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Planning

## **Private Sector Housing HMO Licensing Administration System**

Portsmouth City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-042938

Procurement identifier (OCID): ocds-h6vhtk-0565d5

Published 24 July 2025, 4:47pm

### **Scope**

### **Description**

Portsmouth City Council (the 'Council'), is undertaking preliminary market engagement (PME) ahead of a formal procurement process scheduled to commence around June 2026 concerning the supply of HMO Licensing System to include a landlord's portal and offline application to support the HMO Additional and Mandatory licensing schemes.

The council will have an estimated budget of £60,000 per annum for the solution. The contract is likely to have a base term of 5 years with option to extend by a further 3 years in increments to be agreed between the parties.

The Council is undertaking a PME exercise to gather insights from the market ahead of a future procurement process to award a contract for delivery of the above services. The procurement process.

### **Total value (estimated)**

- £480,000 excluding VAT
- £576,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 September 2027 to 31 August 2032
- Possible extension to 31 August 2035
- 8 years

### **Main procurement category**

Goods

### **CPV classifications**

- 48000000 - Software package and information systems

### **Contract locations**

- UKJ - South East (England)

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## **Engagement**

### **Engagement deadline**

22 August 2025

## **Engagement process description**

The council has prepared a preliminary market engagement questionnaire for completion which will be used to understand:

Market interest

Budget

Feasibility

Technical requirements

Integration considerations

Data migration and security considerations

The submission of the questionnaire, in part or in full, is purely optional and suppliers who do not submit will not be precluded from taking part in the procurement process. Subject to the responses, the council may wish to engage with suppliers further in an informal discussion, however this is purely a market consultation and will not form part of the selection process.

The Council are requesting that the questionnaire be completed and returned by Friday 22nd August at 17:00. The questionnaire should be submitted via the Council's In-tend and against the projects PME stage. Any responses after this deadline may not be considered in the PME report.

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## **Contracting authority**

### **Portsmouth City Council**

- Public Procurement Organisation Number: PCNL-5714-PRZV

Civic Offices, Guildhall Square

Portsmouth

PO1 2AL

United Kingdom

Email: [procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

Region: UKJ31 - Portsmouth

Organisation type: Public authority - sub-central government