**Tender For Housing Services (Homelessness, Housing advice and Choice Based Lettings)**

The PIN has been issued ahead of a proposed procurement of the above named service by East Northamptonshire Council. There is potential for Borough Council Wellingborough to join this procurement although that decision has yet to be finalised.

The detailed specification for the service is still being developed but in the meantime the Councils have some areas where they would appreciate information and input from the market. Please be aware that the information you provide may be used in finalising procurement documentation but there will be no advantage (intended or actual) for those who have responded to this PIN and no disadvantage (intended or actual) for those who haven’t in the final procurement process.

The current contract for East Northamptonshire covers the following volume of work during 2017:

* 157 homeless applications of which 78 were accepted as owed the full duty
* 286 homelessness preventions
* 1,397 housing advice cases
* 315 properties advertised and nominated to through Choice Based Lettings

This work is covered by 6.6 FTE members of staff.

The current contract for Borough Council Wellingborough covers the following volume of work during 2017/18:

|  |  |
| --- | --- |
| **2017/18 data for BCW** |  |
| Homeless applications | 306 |
| Homeless acceptances | 213 |
| Use of temporary accommodation (total number of placements by household) | 271 |
| Average length of stay in emergency and temporary accommodation (days) | 62 |
| Homeless prevention and relief | 84 |
| Housing register applications | 1230 |
| Number of adverts | 316 |

This work is covered by 5.5 FTE members of permanent staff and 2.0 FTE additional staff who are grant funded until 2020.

Please be aware that these volumes are subject to fluctuatation and are not a guarantee of the volume of work through a new contract.

We would be grateful if you could complete the following short questionnaire and return it to Clare Ellis (Head of Welland Procurement at [cellis@melton.gov.uk](mailto:cellis@melton.gov.uk) by **31st May 2018**.

|  |  |  |
| --- | --- | --- |
| **Number** | **Question** | **Response** |
| 1 | Name of Organisation |  |
| 2 | Address of Organisation |  |
| 3 | Contact details for the person completing this form |  |
| 4 | Please indicate which lot(s) you may be interested in bidding for | Lot 1: East Northamptonshire  Lot 2: Borough Council Wellingborough  Both Lots |
| 5 | The Councils are considering an initial contract term of 3 years with 2 possible extension periods of 2 years each. Do you have an opinion on whether this is a suitable contract term? Please bear in the mind the local authority structural changes in Northamptonshire when answering this question |  |
| 5 | The Councils would be interested in having an indicative annual cost for the provision of a like for like service | £ |
| 6 | Are there any specific services that you would like to see included in the Contract? |  |
| 7 | Are there any specific services that you would like to see excluded from the Contract? |  |
| 8 | Are there any additional comments you would like to make? |  |