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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): ocids-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](mailto:jennifer.lamers@suffolk.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH14 - Suffolk

**Internet address(es)**

Main address

[www.suffolksourcing.uk](http://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

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## **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](mailto: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

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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: Yes