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Tender

Isles of Scilly Housing Economic Needs Assessment

Council of the Isles of Scilly

UK4: Tender notice - Procurement Act 2023 - view information about notice types
Notice identifier: 2025/S 000-041651
Procurement identifier (OCID): ocds-h6vhtk-0562f6
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Scope

Reference

CIoS22072025

Description

As part of the Local Plan review process, the Council of the Isles of Scilly wishes to commission a Housing and Economic Needs Assessment (HENA) to understand the current position of the housing needs of the islands. Given the various changes of emphasis from national guidance, and the recognition of a housing emergency (as highlighted at the 18 January 2022 Full Council) on the islands, a HENA needs to be:

• Aware and responsive to the circumstances and issues of the islands,

• Be compliant with current NPPF/NPPG guidance (and be aware of the impact of any potential changes arising from any changes to these following MHCLG -response to its recent planning reform consultation).

Total value (estimated)

- £25,000 excluding VAT

- £30,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 30 November 2025

- Possible extension to 19 December 2025

- 3 months, 19 days

Description of possible extension:

Failure of consultant to complete work to target deadline

Main procurement category

Services

CPV classifications

- 73000000 - Research and development services and related consultancy services

- 79311400 - Economic research services

Contract locations

- UKK30 - Cornwall and Isles of Scilly

Participation

This procurement is reserved for

- UK suppliers

- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

12 August 2025, 11:59pm

Tender submission deadline

19 August 2025, 4:00pm

Submission address and any special instructions

https://www.scilly.gov.uk/business-licensing/contracts/current-contract-opportunities

Tenders may be submitted electronically

Yes

Award criteria

Interested consultants should submit a written proposal of no more than four pages (approx. 1000 words) and should include:

• Recommendations on the strategic approach and methodology that would be used to assess need and affordable housing need, including relevant data and responses to constructing a new standard method and understanding social rent need, outlining your approach, methodology, and understanding of the brief. Not to exceed 500 words.

• Recommendations on the proposed approach to engagement (surveys). Not to exceed 500 words.

• Evidence of work in similar area(s) with application at Local Plan Examination. Not to exceed 500 words.

• Demonstrable understanding of the context of the contract and those issues that will be critical to the implementation, development, and delivery. Not to exceed 500 words.

• A project plan with key milestones and timescales. One side A4

• CVs of key personnel. Not to exceed 500 words per person

• Examples of similar work undertaken. Not to exceed 500 words.

• A fee proposal. Not to exceed 500 words.

Evaluation Criteria Weighting

Relevant experience and qualifications

20%

Approach to engagement

20%

Methodology and understanding of brief

20%

Quality assurance

20%

Value for money

20%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Specification Housing and Economic Needs Assessment 2025 (2).docx](#)

HENA specification

Contracting authority

Council of the Isles of Scilly

• Public Procurement Organisation Number: PJMD-6413-WGTG

Wesleyan Chapel

Hugh Town

TR210LW

United Kingdom

Email: procurement@scilly.gov.uk

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government