

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/011412-2023>

Tender

## **PRF 1594: Delivery Partner to undertake compliance checks**

Peterborough City Council

F02: Contract notice

Notice identifier: 2023/S 000-011412

Procurement identifier (OCID): ocids-h6vhtk-03c271

Published 20 April 2023, 5:32pm

### **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**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com/Advert/Index?advertId=0756f6f6-5fdf-ed11-8121-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=0756f6f6-5fdf-ed11-8121-005056b64545>

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

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

PRF 1594: Delivery Partner to undertake compliance checks

Reference number

DN665436

#### **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 seeking a Delivery Partner to deliver a Selective Licensing Scheme in designated areas, and a second potential Additional Licensing Scheme.

#### **II.1.5) Estimated total value**

Value excluding VAT: £5,600,000

#### **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**

Peterborough City Council are seeking a Delivery Partner to deliver a Selective Licensing Scheme in designated areas, and a second potential Additional Licensing Scheme.  
Before a formal decision can be made regarding implementation of an Additional

Licensing Scheme a public consultation exercise will take place. The consultation is expected to commence before the end of July 2023. 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 must hold the insurance cover including Public Liability,

Employer's Liability and Professional Indemnity levels stated in the ITT document.

- Completion of Declaration of Interest form (required Council template document will be provided).

The successful bidder will be required to provide a payment collection facility.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £5,600,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 October 2023

End date

30 September 2029

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open procedure

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

10 May 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 60 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

10 May 2023

Local time

12:00pm

Place

Peterborough

Information about authorised persons and opening procedure

Procurement Team

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Peterborough City Council

Sand Martin House, Fletton Quays, Bittern Way

Peterborough

PE2 8TY

Email

[richard.mccarthy@peterborough.gov.uk](mailto:richard.mccarthy@peterborough.gov.uk)

Country

United Kingdom