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Contract

Neighbourhood Planning Support Services

DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES

F20: Modification notice

Notice identifier: 2024/S 000-017490

Procurement identifier (OCID): ocds-h6vhtk-046dbd

Published 5 June 2024, 4:27pm

Section I: Contracting authority/entity

I.1) Name and addresses

DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES

2 Marsham Street

LONDON

SW1P4DF

Email

commercialtenders@levellingup.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities>

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Neighbourhood Planning Support Services

Reference number

CPD/004/117/081

II.1.2) Main CPV code

- 75100000 - Administration services

II.1.3) Type of contract

Services

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement at the time of conclusion of the contract:

The Contract shall involve the provision of the key services below.

- (a) Basic support - including online resources, expert advice, and networking facilitation;
- (b) Grants - provision of both basic and additional grants to Customers to fund the neighbourhood planning activities;
- (c) Technical Support - provision of specialist, Technical Support packages to deliver specific outputs linked to Ministerial priorities on housing, design and supporting communities to establish neighbourhood planning groups in unparished areas.

The Contract may also include potential Neighbourhood Development Orders (NDO) and Community Infrastructure Levy (CIL) pilots and other additional services as follows:

- (a) provision of data collection and publication of housing supply and delivery (completions) in neighbourhood planning areas;
- (b) provision of data collection and management services for planning related information, including access to open data and maximising the use of digital tools;
- (c) provision of publically accessible planning-related digital tools and mapping services; and/or
- (d) provision of similar Technical Support services to relevant stakeholders for the purposes of preparing Local and other statutory plans.

The budget for the initial term of the Contract is 22,409,000.00 GBP incl. VAT. Where it is considered necessary to satisfy genuine, unexpected and robustly evidenced increases or changes in demand, the Authority reserves the right to re-profile, increase or decrease annual budgets beyond the anticipated figures stated. The total value of the contract stated at V.2.4 reflects both the right to re-profile and the option to extend the initial 4-year contract term for a further year.

The procurement exercise was conducted under the Light Touch Regime as set out in Regulations 74 to 76 of the Public Contracts Regulations 2015 (PCR).

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

Duration in months

Section IV. Procedure

IV.2) Administrative information

IV.2.1) Contract award notice concerning this contract

Notice number: [2018/S 019-039563](#)

Section V. Award of contract/concession

Contract No

CPD/004/117/081

V.2) Award of contract/concession

V.2.1) Date of conclusion of the contract/concession award decision:

22 December 2017

V.2.2) Information about tenders

The contract/concession has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor/concessionaire

Locality

33 Corsham Street

London

N1 6DR

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

02787912

The contractor/concessionaire is an SME

Yes

V.2.4) Information on value of the contract/lot/concession (at the time of conclusion of the contract;excluding VAT)

Total value of the procurement: £35,000,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Department for Levelling Up, Housing and Communities

2 MARSHAM STREET

LONDON

SW1P 4DF

Country

United Kingdom

Section VII: Modifications to the contract/concession

VII.1) Description of the procurement after the modifications

VII.1.1) Main CPV code

- 75100000 - Administration services

VII.1.2) Additional CPV code(s)

- 71000000 - Architectural, construction, engineering and inspection services

VII.1.3) Place of performance

NUTS code

- UK - United Kingdom

VII.1.4) Description of the procurement:

The Contract modification shall involve continued provision of the key services for a further 12 months to 31st March 2025, including but not limited to:

- (a) Basic support - including online resources, expert advice, and networking facilitation;
- (b) Grants - provision of both basic and additional grants to Customers to fund the neighbourhood planning activities;
- (c) Technical Support - provision of specialist, Technical Support packages to deliver specific outputs linked to Ministerial priorities on housing, design and supporting communities to establish neighbourhood planning groups in unparished areas.

The Contract also includes potential continued provision of pilots and other additional services, including but not limited to:

- (a) provision of data collection and publication of housing supply and delivery (completions) in neighbourhood planning areas;
- (b) provision of data collection and management services for planning related information, including access to open data and maximising the use of digital tools;
- (c) provision of publicly accessible planning-related digital tools and mapping services; and/or
- (d) provision of similar Technical Support services to relevant stakeholders for the purposes of preparing Local and other statutory plans.

Where it is considered necessary to satisfy genuine, unexpected and robustly evidenced increases or changes in demand, the Authority continues to reserve the right to re-profile, increase or decrease annual budgets.

The Contract shall also provide comprehensive exit services over a 12 month 'Tail-end' period from 1st April 2025, to ensure appropriate completion / closure of all pre-commissioned, outstanding legacy support packages awarded to customers.

VII.1.5) Duration of the contract, framework agreement, dynamic purchasing system or concession

Duration in months

18

VII.1.6) Information on value of the contract/lot/concession (excluding VAT)

Total value of the contract/lot/concession:

£6,583,039

VII.1.7) Name and address of the contractor/concessionaire

Locality

33 Corsham Street

London

N1 6DR

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

02787912

The contractor/concessionaire is an SME

Yes

VII.2) Information about modifications

VII.2.1) Description of the modifications

Nature and extent of the modifications (with indication of possible earlier changes to the

contract):

Previous modifications to the contract were made between 2018-2023, which included implementing a range of necessary service refinements, budget reconciliations and extensions.

This modification, pursuant to regulation 72(1)(b) of the Public Contracts Regulations 2015, varies the Neighbourhood Planning Support Services contract in order to continue provision of the support services for a further year, and to extend the exit ('Tail-end') period from 6 to 12 months, in order to facilitate effective completion / close down of all outstanding legacy support packages awarded to customers. To note this 'Tail-end' period would be expected to run in parallel with any potential replacement contract for the core services, where there is a change of supplier.

Note also that due to the demand-led nature of services, and a service mix which involves different VAT treatments for different elements, the actual / final ex VAT value of the modification may ultimately vary from that stated within this notice.

VII.2.2) Reasons for modification

Need for additional works, services or supplies by the original contractor/concessionaire.

Description of the economic or technical reasons and the inconvenience or duplication of cost preventing a change of contractor:

The modification is pursuant to Reg R72(1)(b) of Public Contracts Regulations 2015.

Transition to a new supplier / contract requires significant and complex activity which is expected to take several months, and potentially includes: staff transfer under TUPE; transfer of related IPR/materials and large volumes of customer data; refinement / testing of operational and customer facing processes; co-ordination with the interdependent Grant Administration contract; co-ordination and communication with service customers.

VII.2.3) Increase in price

Updated total contract value before the modifications (taking into account possible earlier contract modifications, price adaptations and average inflation)

Value excluding VAT: £39,639,489

Total contract value after the modifications

Value excluding VAT: £45,732,340

