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**WEBSITE AND CONTENT MANAGEMENT SYSTEM**

**LUV01377**

**COMPETITIVE FLEXIBLE PROCEDURE**

**Notes for completion**

1. The “University” means the University of Leicester, or anyone acting on behalf of the University of Leicester, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Procurement Specific Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any United Kingdom supplier or treaty state supplier as defined by the Procurement Act (referred to as the “Act”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.
4. The Procurement Specific Questionnaire (PSQ) has been designed to help the University ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
5. **Part 1 - confirmation of core supplier information:** suppliers participating in procurements are now expected to register on a central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the University via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that you have taken these steps.
6. **Part 2 - additional exclusions information:** the Act provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). You must submit your own (and your connected persons') exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to you or connected persons and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
7. You will need to also share additional exclusions information for any suppliers that you are relying on to meet the procurement’s conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are ‘associated persons’ and their exclusions information must be shared with the University. This should be done by ensuring that associated persons register, submit and share their information via the CDP (like the prime/main supplier).
8. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), you will need to share an exhaustive list of all your intended sub-contractors, which will be checked against the debarment list. If a sub-contractor is unknown at the start of the procurement (or brought in during it), you should state this clearly and provide relevant details of the sub-contractor once their identity and role is confirmed. This information should be shared with the University as soon as possible and at least by final tenders.
9. **Part 3 - conditions of participation:** The University may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier’s legal and financial capacity or their technical ability.
10. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the University. This might include a pass or fail mechanism, or a threshold which you must meet. Under certain procurement processes, the University might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. **Where this is the case, the University will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in the tender notice.**
11. Suppliers should note that the University has legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to details of the winning supplier’s associated persons, details of the winning supplier’s connected person information, and for certain procurements over £5 million, details of unsuccessful bidders.
12. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you (for example because it relates to consortium bids or subcontractors and this is not relevant to you), please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
13. The University confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**COMPETITIVE FELXIBLE PROCEDURE:**

**The Requirement:**

The University of Leicester is embarking on a strategic initiative to modernise its digital infrastructure through the implementation of a cloud-managed, headless content management system (CMS). This project is a cornerstone of the University’s broader digital engagement strategy, designed to enhance the efficiency, flexibility, and sustainability of its online presence across le.ac.uk and associated digital platforms.

The new CMS must deliver a secure, scalable solution that supports modern web architecture and multi-channel content delivery. It should integrate seamlessly with existing systems, enable content publishing across diverse devices and platforms, and accommodate future development needs.

Operationally, the University aims to transform how content is created, managed, and maintained. With over 200 trained editors currently using the existing system, the new platform should streamline workflows, reduce reliance on technical support, and empower staff to manage content more effectively. It must support decentralised content creation while ensuring robust governance and quality control. A key objective is to consolidate the University’s digital infrastructure and establish a single source of truth for content and data, thereby reducing maintenance costs and reliance on external development.

The project will be delivered in phased stages, including technical discovery, procurement, system implementation, content review and migration, staff training, and decommissioning of the current infrastructure. Completion is anticipated by the end of the 2026/27 financial year. Suppliers should demonstrate experience in delivering similar projects, including dual running of legacy and new CMS platforms, and the ability to collaborate closely with internal teams throughout the transition.

The University is committed to ensuring the new CMS supports its wider institutional goals; enhancing the digital experience for users, supporting staff in their roles, and maintaining a secure and efficient digital environment. The selected supplier will be expected to meet the technical and operational requirements outlined in this tender and to work in partnership with the University to deliver a successful implementation.

The University of Leicester is conducting a Competitive Flexible Procedure under the Procurement Act 2023. This procedure will be run in stages, allowing us to identify the most suitable suppliers and ensure a fair and transparent process.

**Stage 1: Selection (Sifting Stage)**

Suppliers will be asked to complete a set of questions divided into:

1. Appendix 1: PSQ- Procurement Specific Questionnaire (this document)
2. Appendix 2:

* Section 1- Functional Pass/Fail
* Section 2- Functional Scored- 100%
* Section 3- Non Functional Pass/Fail

Responses to Sections 1 and 2 will be assessed on a pass/fail basis, unless stated otherwise. Failure to meet any mandatory requirement will result in exclusion from the process.

Responses to Section 3 will be scored.

All questions across all sections are mandatory. Failure to provide a response to any question may result in disqualification.

Detailed instructions for completing each section are set out in the relevant Appendix. Please review these carefully, as failure to follow the guidance may render part or all of your response invalid.

At the end of this stage, the seven highest-scoring suppliers will be shortlisted and invited to proceed to the tender stage.

Late Submissions will not be accepted.

**Stage 2: Invitation to Tender (ITT)**

The shortlisted suppliers will then be invited to submit a full tender response. This stage will include detailed technical, quality, and commercial submissions. Evaluation will follow the published scoring methodology. The highest scoring tender will be considered for award. We also reserve the right to conduct interviews for top scoring suppliers.

**Clarification Periods**

To ensure fairness and transparency, suppliers will have opportunities to raise clarification questions at both stages.

