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Tender

## Shared Ownership Content Design

THE LEASEHOLD ADVISORY SERVICE

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

Notice identifier: 2025/S 000-072204

Procurement identifier (OCID): ocds-h6vhtk-05dd29

Published 7 November 2025, 5:04pm

### Scope

### Description

The Leasehold Advisory Service (Lease) is seeking a supplier to lead the design and delivery of clear, accurate and user-centred information for people with shared ownership homes. The aim is to help owners to not only understand their rights, responsibilities, and options including when things go wrong or change, but to empower them to be in control of their property circumstances. The supplier will work with Lease subject matter experts and our legal advisers and partner to produce a comprehensive suite of content for our public advice website optimised for Google and AI, detailed internal guidance for advisers, and model answers to enable the provision of consistent, high-quality advice.

### Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

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

- 1 December 2025 to 31 March 2026
- 4 months

### **Main procurement category**

Services

### **CPV classifications**

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

### **Contract locations**

- UK - United Kingdom

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## **Participation**

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

UK suppliers

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

14 November 2025, 5:00pm

### **Tender submission deadline**

26 November 2025, 5:00pm

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

Bidder information session - Thursday 20th November 1pm onwards - please note, you will need to express interest for this session to participate, by emailing Amandeep Wiechers [amandeepwiechers@lease-advice.org](mailto:amandeepwiechers@lease-advice.org)

Bid submissions also need to be emailed to Amandeep Wiechers

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

No

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## **Award criteria**

1. Understanding of user needs: evidence of user-centred design and accessible content delivery. 30%
2. Approach and methodology: quality of proposed approach, alignment with the

Government Service Standard, and effective integration of user research. 30%

3. Team and capability: strength and relevance of proposed team members and structure. 20%

4. Value for money: proportionate cost and realistic delivery plan. 10%

5. Collaboration: ability to work effectively with legal partners and Lease internal teams. 10%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

### **Special regime**

Light touch

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## **Documents**

### **Associated tender documents**

[Shared ownership content project FINAL.docx](#)

Shared Ownership Information Specification

[Short\\_Form\\_Contract\\_-\\_Word\\_v1.5A\\_2025\\_\\_1\\_\(1\).docx](#)

Terms and Conditions of engagement with Lease

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## **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](mailto:amandeepwiechers@lease-advice.org)

Region: UKI32 - Westminster

Organisation type: Public authority - central government

Devolved regulations that apply: Wales