**Market Engagement – Publishing statutory notices**

There is a legal requirement, referenced in several Acts, for local authorities to publish statutory notices in a local newspaper and, in some cases, The London Gazette.

Hounslow Council wants to appoint a suitably qualified provider to guarantee publication of its statutory notices in accordance with its legal requirements, providing an efficient, reliable and cost-effective service.

Due to the short turnaround time sometimes required from receipt of a proposal which requires a notice and that notice being published, the newspaper(s) should be no less frequent than weekly. The Council also requires the newspaper(s) have broad coverage of the borough and / or the local area relevant to the notice.

Ideally the Service Provider and/or relevant sub-contractors will be members of the Institute of Practitioners in Advertising or recognised by the Newspaper Publishers Association and will abide by standards laid down by such organisations and within the advertising industry in general.

The information we gain through our market engagement will help to inform our commissioning intentions and refine our specification and delivery model for the future of this service.

It should be noted that this engagement is not a formal tendering process. Participation in this exercise is completely voluntary and submitting, or not submitting a response, would not preclude you from any further procurement activity.

An outline of the service is set out in the in the next few pages. The Council is seeking your initial views by way of responses to the questions.

Please note that the deadline for submission of completed questions is 12:00 noon on 10th May 2021. Please submit responses using the messaging function on London Tenders Portal.

Key Questions

1. Are you able to guarantee that you would be able to publish a public notice in a local newspaper which is published at least as frequently as weekly?
2. What local newspaper(s) would you place statutory notices in and why? What is their geographical coverage? What is their circulation?
3. Some notices are required to be published in the London Gazette. Would you be abe to facilitate that?
4. Would you consider a reduction in the standard advertising rate of the local newspaper for a guaranteed volume of notices?
5. Would you consider an annual fee to cover publication of all required public notices?
6. Would you guarantee an advertising rate at the start of the contract which would last for the lifetime of the contract?
7. Aside from the agreed advertising cost for the statutory notice, would you charge any other fees? Is so, what?
8. Would you undertake minor typographical corrections within the advertising costs or would any changes, however minor, incur additional fees?
9. Would you be flexible in working with the Council to find cost-effective design solutions when placing several statutory notices at the same time?
10. What would be the maximum number of days from you receiving the notice and the notice being published?
11. Would the Council be able to have the same notice published for several consecutive weeks, agreed at time of first publication without having to formally request the notice each week?
12. Would you be able to provide at least 24-hours between provision of advert proof to the Council and the deadline for sign-off.
13. Would you offer any cross-promotion of the statutory notices published in the local newspaper, eg making them publicly available online? If so, would this incur an extra charge?
14. Would you expect the Council to supply the content of the notice in a specific format before you agree to publish the notice? If no, would there be a fee to the Council to convert the content of the notice into the format you required?
15. Would you be open for business and available for contact from the Council from 9am to 5.30pm every working day?
16. Can you guarantee continuity of service regardless of public holidays, such as Bank Holidays, Christmas, New Year and Easter?
17. Should any unforeseen issues arise during the lifetime of the contract, would you be reasonable and flexible in working with the Council to find an efficient and cost-effective solution?