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Planning

## **PRF 1594 : Soft Market Test For Potential Delivery Partner with Peterborough City Council to deliver the Selective Licensing Scheme**

Peterborough City Council

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-002293

Procurement identifier (OCID): ocids-h6vhtk-039a83

Published 25 January 2023, 1:05pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Peterborough City Council

Sand Martin House, Bittern Way

Peterborough

PE2 8TY

#### **Contact**

Mrs Helga Kendall

#### **Email**

[Helga.Kendall@peterborough.gov.uk](mailto:Helga.Kendall@peterborough.gov.uk)

**Telephone**

+44 1733384593

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.peterborough.gov.uk/business/supplying-the-council/supply-opportunities>

Buyer's address

<https://www.peterborough.gov.uk/business/supplying-the-council/supply-opportunities>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object****II.1) Scope of the procurement****II.1.1) Title**

PRF 1594 : Soft Market Test For Potential Delivery Partner with Peterborough City Council to

deliver the Selective Licensing Scheme

Reference number

DN651788

### **II.1.2) Main CPV code**

- 70333000 - Housing services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Peterborough City Council are exploring the market for suitable potential Delivery Partners to deliver the Selective Licensing Scheme in designated areas. The Delivery Partner will need to apply to the Council's Private Rented Sector Licensing and Enforcement Team in order to deliver the Scheme and at a start date to be confirmed.

The application will need to satisfy the following minimum criteria:

- Proposals for approval of a full Delivery Partner service that supports the Local Authority's private landlord licence scheme at each stage exclusive to licence applications, 2 scheme property inspections in the designation period, compliance management, breach management and general support for landlords and tenants.
- Operational online for the full 5-year period of the designation with an appropriate support mechanism for scheme members, inspectors and the Local Authority enforcement team.
- Suitability in terms of understanding the private rented sector and pressures on landlords and tenants.
- Minimum 5-year proven track record in the delivery of similar schemes with other Local Authorities proving how this approach filters out the worst performing landlords in terms of general engagement, facilitating inspections and completing timely remedial works.
- Provide details of any privately rented property interests (ownership and management) within the designated area of all persons proposed to be working on the scheme, including that of immediate family members. Clearly Identifying any business or personal conflict of interests.

- Confirm a locally based area manager for the period of the designation and with direct links to the enforcement team.
- Access HHSRS qualified staff with private landlord knowledge, preferably enforcement.
- Written Confirmation that the company is registered with the ICO and has a clear and transparent Data Protection policy.
- Demonstrate resource levels to support the scheme.
- Commitment to employ locally (subject to suitably qualified/experienced people being available).
- Provision of a landlord support service including online landlord and tenant training.
- Any delivery partner should provide appropriate insurance cover including Public Indemnity, employer and employee liability at levels agreed with the Local Authority.
- Completion of Declaration of Interest form (required Council template document will be provided).

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

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### **II.3) Estimated date of publication of contract notice**

1 April 2023

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No