

# Drupal Developer for LocalGov Drupal / Open Digital Cooperative Ltd.

Document Version	1.2
Last updated	04/03/25
Published	10/03/25
Deadline for asking questions	14/03/25
Closing date for applications	21/03/25 at 11.59pm
Questions to be sent to	<a href="mailto:opportunities@opendigital.coop">opportunities@opendigital.coop</a>
Submissions to be sent to	<a href="mailto:opportunities@opendigital.coop">opportunities@opendigital.coop</a>
<h2>Overview</h2>	
Off-payroll (IR35) determination	Contracted out service: the off-payroll rules do not apply
Summary of the work	Drupal Developer for LocalGov Drupal and the Open Digital Cooperative
Latest start date	
Expected contract length	2 years, with an option to renew for an additional 2 years (1+1 years) and a 3 month notice period.
Location	Remote
Organisation the work is for	Open Digital Co-operative Ltd

About the work	LocalGov Drupal needs regular support from a full-stack Drupal Developer
Why the work is being done	<p>It is important that we have Drupal expertise to be able to support the community of developers working with our Drupal distributions. This includes the support and maintenance of our two Drupal distributions and the modules, themes, and installation profiles that comprise them.</p> <p>We also need to liaise with over 50 councils and 17 suppliers to support the collaboration and provide technical support and guidance where needed.</p>
Problem to be solved	<p>We would like to commission a minimum of 1.5 days / week for this role. This time will be used to cover the following activities.</p> <p>Code maintaining on Github and Drupal.org:</p> <ul style="list-style-type: none"> <li>● Diagnosing and fixing bugs</li> <li>● Assessing and implementing feature requests</li> <li>● Responding to issues</li> <li>● Flagging issues to Technical Backlog (BAU) and/or Product Backlog (BAU) projects</li> <li>● Testing and reviewing pull requests</li> <li>● Code reviews</li> <li>● Helping with releases and upgrades</li> </ul> <p>Participating in:</p> <ul style="list-style-type: none"> <li>● Merge Tuesday meetings (weekly)</li> <li>● Technical Drop-in (weekly)</li> <li>● Technical onboarding (ad-hoc)</li> <li>● Technical Group Governance (monthly) see <a href="#">Technical Group Overview - LocalGov Drupal</a></li> </ul> <p>Slack channels:</p> <ul style="list-style-type: none"> <li>● Monitoring and answering questions where possible.</li> <li>● Raising new issues in Github where appropriate</li> </ul> <p>Supporting temporary and permanent sub-groups as needed.</p> <p>Story refinement in liaison with the Product group</p> <p>Championing supplier engagement</p>

Who the users are and what they need to do	<p>We have a number of people from our core groups and wider stakeholders who will have an active interest in the work:</p> <ul style="list-style-type: none"> <li>● Councils who are part of the collaboration</li> <li>● Councils interested in joining</li> <li>● Suppliers working with councils</li> <li>● The wider Drupal and open source community</li> <li>● The other working groups and the other core team members working within the cooperative.</li> </ul>
Who will the supplier work with	The core team (Technical Lead and Product Lead specifically), the technical community and the community at large.
Any work that's already been done	<p>In December 2023 stewardship of LocalGov Drupal and Microsites were taken over by Open Digital Cooperative Ltd. The company has run at a profit in its first year, funded by council and supplier subscription fees.</p> <p>Agile Collective are the current Drupal Developer Lead having won the work in 2023 and 2024 respectively</p>
Existing team	Agile Collective Ltd (Kester Edmunds (ekes), Stephen Cox), Maria Young), Mark Conroy (the-confident.com).
Current phase	Live
Work setup	N/A
Address where the work will take place	N/A
Working arrangements	N/A
<p>Skills and experience</p> <p>Buyers will use the essential and nice-to-have skills and experience to help them evaluate suppliers' competence.</p>	
Essential skills and experience	<ul style="list-style-type: none"> <li>● Full stack Drupal development experience</li> <li>● Experience with the LocalGov Drupal distribution and Localgov Microsites distributions</li> <li>● Experience in test driven development</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with agile methodology</li> <li>• Track record of open source contribution on Drupal.org and/or other projects</li> </ul>
Nice-to-have skills and experience	<ul style="list-style-type: none"> <li>• Experience of working with Council digital teams</li> <li>• A collaborative approach to working with a distributed team</li> <li>• Demonstrable accessibility experience</li> <li>• A good communicator and mediator where needed</li> <li>• A spokesperson and cheerleader for the community and project</li> <li>• Curious and empathic - always asking questions and interested in what the community has to say and how it can be improved</li> <li>• Proactive, organised, able to self-manage and work independently</li> <li>• Able to be flexible and adaptable in your approach</li> </ul>

