

INVITATION TO TENDER JUNE 2019

SHAP IS PROCURING

SHAP is currently procuring services in three lots for 5 years to work with the existing SHAP Secretariat to deliver a range of projects.

The requirement is for flexible project support for 3 roles through 3 panels to start as soon as possible

The services are being procured through 3 Lots with no guarantee of minimum levels of work.

The intention is to award initial contracts for 1 – 2 days a week (Lots 1 and 2) and with the ambition of additional work being contracted to all 3 Lots as SHAP grows its project portfolio, although this cannot be guaranteed at this stage.

For more information about the procurement go to www.shap.uk.com/blog. The tender is open from 18 June to midnight on 3 July 2019.

Please contact carl@bchs.coop for more information.

Please send an email to carl@bchs.coop if you are intending to submit a tender so that you can be informed about tender queries and any other updates.

This procurement replaces the procurement advertised in our last newsletter. We apologise for any inconvenience caused but the scope of one of the projects we will be delivering in 2019 changed.

In particular, note that Energy Capital will shortly be recruiting for a Director and procuring services to support the development of the West Midlands Fuel Poverty programme.

SHAP PROCUREMENT JUNE 2019

SHAP is a not for profit membership organisation of stakeholders from across the housing sector. Our Members identify and prioritise the issues that they would like to be the focus of SHAP discussion and research.

The annual research and dissemination programme has historically been delivered by the SHAP Secretariat (SHAP Co-ordinator and SHAP Administrator). The SHAP co-ordinator post and administrator support are core funded through Membership, Sponsorship and existing grant funded projects. Additional services have previously been procured on an 'as needed' basis.

SHAP is currently being contracted to deliver 3 grant funded workstreams and is developing further project bids.

In order to deliver the 2019/2020 programme, and plan for expansion of the support to the SHAP Secretariat if current/future funding bids are successful, SHAP intends to procure 3 panels in 3 Lots to provide flexible services for a 5 year period.

The successful bidders in this procurement will be responsible to the SHAP Board and will work alongside and, where appropriate, report to the SHAP co-ordinator. There is the intention that successful bidders will have their contracts extended as new workstreams are funded.

The three Lots are:

LOT 1. Programme and Project Manager - initially 1 – 2 day(s) a week (subject to contracts currently in the pipeline being signed) but with the potential to increase

LOT 2. Programme Administrator - initially 1 - 2 day(s) a week (subject to contracts currently in the pipeline being signed) but with the potential to increase

LOT 3. Technical Project Lead - work packages to be confirmed subject to contracts currently in the pipeline / being signed

The maximum total value of work to be contracted through this procurement, for all 3 Lots over 5 years, is £160,000 (one hundred and sixty thousand pounds) including VAT (if applicable). The maximum contract total for any successful bidder over 5 years will be £65,000 (sixty-five thousand pounds) including VAT (if applicable). Should the maximum values for this procurement be met within 5 years, a new procurement exercise will be undertaken to ensure continuity of project delivery to grant funders. SHAP also reserves the right to run additional procurements during the next five years if new opportunities arise that fall outside the scope of this procurement.

Bidders may tender for one or more Lots. Bidders may be individuals or named individuals proposed by organisations.

The grants funding work to be delivered by successful bidders in this procurement have been secured on proposals by SHAP of activities to be delivered against fixed costs (which include VAT and expenses). SHAP reserves the right to not award any contracts under this procurement should the contracted activities be undeliverable at hourly rates submitted by those tendering.

This procurement is being carried out in compliance with Public Contracts Regulations 2015 and European procurement requirements as SHAP is a Contracting Authority as it receives more than 50% of income from public funding.

The work will be allocated as follows:

Recognising that the procurement is for flexible service delivery, it is the intention of SHAP to appoint the 3 highest scoring bidders Lots 1 and 2 to a panel for that Lot and up to 6 of the highest scoring bidders to Lot 3 with at least 1 in each of the 3 topic areas. The scoring is based on a price quality approach of 40% price and 60% quality. A combined price/quality score of at least 70% is required for any bidder to be appointed to the panel for each Lot.

