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**Soft Market Test**

**Warm Homes Local Grant Delivery**

2024

West Northamptonshire Council

Ref: WNC00000XXX

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to suppliers the business and technical requirements and the expected scope for delivery of the Warm Homes Local Grant (WH: LG) scheme in order that suppliers can explain the relevance of products, services, and their experience to the requirements.
  2. **Please note:** this market testing exercise is **not** an invitation to tender or a request for formal expressions of interest. This document does not form any part of an invitation to tender. West Northamptonshire Council (WNC) is issuing this request for **information only**. Any supplier invited to present to WNC is doing so to support market research only and to help make any potential procurement process more focused and efficient. No supplier selection or supplier preference is implied.

## Confidentiality and Freedom of Information (FOI)

* 1. **Please note:** all information included in this Soft Market Test is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.
  2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. If a request is subsequently made for disclosure under FOI, the request will be dealt with in accordance with the legislation.

## Background

The UK Government are in the predelivery stage of a new grant funding scheme, the scheme, WH: LG, will provide grant funding to improve the energy efficiency of homes ([Warm Homes: Local Grant - GOV.UK](https://www.gov.uk/government/publications/warm-homes-local-grant)). The scheme will be delivered by local authorities. Although the scheme will effectively replace the current HUG2 scheme, there are a number of differences between the two schemes, it is advised that you read the details of the scheme available via the link above.

WNC have submitted an Expression of Interest (EOI) as required to participate in the scheme. The information provided at this stage states that all local authorities which submit an EOI will be allocated funding. On the basis that WNC will receive funding next year, it will go out to procure a delivery partner. This soft market testing exercise is being undertaken in advance of the expected procurement and will help inform the process.

The WH: LG scheme will begin delivery in 2025 and is expected to run for 3 to 5 years. It will provide energy performance upgrades and low carbon heating via local authorities, to households that:

* are in England
* are on a low income
* have an Energy Performance Certificate (EPC) between D and G
* are privately owned (owner occupied or privately rented)

Once in delivery, local authorities will be able to install energy performance measures and low carbon heating to eligible homes in their area. Measures could include but are not limited to:

* insulation
* solar panels
* an air source heat pump, if suitable

Upgrades will need to be tailored to individual homes so that the most appropriate measures are installed. Occupants on a low income will not be required to contribute to the cost of upgrades.

## Soft Market Test Timetable

* 1. Please read this document and if you feel that your organisation is able to contribute to this exercise, please complete the questionnaire at the end of this document and return, via email to [sustainable@westnorthants.gov.uk](mailto:sustainable@westnorthants.gov.uk) by 10.01.2025.
  2. Following receipt of the questionnaires, a maximum of 5 respondents will be invited to attend separate workshop sessions to present and discuss their responses. A decision will then be made internally on the best procurement approach. The timetable is provided below:

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Deadline for receipt of responses to Soft Market Test. | 10.01.2025 |
| Workshop Week. | W/C 03.02.2025 |
| Decision on way forward. | 03.03.2025 |

* 1. Potential responders will not be prejudiced in any future procurement processes by either responding or not responding to this soft market test exercise.

# Section 2: Identification of Requirement

## Current Situation

WNC has been part of a consortium for delivery of the HUG2 grant funding scheme. However, this consortium will not be submitting an EOI for the WH: LG. Instead, the Council has submitted an independent EOI and expects to be allocated funding. WNC does not have an independently procured delivery partner for the WH: LG scheme; hence, will undertake a procurement exercise in 2025 to find a suitable partner.

## Our Requirements

WNC expects to be allocated funding through the WH: LG scheme. However, WNC does not have the resources to deliver the retrofit measures itself or manage suitable subcontractors so will be seeking a delivery partner to meet this need.

* 1. We are looking for a solution that will:
* Manage the capital funding in cooperation with WNC
* Identify properties that are eligible for the scheme
* Undertake targeted promotion of the scheme to residents and landlords across West Northamptonshire
* Manage the application process and customer journey from start through to final installation of the appropriate retrofit measures, including post installation quality assurance checks
* Evidence your organisational carbon emissions management and reporting along with initiatives to reduce emissions in line with net zero targets
* If used, management of subcontractors to include health and safety, quality assurance and carbon emissions monitoring and reduction
* Provide monthly reports on progress, to include but not limited to application numbers, dropout numbers, completed installation figures, details of measures installed, complaints and compliments
* Respond to queries within an agreed timescale
* Provide case studies when requested by WNC officers

# Section 3: Supporting information

Please note you do not need to resize the table; it will automatically adjust to fit your response.

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| Registered office (if applicable) |  |
| Trading address (if different from office) |  |
| What if any local connections do you have with the authority? |  |
| Name of person whom a query relating to this questionnaire should be addressed |  |
| Telephone Number(s) |  |
| Email |  |
| Address if different to above |  |

## Section B: Questions

Please note you do not need to resize the table; it will automatically adjust to fit your response.

|  |  |
| --- | --- |
| **Question** | **Response** |
| Please briefly outline your proposed approach to delivering retrofit home energy upgrades funded through the Warm Homes: Local Grant scheme |  |
| If your proposed approach includes the use of subcontractors, please outline your quality management approach to subcontractor delivered upgrades |  |
| Please outline previous experience of delivering retrofit home energy upgrades through government grant funding scheme(s) |  |
| Please provide evidence of completed property numbers from delivery of the above scheme(s) |  |
| Please indicate what would be an adequate timeframe for you to review the procurement documents when they are published and prepare your bid response |  |
| Does your organisation have a climate change or sustainability strategy or delivery plan? |  |
| Does your organisation monitor carbon emissions and have a net zero target, please provide brief details of both, including any publicly available reporting |  |
| Are you currently on a Dynamic Purchasing System (DPS) or National Framework (NF) that can be accessed by local authorities? If so, please provide details of the DPS or NF |  |