## How suppliers will be evaluated

Please also see: [How to score Digital Outcomes and Specialists suppliers - GOV.UK](#)

How many suppliers to evaluate	5
Proposal criteria	<p>Please provide up to 100 (not a hard limit) words on each of the following:</p> <ul style="list-style-type: none"> <li>• <b>Competence:</b> <ul style="list-style-type: none"> <li>○ Outline of approach to delivering the Drupal Developer role</li> <li>○ Summary of relevant skills and experience</li> <li>○ Any ideas for improvements</li> </ul> </li> <li>• <b>Price:</b> Itemised costs to include: <ul style="list-style-type: none"> <li>○ Hourly rate / day rate</li> </ul> </li> <li>• <b>Cultural fit:</b> <ul style="list-style-type: none"> <li>○ Commitment to our values as set out in the <a href="#">Contributor Agreement</a></li> <li>○ Alignment with open source and cooperative principles</li> <li>○ Working collaboratively with the LocalGov Drupal community</li> <li>○ Active engagement with the LocalGov Drupal community</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● <b>LocalGov Drupal subscribers:</b> <ul style="list-style-type: none"> <li>○ We will be weighting evaluations in favour of suppliers who are already paying subscribers to the LocalGov Drupal project, see evaluation weighting below</li> <li>○ If you are a paying subscriber, please state this here.</li> <li>○ If you are not a subscriber, please feel free to add any supporting information here.</li> </ul> </li> </ul>
Payment approach	Capped time and materials
Additional assessment methods	Presentation / interview
Evaluation weighting	<p>Competence: 35%</p> <p>Price 25%</p> <p>Cultural fit: 20%</p> <p>LocalGov Drupal subscriber: 20%</p>
Supporting information requested	<p>Company name</p> <p>Company number</p> <p>Actual or estimated company turnover</p> <p>Number of employees</p>

## Questions and answers

We will post questions and answers below and share with all parties.

<p>1. Can these 1.5 days (=12 hours?) per week be fixed on a daily basis (pre-agreed) or do you expect the provider to be flexible enough to accommodate a more ad-hoc flow of</p>	<p>The Drupal developer is required to attend Merge Tuesdays, Tech Drop-in, and Product Group monthly calls. Outside of this, we expect a blended approach. The hours are generally set during the week (the developer can set these) but we also expect some ad hoc time spent answering questions on Slack for example.</p>
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requests (e.g. "on-hold" during usual UK working hours)?	
2. Are you open to a Drupal developer from abroad (proficient language level) that would be sufficiently managed by the provider?	Yes, provided they keep similar office hours to ensure that the named developer can attend meetings, and we have direct contact with them as they will be part of our core team.
3. When would the contract start?	To suit you, earliest 14th April 2025.
4. The PDF asks for a company name. What about freelancers who don't operate a limited company?	Add your name.
5. The spec says "a minimum of 1.5 days / week". How is overage handled? How much overage was there in the last contracted period?	Significant hours spent over this will need to be agreed in advance with the core team. There was no overage in the last contracted period.
6. Will there be a handover or transition period with the existing team? How long will it last if so?	We can arrange a reasonable handover period as needed. To be arranged with the incumbent supplier and the winner.
7. Is the 100 word limit for each of the top-level criteria (Competence, Price, Cultural fit, and LocalGov Drupal subscribers) or for	Each sub-criteria.

each of the sub-criteria under the top-level ones?	
8. Will we be scored on how we meet each sub-criteria or just on how we meet the top-level criteria in general?	Each sub-criteria.