

Westmere Borough Council

Invitation to Tender: AI Governance Advisory Support

Reference WBC-2026-0417. Procedure: open. Published 6 October 2026.

1. Key information

Item	Detail
Estimated value	£68,000 excluding VAT
Contract term	12 months, with an option to extend by 12 months
Clarification questions deadline	12:00, Monday 27 October 2026
Tender submission deadline	12:00, Monday 10 November 2026
Lots	Single lot
Evaluation weighting	Quality 60%, Price 30%, Social value 10%
Portal	Westmere eSourcing portal only

2. Background

The Council wishes to adopt generative AI safely across its services. It requires an adviser to develop an AI policy and governance framework, train members and senior officers, and assess AI vendors proposed by service areas.

3. Mandatory requirements (pass or fail)

- M1. Cyber Essentials Plus certification, current at the date of submission.
- M2. Professional indemnity insurance of at least £2,000,000.
- M3. Three references for comparable work for UK public sector bodies in the last three years.
- M4. Named lead adviser with board-level governance experience.
- M5. Acceptance of the Council's standard terms without amendment.

4. Key contract terms

- Payment within 60 days of a valid invoice.
- Unlimited liability for any breach of data protection obligations.
- All intellectual property in deliverables, including any pre-existing frameworks used, transfers to the Council.
- The supplier must be available to attend meetings in person in Westmere at five working days' notice.

5. Quality questions (60%)

- Q1. Methodology for developing the AI governance framework (20%).
- Q2. Approach to member and officer training (15%).
- Q3. Approach to AI vendor assessment (15%).
- Q4. Mobilisation plan and key personnel (10%).

6. Social value (10%)

Bidders should describe commitments to local employment, skills or community benefit within the borough.