

INVITATION TO QUOTE

Support to Establish the Homes for Lambeth Housing Delivery Venture: Mobilisation & Intelligent Client Function

1. Introduction

The London Borough of Lambeth (the Council) is seeking to appoint a specialist adviser to work with the Council and its advisers to support the establishment and mobilisation of the Homes for Lambeth Housing Delivery Vehicle. This is a key support requirement that will transition from the pre-incorporation period through the first 6 months of activity for the incorporated Homes for Lambeth companies.

The Council has an ambition to deliver significant volumes of new housing that meets the current and future need of Lambeth's residents (and which will add significantly to the availability of new homes at council rent levels). These ambitions cannot be effectively realised through conventional approaches alone.

The Council is therefore undertaking more direct delivery routes of new housing within the Borough. As part of this strategy, Cabinet (12 October 2015) approved a process to form and mobilise a new special purpose vehicle (to be called Homes for Lambeth), which will be a company wholly owned by the Council with a remit to deliver new homes in Lambeth, primarily on land owned by the Council. In parallel with this decision, the Council has commenced an estate regeneration programme (including six estates) and a small sites housing delivery programme. The entire programme will see some 3,000 to 4,000 new homes constructed in Lambeth over the next 10 years.

It is essential that Homes for Lambeth work closely with the Council and its advisers; but Homes for Lambeth must also operate to a level of independence and must pursue actions that support the aims of Homes for Lambeth in its own right. As such, the Council proposes to undertake the initial procurement of this support contract and reserves the right to novate the contract to Homes for Lambeth at its discretion.

Information can be found on the Council's ambition to establish Homes for Lambeth at the following link:
<https://modern.gov.lambeth.gov.uk/documents/s77350/Homes%20for%20Lambeth%20an%20SPV%20for%20Lambeth.pdf> . This links to an earlier council decision to establish Homes for Lambeth; whilst much work has taken place since the time of this decision (October 2015), at a strategic level the intended structure and approach remains broadly the same. A report is currently being prepared to take to Lambeth Cabinet in May 2015 to confirm the detailed structure and approach for Homes for Lambeth prior to incorporation.

Key components of the work will include:

- Mobilisation support prior to; and for first 6 months of activity post incorporation; with the aim of enabling Homes for Lambeth to adopt and take ownership of its initial portfolio of

development schemes, which will be agreed by Lambeth's Cabinet as part of recommendations to proceed to incorporate and mobilise Homes for Lambeth companies.

- Putting the governance proposals for Homes for Lambeth into effect, which will include working with Officers and advisers to assist with Board appointments, develop governance and policy infrastructure, procure secretariat support and support the nascent Boards.
- To facilitate the transition from incorporation of Homes for Lambeth towards achieving its own corporate and commercial identity, so that it can operate on a commercial basis, distinct from the Council.
- Provide advice and support to those council officers that are appointed to positions on the new Boards, to help them to understand their responsibilities as Board Members of a commercial company with its own distinct identity from the Council.
- Supporting each Board to translate the Business Plans for Homes for Lambeth into individual delivery plans for each Homes for Lambeth company; to begin to deliver against these plans and to monitor progress.
- Supporting Homes for Lambeth to develop a balanced interface with the Council's teams (such as Estates Regeneration Schemes and its advisors), with whom Homes for Lambeth must work closely with, but separately to, in order to progress developments. The advisor will also work with the corporate parts of the Council to agree services that will be provided into Homes for Lambeth.
- Liaising with Lambeth's Finance Officers and advisors (including Financial and Tax advisors and Strategic Technical Advisor), working closely with, but separately to these parties, in order to provide Homes for Lambeth's Boards with the information and resources required to develop and communicate Homes for Lambeth's intentions as the schemes progress through the development stage.
- Provide support in procuring support services and setting in place systems and practices to support the operational activities of Homes for Lambeth companies.
- Support Homes for Lambeth to identify and secure opportunities to improve its strategic, commercial and operational efficacy and efficiency.

Effective and co-operative liaison with Board Members, Officers, appointed advisors and stakeholders will be essential to the success of this commission.

The successful consultant will need to work closely with other advisors appointed by the Council but must also recognise and effect the necessary separation of activities required to delineate the interests of Homes for Lambeth from those of the Council.

A fixed price quote is required for the period spanning pre-incorporation and for the first six months of trading for Homes for Lambeth (incorporation is expected in May 2017). The qualitative response should consist of no more than 5 sides of A4 (CVs for key staff can be provided in addition). Consultants are also required to provide a fee schedule of hourly rates for any additional services that Homes for Lambeth may require that are outside the scope of this brief.

If you would like to express an interest in this project, please contact Julian Hart (jhart@lambeth.gov.uk) for a more detailed brief.

2. Evaluation Criteria

Responses to this invitation to quote will be assessed on the basis of the information within quotes according to the following criteria: 40% price and 60% quality and technical.

Price

Quantitative bids will be scored on the basis that the cheapest fixed price will be awarded the full 40 percentage points and the other bid prices awarded a score that reflected their proportional difference to the cheapest score, as follows:

- the Lowest price (A) will be awarded 40 points; and
- other bids (B, C, D etc) will be scored on the basis of the following formula $(A/B) \times 100$ with this score (X) converted to a score out of 40 $(40 \times X/100)$.

Quality

Qualitative responses should not exceed 3 pages of A4 and should provide answers to the following questions:

No.	Requirements	Score
1	A methodology statement outlining; - your company approach and ethos; - your understanding of the Council's aims for Homes for Lambeth, brief and how you would deliver the services requested - How you will work effectively with the Council's team and its wider advisers to deliver against these aims.	20%
2	Set out your track record on providing support to develop and mobilise special purpose companies for housing development to developers/public sector	20%
3	Set out what you believe is required to deliver success for Homes for Lambeth throughout the period covered by this contract	20%
Total		60%

Clarification interviews will be carried out with the top three scoring responses.

3. References

Please provide two references detailing:

- Project undertaken
- Client contact number and e-mail address

4. Form of Contract

It is proposed to use Lambeth Standard Contract Terms.

5. Timetable

Publicise Request for Quotation	17 March 2017
Deadline for Returns	27 March 2017 at 12 noon
Interviews	28 March 2017 to 7 April 2017

Start of Contract	10 April 2017
Contract Completion	Early 2018

6. Where to send quote

Please send quote by email to Julian Hart (jhart@lambeth.gov.uk) by 12 noon on 27 March 2017.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

- I have read and understood Lambeth's procurement guidance for suppliers, "Selling to the Council"
- I accept the Terms and Conditions indicated on this form
- If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
- If I am selected to provide the above services and/or supplies I will complete the Council's Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
- Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
- Non-delivery of services or products will result in non-payment by the Council
- False representation could result in de-selection from any competition or termination of contract
- It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work.
- Lambeth has the right to use this information for the prevention and detection of fraud
- If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes ☐