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Planning

Suffolk Retrofit Assessment Voucher Scheme

Suffolk County Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-015740

Procurement identifier (OCID): ocds-h6vhtk-045a7e

Published 17 May 2024, 3:30pm

Section I: Contracting authority

I.1) Name and addresses

Suffolk County Council

Endeavour House, Russell Road

IPSWICH

IP1 2BX

Contact

Jennifer Lamers

Email

jennifer.lamers@suffolk.gov.uk

Country

United Kingdom

NUTS code

UKH14 - Suffolk

Internet address(es)

Main address

www.suffolksourcing.uk

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Suffolk Retrofit Assessment Voucher Scheme

Reference number

CD1430

II.1.2) Main CPV code

- 71315300 - Building surveying services

II.1.3) Type of contract

Services

II.1.4) Short description

This is a Prior Information Notice to provide awareness of an upcoming tender for a Retrofit Assessment Voucher Scheme. On behalf of the Suffolk Climate Emergency Programme (SCEP), Suffolk County Council (SCC) is looking to procure a service provider to design and deliver a retrofit assessment scheme. The full scope of the contract will be finalised following market engagement, the aim of the scheme is to enable homeowners within Suffolk to apply for a voucher to obtain a retrofit assessment report on their home, along with guidance regarding available grant funding to improve the energy efficiency of their property. SCC are keen to engage with interested parties who can deliver retrofit assessments to PAS 2035 and administer the voucher scheme. Interested parties are invited to email jennifer.lamers@suffolk.gov.uk by 3rd June 2024 and take part in an engagement questionnaire. SCC anticipate the tender will be published 19th June 2024. Please note this is subject to change.

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71251000 - Architectural and building-surveying services

II.2.3) Place of performance

NUTS codes

- UKH14 - Suffolk

II.2.4) Description of the procurement

Suffolk County Council's requirement is for a provider who can deliver the full programme management of the retrofit assessment voucher scheme. The contract (the drawdown of the retrofit assessment vouchers) will be delivered over an 18-month period. The scheme will be targeted at homeowners across the whole of Suffolk (all 5 Local Authorities – Babergh, East Suffolk, Ipswich, Mid Suffolk, West Suffolk). The full scope of the contract will be further defined following conclusion of pre-tender engagement but is planned to cover the following: • The Service Provider will lead on formulating, running and promoting a marketing campaign to ensure that there is strong take-up of the voucher scheme by different demographics across Suffolk. • Carrying out Retrofit assessments to PAS 2035. • The Service Provider will assist homeowners by offering practical advice on how to proceed with implementing the measures outlined in the assessment reports and providing guidance on grant funding (where applicable). • The Service Provider will signpost homeowners to other Council initiatives concerning retrofitting, such as the Suffolk Retrofit Loan Scheme. • The Service Provider will work in partnership with Suffolk County Council to deliver a high-quality scheme, with regular monitoring and reporting. Please note, we intend to further define the requirement outlined above following pre-tender engagement and therefore the final scope listed in the contract notice and published tender documents may differ from the outline above.

II.3) Estimated date of publication of contract notice

19 June 2024

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: Yes