**Indicative Timeline:**

**Please note that the dates for the Invitation to Tender are subject to change.**

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| **Activity** | **Date (to be inserted)** |
| Publication of Stage 1 Documents | Wednesday 3rd September 2025 9:00 |
| Deadline for Clarification Questions (Stage 1) | Wednesday 10th September 2025 |
| Clarification Responses Published (Stage 1) | Wednesday 17th September 2025 |
| Deadline for Stage 1 Submissions | Wednesday 24th September 2025 12:00 |
| Evaluation of Stage 1 Responses | September/October 2025 |
| Notification of Shortlisted Suppliers (Top 7) | October 2025- TBC |
| Invitation to Tender Issued | October 2025- TBC |
| Deadline for Clarification Questions (ITT Stage) | October 2025- TBC |
| Clarification Responses Published (ITT Stage) | October 2025- TBC |
| Deadline for Tender Submissions | November 2025- TBC |
| Evaluation of Tenders | November 2025- TBC |
| Notification of Preferred Bidder(s) | November 2025 TBC |
| Standstill Period | November/ December 2025- TBC |
| Contract Award | November/ December 2025- TBC |

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| **Part 1: Your information and the bidding model.** |

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| **Part 1** | **Your information**  This section seeks background information about the bidder. It is not evaluated but completion is mandatory. | |
| **Question No.** | **Question** | **Response** |
|  | ***Preliminary questions*** |  |
| 1 | Name (if registered, please give the registered name) |  |
| 2 | Central digital platform unique identifier |  |
| 3 | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:  a. the name of the group/consortium  b. the proposed structure of the group/consortium, including the legal structure where applicable  c. the name of the lead member in the group/consortium  d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) |  |
| 4 | Where applicable, please confirm the lot(s) you are bidding for |  |
| 5 | Are you on the debarment list? |  |
|  | ***Confirmation of core supplier information*** |  |
| 6 | Please confirm that you have submitted up-to-date core supplier information on the CDP and share this information with us via an appended PDF download. This must include:  a. basic information  b. economic and financial standing information  c. connected person information (persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)  d. exclusion grounds information |  |

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| **Part 2: additional exclusions information** |

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| **Part 2** | **Additional exclusions information**  This section seeks background information about the bidder, associated persons and subcontractors. It is not evaluated but completion is mandatory. | |
| **Question no.** | **Question** | **Response** |
|  | ***Associated persons*** |  |
| 7 | Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).  Where applicable, conditions of participation are outlined in Part 3  ***If so, please complete Q8, Q9 & Q10 (otherwise Q8, Q9 & Q10 are not applicable).*** |  |
| 8 | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy. |  |
| 9 | For each associated person, you must confirm they are registered on the CDP and share with us their information via an appended PDF download:  a. basic information  b. economic and financial standing information  ***(if they are being relied upon to meet conditions of participation regarding financial capacity)***  c. connected person information  d. exclusion grounds information |  |
| 10 | Please confirm if any of your associated persons are on the debarment list. |  |
|  | ***Intended subcontractors*** |  |
| 11 | Please provide:  a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain)  b. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent  c. a brief description of their intended role in the performance of the contract  ***If you are not intending to sub-contract the performance of all or part of the contract, then this question and Q12 are not applicable.***  If a sub-contractor is unknown at the start of the procurement (or brought in during it), state this clearly. Relevant details of the sub-contractor should then be provided once their identity and role is confirmed. This information should be shared with the University as soon as possible and at least by final tenders. |  |
| 12 | Please confirm if any intended sub-contractor is on the debarment list. |  |

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| **Part 3: questions relating to conditions of participation** |

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| **Part 3A** | **Standard questions** | |
| **Question no.** | **Question** | **Declaration** |
|  | ***Financial capacity to perform the contract*** |  |
| 13 | The University will carry out an independent financial check on all suppliers using CreditSafe software. In the event that a supplier’s financial stability equates to a commercial credit rating of less than 40 out of 100 on the day that the Procurement Specific Questionnaire is evaluated, and/or that following evaluation of the documents submitted in support of their Procurement Specific Questionnaire, if there remained any financial concerns which could not reasonably be satisfied, then their application would fail. |  |
| 14 | Are you relying on another supplier to act as a guarantor?  If so, please provide their name and evidence of their economic and financial standing. |  |
| 15 | Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:  a. Employer’s (Compulsory) Liability Insurance\* = £10M  b. Public Liability Insurance = £10M  c. Professional Indemnity Insurance = £2M | Yes  No  Yes  No  Yes  No |
|  | ***Legal capacity to perform the contract*** |  |
| 16 | Please confirm that you satisfy the following minimum requirements which the University has set as conditions of participation:  Not Used | **Not used** |
| 17 | Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.  Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:  ● to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services  ● to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data  ● to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable  ● to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)  ● to maintain records of personal data processing activities  ● to regularly test, assess and evaluate the effectiveness of the above measures |  |

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| 19 | **Experience of sub-contractor management**  Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement or any others used previously).  The description should include the procedures you use to ensure performance of the contract. |  |
| 20 | **Organisational standards**  Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested. |  |
| 21 | **Health and safety**  Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant). |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading.

I declare that, upon request and without delay I will provide any additional information requested of us.

I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement.

I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement.

I am aware of the consequences of serious misrepresentation.

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| Signature (electronic is acceptable) |  |
| Date |  |

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| **Contact details of those making the declaration** | |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |