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Tender

## **Production of a toolkit for the Local Government Disability Champions Network**

Improvement and Development Agency for Local Government (IDeA)

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

Notice identifier: 2025/S 000-084395

Procurement identifier (OCID): ocids-h6vhtk-05f929

Published 18 December 2025, 1:37pm

### **Scope**

### **Reference**

LGDC

### **Description**

The objective of this procurement is to appoint a provider to co-produce three key documents for the Local Government Disability Champions Network (LGDCN) toolkit. This work will build on the existing accessible meetings guide and preliminary discussions held by the network, ensuring that the final outputs are robust, evidence-based, and informed by lived experience.

The commissioned provider will work collaboratively with the LGA and voluntary steering groups to deliver high-quality guidance that supports disabled councillors and those who work with them. This will contribute to the following Key Performance Indicator (KPI) under the LGA's Sector Support Programme 2025/26:

- KPI: Work with the Disability Champions Network to co-produce a plan for a toolkit by end of September 2025, with documents completed by end of March 2026.

## Required Deliverables:

The successful provider will be expected to deliver the following outputs:

### Guide to Support for Newly Elected Disabled Councillors:

- Co-produce practical guidance for councils and councillors on supporting disabled members from election onwards.

### Reasonable Adjustment Policy for Councils:

- Provide guidance on creating a reasonable adjustments policy and/or develop a model policy that councils can adopt or adapt to meet their legal obligations and promote inclusion.

### Guide to Access to Work for Councillors:

- Produce clear, accessible guidance on how councillors can access the government support scheme Access to Work, including eligibility criteria.

## **Total value (estimated)**

- £5,500 excluding VAT
- £6,600 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 20 January 2026 to 30 March 2026
- 2 months, 11 days

## **Main procurement category**

Services

## CPV classifications

- 73000000 - Research and development services and related consultancy services

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## Submission

### Enquiry deadline

7 January 2026, 5:00pm

### Tender submission deadline

12 January 2026, 9:00am

### Submission address and any special instructions

<https://app.panacea-software.com/LGA-Sourcing/eRFX-Suppliers/Open.aspx?requirementId=4429715e-18bc-436a-95f2-ff59b089ba73>

### Tenders may be submitted electronically

Yes

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## Award criteria

Name	Type	Weighting
Quality	Quality	80%

Name	Type	Weighting
Price	Price	20%

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authority

### Improvement and Development Agency for Local Government (IDeA)

- Companies House: 03675577

18 smith square

london

sw1p 3hz

United Kingdom

Contact name: Karen Denyer

Email: [karen.denyer@local.gov.uk](mailto:karen.denyer@local.gov.uk)

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government

