



**Pre-Tender Market Engagement
Housing First Pilot Evaluation
CPD/004/118/129**

Authority: Ministry of Housing, Communities and Local Government (MHCLG)
("the Authority").

Date Response required: 28th March, 12.00pm (GMT)

1 PURPOSE

1.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a "**Potential Supplier**") to the Housing First Pilot Evaluation. The purpose of this PTME is to:

- 1.1.1 help provide a better understanding of the feasibility of the requirement;
- 1.1.2 help provide a better understanding of some of the costs associated with the evaluation;

1.2 The Authority shall maintain commercial confidentiality of information received during the PTME.

2 INTRODUCTION

- 2.1 The Authority has committed £28 million to pilot Housing First in the 2017 Autumn Budget. This includes funding for a robust evaluation.
- 2.2 Housing First is targeted towards helping some of the country's most entrenched rough sleepers. The Pilot will take place in three regions, Greater Manchester, Liverpool City Region, and the West Midlands Combined Authority.
- 2.3 The Pilots are currently developing their implementation plans and draft versions of these will be available to bidders

3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

- 3.1 We are seeking to commission an impact, economic and process evaluation of the Housing First Pilots, as well as work to scope and agree the design of the impact evaluation with the Pilot areas. The implementation timetable for the Pilots means we would like to commission the scoping work, and the impact, economic and process evaluation at the same stage to the same supplier. The main purpose of this pre-market engagement is to test the feasibility of this approach. The remainder of this section is an extract of the draft specification.
- 3.2 We are seeking to commission three lots; 1) scoping and co-design of impact evaluation 2) a process evaluation and 3) an impact and economic evaluation. We welcome consortium bids.
- 3.3 These evaluations will take place over the course of the pilot.
- 3.4 The objective of Lot 1 is: To work with the three Regional Pilots to design and agree the most appropriate methodology for the impact evaluation by September 2018.
- 3.5 Within this objective there are a number of requirements:
 - 3.5.1 The design of the impact evaluation must include an appropriate counterfactual and is expected to be either a Randomised Control Trial or a quasi-experiment. Equal consideration should be given to both.
 - 3.5.2 Irrespective of method, we would expect the impact evaluation to provide evidence of the impact of the intervention on accommodation outcomes over two years and evidence of the impact on other outcomes over at least one year, but two years where possible.
 - 3.5.3 The design needs to allow for a Cost Benefit Analysis (CBA).
 - 3.5.4 The methodology of the impact evaluation must be co-designed with the Pilot areas, and other areas, as appropriate.
 - 3.5.5 It is imperative that the supplier works in partnership with the Authority and the Pilots, and should present plans for how they will engage with the pilots and ensure an on-going dialogue with them throughout the course of the project. The supplier must provide updates on the risks and challenges associated with the different designs, whether and how these may be mitigated, and the recommendations they would make as a result.
 - 3.5.6 The supplier will provide a detailed evaluation project plan agreed with the Pilots and the Authority that takes into consideration the start date of the Pilots (expected to be between August and October 2018) and the need to provide interim findings by April 2020 and final evaluation findings by Spring 2022.

3.6 Given the timescales for this work, tenderers should outline a project and implementation plan for Lot 1 that they will be ready to implement immediately if they are successful.

3.7 The objectives of Lot 2 are:

3.7.1 To understand how the Pilots are preparing for the delivery of Housing First and identify the key learning from the implementation, building on the Crisis Toolkit.

3.7.2 To understand what is working well, and the risks and challenges of delivering Housing First - at a local, Regional and National level - and how these can be addressed.

3.7.3 To understand the Pilots' strategies for engaging with different stakeholders, how stakeholders understand and engage with Housing First and if, how, and why, this changes over time.

3.7.4 To understand how Housing First makes a difference to clients, and what the key mediating factors in determining their outcomes are.

3.7.5 To understand the added value and challenges associated with commissioning and delivering Housing First at a Regional level.

3.7.6 To understand how Housing First fits into the wider homelessness and housing landscape at a national, regional and local level and how this changes over time.

3.8 Given the need to start the process evaluation immediately, Tenderers are required to outline a project and implementation plan for the first phase of the work that they will be ready to implement straight away if they are successful.

3.9 The objectives of Lot 3 are:

3.9.1 To understand what extent any change in individuals' outcomes is attributable to the Housing First intervention.

3.9.2 To understand for whom Housing First has been most effective, taking into account individuals' characteristics and homelessness and public service use history.

3.9.3 To understand which types of support and accommodation provision have been most effective.

3.9.4 To identify the cost-effectiveness of Housing First and whether this differs across different client groups, within the time frame of the evaluation.