The initial contracts to be awarded in Lots 1 and 2 will be awarded to the highest scoring bidder. Additional work, as it comes forward, will be offered to the highest scoring bidder first and then to the second and then the third bidder in the panel for that Lot. Contracts will be awarded to suppliers in Lot 3 according to the match of the strength of their expertise, experience and skills against project requirements. Mini competitions may be run if several suppliers on the panel offer equal expertise, skills and experience.

The first contracts will be awarded for 2019 for projects with secured funding on completion of this procurement process.

Projects already contracted with SHAP or about to be contracted include:

TABLE 1

Project name	SHAP role	Activities to be delivered
CHARM – a circular economy project funded by Interreg NWE (North West Europe)	Sub-partner Lead on UK dissemination on project activity and findings.	Definition and delivery of UK dissemination activity working with the UK and international CHARM partners and subpartners.
WMCA (West Midlands Combined Authority) Energy Capital Fuel Poverty programme – development of a governance structure for a proposed multi million pound programme to address fuel poverty	Provision of secretariat services to working groups reporting to the WMCA Energy Capital lead. (WMCA is also recruiting a full time lead and will be commissioning technical services)	Co-ordination of working groups, organisation of events and support to the working groups in collection of evidence base information
GBSLEP ERDF TA – technical assistance to Greater Birmingham Solihull Local Enterprise Partnership in delivery of European Regional Development Fund Priority 4 projects	Delivery of technical assistance to organisations interested in bidding for ERDF for low carbon housing projects.	The role involves awareness raising and capacity building through events and one to one support to potential bid applicants.

SHAP resource requirement for secured projects 2019 – 2022

SHAP has recently secured European funding for two workstreams. (See Table 1 above). The procurement resource requirement is therefore set out in calendar years to align with the EU financial year.

The secured grant against the 3 Lots in this procurement is shown below in Tables 2 – 4 for 2019 – 2022. No grant for has been secured for 2023, the final year of this procurement. SHAP has other project bids in development and it is the intention that this procurement will provide the resources to deliver additional projects contracted between 2019 and 2024.

SHAP additionally has core funding for the SHAP secretariat including the SHAP co-ordinator (in post) and the SHAP administrator to be procured through this procurement process.

TABLE 2 - SECURED GRANT 2019

	SHAP secretariat	Interreg – CHARM circular economy project	ERDF Technical Assistance	WMCA fuel poverty programme	No days/week required for 2019
Programme and Project Manager		X		X	1 - 2
Administrator	x	X	X	X	1 - 2

Technical Project Manager			X	X	1 - 2
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TABLE 3 - SECURED GRANT 2020

	SHAP secretariat	Interreg – CHARM circular economy project	ERDF Technical Assistance	WMCA fuel poverty programme	No days/week required for 2020
Programme and Project Manager		X			0.5
Administrator	x	X	X		1 - 2

TABLE 4 - SECURED GRANT 2021 and 2022

	SHAP secretariat	Interreg – CHARM circular economy project	ERDF Technical Assistance	WMCA fuel poverty programme	No days/week required for 2020
Programme and Project Manager		X			0.5
Administrator	x	X			1

GLOSSARY

CHARM	Circular Housing Asset Renovation & Management – No More Downcycling	http://www.nweurope.eu/projects/project-search/charm-circular-housing-asset-renovation-management/
ERDF	European Regional Development Fund	https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds
GBSLEP	Greater Birmingham and Solihull Local Enterprise Partnership	https://gbslep.co.uk/
INTERREG	Interreg Europe programme	https://www.interregeurope.eu/
SHAP	Sustainable Housing Action Partnership	www.shap.uk.com
TA	Technical Assistance	https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds
WMCA	West Midlands Combined Authority	www.wmca.org.uk/