

**SOFT MARKET TESTING QUESTIONNAIRE**

|  |  |
| --- | --- |
| **PROJECT** | **PRF 1433 – Roundabout & Lamppost Sponsorship Management Outsourcing** |

|  |  |
| --- | --- |
| **NAME OF ORGANISATION** | **Peterborough City Council - PCC** |

Contracts Finder Notice:

**THIS IS NOT A CALL FOR COMPETITION**

# Introduction and purpose of this document

This information is requested as part of a soft market testing exercise in order to seek the market’s views on a requirement to outsource the management of sponsorships for Peterborough’s roundabouts and lampposts. The information gathered will be used to help develop the specification further and gauge the level of interest in this proposed procurement activity.

**Process**

Participants are invited to respond to the key questions below concerning the potential services to be procured and their own organisation. Please send your responses in word-format (format unchanged) via our Tendering portal ProContract. by 12:00, 13 April 2022. Help and support on the use of the platform can be found here: <https://procontracthelp.due-north.com/>

For questions regarding this process, you are welcome to contact [Christian.Menendez@peterborough.gov.uk](mailto:Christian.Menendez@peterborough.gov.uk)

or

[ZiblimYakubu.Andani@peterborough.gov.uk](mailto:ZiblimYakubu.Andani@peterborough.gov.uk )

The prospective timetable for the Soft Market Testing is (subject to review and change):

|  |  |
| --- | --- |
| Activity | Date |
| Publication of SMT document | 30/03/2022 |
| SMT response Deadline | 13/04/2022 at 12 Noon |

**Additional Information**

More information regarding the project can be found in the document entitled SMT Additional Details (downloadable via ProContract).

**A. GENERAL INFORMATION**

A1 Full name, address and website:

|  |  |
| --- | --- |
| Organisation name |  |
| Address |  |
| Town/city |  |
| Postcode |  |
| Country |  |
| Website |  |

A2 Main contact for correspondence about this questionnaire:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone number |  |
| Mobile phone number |  |
| Fax number |  |
| email address |  |

A3 Company registration

|  |  |
| --- | --- |
| Date of formation |  |
| Place of formation |  |
| Date of registration |  |
| Company registration number |  |
| Charity Commission number |  |
| Brief Description of primary business activities and main products and services | **(250 words or less)** |

**Key technical questions for consideration:**

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Response** |
| **Technical** | | |
| 1 | What key information and documents would you need to be included as part of the ITT and procurement documents in order to allow you to submit a bid? |  |
| 2 | Are there any key certifications or accreditations you would expect a company providing these services to hold? |  |
| 3 | What services do you typically include as part of your offering? |  |
| 4 | What is the typical length of contract for these types of services? |  |
| 5 | What are the main disciplines your in-house staff specialise in? |  |
| 6 | Do you rely on outsourcing or subcontracting to provide your services in any way? |  |
| 7 | Can you please provide evidence of experience and anecdotes from projects of a similar nature? |  |
| 8 | Please provide a copy of your data protection policy, including details on how personal data is shared and processed, and your contingency plans in the event of a data breach. |  |
| 9 | Please indicate if you would be interested in bidding for:   A) The lamppost contract.  B) The Roundabout contract.  C) Both contracts. |  |
| **Pricing** | | |
| 10 | Please explain the pricing model you typically use to provide these kinds of services. Please include a template of a pricing schedule if possible. |  |
| 11 | Are there any additional one-time or recurring charges that apply whilst providing these services which aren’t typically captured by the pricing schedule? This would include any maintenance costs. Please detail and explain them if so. |  |
| 12 | Please provide an indicative budget that you would expect a contracting authority to apply to a project of this scale for:  A) The Lampposts. B) The Roundabouts. |  |
| 13 | How much revenue would you expect a contract of this scale for these services to generate annually, split between the lampposts and roundabouts? How would that revenue typically be split between yourself and your clients? (Please include a ratio or percentages where possible) |  |
| 14 | How often do you require your clients to make payments to you for your services? Similarly, how often do you expect to make revenue payments to your clients? |  |
| 15 | Are you currently party to any framework agreements through which your services can be procured? |  |