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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

Participation

This procurement is reserved for

UK suppliers

Particular suitability

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

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

Bid submissions also need to be emailed to Amandeep Wiechers

Tenders may be submitted electronically

No

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%

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

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

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