November 2025, 5:00pm

Submission address and any special instructions

amandeepwiechers@lease-advice.org

Tenders may be submitted electronically

No

Award criteria

Award criteria will be based on interested parties being able to demonstrate they are:

- UK-qualified solicitors or barristers with demonstrable expertise in leasehold law and other relevant UK Housing legislation
- Experienced in advising on the accuracy of content where plain English and legibility is paramount
- Experienced in providing outline legal advice to non-legal clients
- Able to demonstrate experience advising public or quasi-public bodies

In addition, Lease will be assessing the commercial impact of costs by analysing:

- Daily/hourly rates and structure of retainer.
 - Expected cost of the three deliverables.
 - Outline resourcing plan.
 - Relevant experience and at least 2 client references.
-

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Documents

Associated tender documents

[Short_Form_Contract_-_Word_v1.5A_2025_1_.docx](#)

Short form contract - Lease terms and conditions

[Ground rent - Example Content.docx](#)

Example of 'good' content

[Legal content review retainer specification v4.docx](#)

Contracting authority

THE LEASEHOLD ADVISORY SERVICE

- Companies House: 03296985
- Public Procurement Organisation Number: PNGX-2873-VQPR

2 Marsham Street

London

SW1P 4DF

United Kingdom

Contact name: Amandeep Wiechers

Telephone: 07723389980

Email: amandeepwiechers@lease-advice.org

Region: UKI32 - Westminster

Organisation type: Public authority - central government

Devolved regulations that apply: Wales