- 3.10 The impact evaluation is expected to measure the impact of Housing First on the following outcomes: accommodation, wellbeing, physical and mental health, substance use, contact with the criminal justice system, integration and employment.
- 3.11 Tenderers are asked to provide information on:
- 3.11.1 the proposed outcome metrics and the data collection methods for these (including direct contact with clients and the use of administrative data);
 - 3.11.2 the expected frequency and timing of data collection for both the intervention and counterfactual group (in relation to assumed start dates for the Pilots as a whole and for individual clients, that can be adjusted as appropriate);
 - 3.11.3 the expected number of individuals in the intervention and counterfactual group over time (a range can be given based on the minimum numbers expected to be required to detect significant impacts for different outcomes and the ideal numbers – it should be clear how costs will increase/decrease depending on the outcomes of the scoping phase);
 - 3.11.4 if direct and repeated contact with clients is proposed, information should be provided on how clients will be engaged and the strategies that will be put in place to minimise attrition, particular in the counterfactual group;
 - 3.11.5 how cost data will be collected for the intervention and the counterfactual;
 - 3.11.6 how benefits will be monetised;
 - 3.11.7 additional activities that are specific to a particular design e.g. use of propensity score matching;
 - 3.11.8 the way in which the data will be cleaned and analysed;
 - 3.11.9 if personal data is to be used, the development of GDPR compliant privacy information and a draft Privacy Impact Assessment (to be agreed and owned by MHCLG) within the timeframes involved;
 - 3.11.10 the frequency of any proposed data linking exercises;
 - 3.11.11 the risks associated with each design as it is being implemented (rather than the design and agreement process) and how these will be mitigated;

- 3.12 Tenderers are expected to provide costings for two impact evaluation designs – one using a randomised design and one a quasi-experiment, with two options per design – one based on the minimum number of clients in the comparator and counterfactual group and one with a more comfortable margin. Tenderers are required to build in maximum flexibility in their proposal to take into account the results of the scoping and co-design phase and be very clear about the assumptions the costings are based upon and how they would change if we end up with a different scenario. We would expect tenderers to build in a contingency fund to take into account changes arising from the work carried out in Lot 1.
- 3.13 Any financial incentive for areas outside the Regions to participate in the evaluation should not be included.
- 3.14 It should be noted that the Authority has an on-line questionnaire designed to be completed by rough sleepers with complex needs currently being used in another evaluation (to be supplied). If similar information is required for this evaluation, it is possible that this could be used and this should be taken into consideration.

4 OUTPUTS/DELIVERABLES

- 4.1 Outputs from Lots 1-3 are as follows:
- 4.1.1 A detailed evaluation project plan agreed with the Pilots and the Authority - September 2018.
 - 4.1.2 Feedback to the Pilots on the findings related to objectives 2-4, facilitating learning across the different Pilots and within Pilot areas - on a quarterly basis.
 - 4.1.3 Interim process evaluation report, covering objectives - 1-6 April 2019.
 - 4.1.4 Interim baseline report - July 2019.
 - 4.1.5 Interim report on 6 month impact results and process evaluation -March 2020.
 - 4.1.6 Interim impact and economic evaluation report on one-year results - September 2020.
 - 4.1.7 Interim process evaluation report covering objectives - 2-6 in April 2021.
 - 4.1.8 Interim impact and economic evaluation report on two-year results - September 2021.
 - 4.1.9 Final impact, economic and process evaluation report - Spring 2022.
- 4.2 Please note that these are indicative timings only and the timetable for the impact and economic evaluation outputs will be confirmed at the conclusion of the work required for Lot 1.

5 KEY DATES & TENDERING PROCESS

- 5.1 It is anticipated that procurement will start in April 2018, with the contract to commence in June 2018. These indicative dates are for information purposes only. MHCLG reserve the right to amend these dates at any time, and Potential Suppliers rely on them entirely at their own risk.
- 5.2 The contract is expected to be for a period of 4 years, with break clauses included to cover the period of the contract.
- 5.3 The evaluation is likely to be commissioned through the new Crown Commercial Service (CCS) Dynamic Purchasing System (DPS) - RM6018 Research Market Place.
- 5.4 Suppliers are able to apply to join the DPS at any time. During application to join the DPS, suppliers indicate which services they may be able to provide under the DPS.
- 5.5 Please note that new suppliers are able to register with the DPS via the following link and that this process can take around 2 weeks:
<https://supplierregistration.cabinetoffice.gov.uk/dps#research>
- 5.6 If you have any questions about the DPS and would like to contact a member of the CCS team, please email: researchmarketplace@crownccommercial.gov.uk

6 RESPONSE

- 6.1 **Please respond by email to paul.farlow@communities.gsi.gov.uk to the following questions by 28th March 12.00pm (the “Response Deadline”).**

Q1 Is it feasible to commission Lot 1 and Lot 3 together?

Q2 Is it feasible to provide information as suggested in 3.11 for Lot 3 without having a detailed methodology in place? Please identify any that aren't feasible or anything that could be added in addition.

Q3 Is it feasible to provide costings for the 4 options suggested in 3.12?

Q4 What would the indicative cost per interview be for conducting interviews with treatment and control clients? Will these costs vary for any reason?

Q5 How frequently would you anticipate collecting data on these clients via face-to-face contact?

7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document at any time prior to the Response Deadline. Questions must be submitted by email to paul.farlow@communities.gsi.gov.uk only.
- 7.2 To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- 7.3 Responses to questions will not identify the originator of the question.
- 7.4 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
 - 7.4.1 the question/clarification and the response should in fact be published; or
 - 7.4.2 it wishes to withdraw the question/clarification.

8 GENERAL CONDITIONS

- 8.1 This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier’s understanding of the requirements in advance of any formal competitive tender exercise.
- 8.2 The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 8.3 The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- 8.4 Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.

- 8.5 No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- 8.6 The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
- 8.7 No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.