

Community Housing
On behalf of
Fusion Worcestershire

INVITATION TO TENDER
FOR
BUILDING BETTER OPPORTUNITIES
RETURN ON SOCIAL VALUE ASSESSMENT

Please send completed Tender documents by email
To

Procurement@communityhg.com

By 23.05.22

1.0 INTRODUCTION

1.1 The Brief

On face value we are aware that our Building Better Opportunities (BBO) programme creates significant value to the people and organisations that we meet. We seek to understand the real difference we have made and will continue to make to our communities, what is the wider impact of the project outside the immediate goals of moving people closer to, or into Job Searching, Education or Employment?

We are seeking an external independent organisation to undertake an evaluative social return on investment assessment. We desire to know how investment through the Worcestershire BBO activities has maximised the impact of the funding, what the social value of this is per £1 of funding received and how this compares to other nationally funded employability programmes.

1.2 Current Situation

Community Housing is the trading name for The Community Housing Company Limited, a Co-operative and Community Benefit Society with charitable aims and a Registered Social Housing Provider. It owns and manages circa 6,000 homes, principally in the towns of Kidderminster, Stourport-on-Severn and Bewdley. It owns and manages general needs, extra care and sheltered housing homes and provides a range of services including housing management and care and support to its residents and the wider community. We are an exempt charity and not for profit company.

It was established in March 2005 after 5 years of success as a single Housing Company (Wyre Forest Community Housing, hereafter referred to as WFCH). WFCH was established to take over the housing stock and associated activities of Wyre Forest District Council on 27th March 2000 at a cost of approximately £43.6m.

The company operates from 2 offices across Kidderminster, its headquarters at Foley Grove, and operational offices at FinePoint.

The company is governed and controlled by paid independent members who bring a range of experience and expertise to the Company.

The company is regulated by the RSH, who are responsible for overseeing its activities and monitoring viability, governance and management.

[Regulator of Social Housing - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



Fusion was created in 2014 with the vision of Housing Partners and specialist local Voluntary Community Sector organisations coming together to deliver Worcestershire wide employment solutions and providing better, more comprehensive and coherent services; producing valuable outcomes for residents in need of help moving into sustainable paid employment.

Community Housing led the work to establish Fusion and act as lead in the delivery of Building Better Opportunities (BBO), Local Enterprise Partnership/Lottery contracts in Worcestershire. Having been successful, our BBO county-wide programme of Employment Support for those furthest from the job market has now been established.

BBO is designed to help local people move closer to or into employment, improve lives and secure the future prosperity of Worcestershire. Fusion has been successful to date in being awarded three contracts which have brought over £7 million investment into the county.

BBO commenced in Worcestershire in October 2016 and has brought together 13 delivery partners with specialist subject knowledge of housing, homelessness, drug and alcohol rehabilitation, criminal justice and mental ill health offering all of our participants a safe and informed route to move them forwards.

2.0 Notes to Tenderers

2.1 General

The Building Better Opportunities Programme and this Return on Social Value Assessment are funded by The European Social Fund and The National Lottery Community Fund and are therefore subject to specific guidance which should be considered when preparing tender documentation.

[Building Better Opportunities | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://tnlcommunityfund.org.uk)

[ESF funding rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



2.2 Timetable

Further information and dates	
Deadline for questions	Questions arising from this document should be emailed to Procurement@communityhg.com by 17.05.22
Deadline for question response	Responses will be uploaded to the tender portal by 20.05.22
Deadline for tender submissions	Email submissions to Procurement@communityhg.com by 23.59 on 23.05.22
Selection of providers for interview	Presentation to Community Housing evaluation team tbc
Contract award date	Week Commencing 06.06.22
Contract implementation date	Week Commencing 20.06.22
Full contact details	Connie Moore Insurance & Procurement Manager 3 Foley Grove, Kidderminster, DY11 7PT
Out of office received	Carrie Carroll – carrie.carroll@communityhousing.co.uk

2.3 Evaluation of Tenders

Price 60%

Quality 40%

The Insurance and Procurement Manager may contact you to obtain further information or seek clarification on the documents submitted and all correspondence should be directed to them (contact details at 2.4).

Short listed companies may be invited to present their proposals. Those staff attending the presentation must include the lead staff responsible for the contract. Tenderers will be informed of time, venue and directions to the presentation panel, or these may be completed remotely. We will also confirm the names and numbers of those expected to be present so you may provide handouts or supplementary information.

Community Housing will evaluate the tender submissions in terms of approach, quality and overall value rather than the lowest price



2.31 Price

The Tenderer submitting the lowest total bid will be awarded the full 60% for price with the remaining Tenderers' scores calculated relative to the lowest proposal. This will be achieved by reference to the options selected to form a total fixed fee quote which provides a Total Price. The lowest Total Price will then be divided by the Total Price for each of the remaining bids and multiplied by 100 to calculate a percentage figure for the remaining bids. Each Tenderer's percentage figure will then be multiplied by (60%) to provide a score.

2.32 Quality

The Tenderer receiving the highest quality score will be awarded the full 40% score attributable.

Awarding the remaining scores:

Tenderers who did not achieve the highest score will be awarded scores relative to the highest score. This will be done by using the highest score as a benchmark. The score of each tender that did not achieve the highest quality score will be converted into a Final Percentage Score. This will be achieved by dividing each of the other quality scores by the highest quality score and multiplying each of those figures by 100 and then multiplying this figure by the overall weighting allocated to quality.

For example, if the highest quality score achieved was 18, the Tenderer submitting that total would receive a percentage of 40 and then the other Tenderers would be scored as shown below:

Tenderer	Quality score	Calculation	Final % score
A	18		40
B	15	$(15/18 \times 100) \times 40\%$	33.33
C	12	$(12/18 \times 100) \times 40\%$	26.66
D	10	$(10/18 \times 100) \times 40\%$	22.22

Scoring matrix for method statements for quality:

Score	Description	Explanation
9-10	Excellent	Meets the criteria in a full and comprehensive manner and exceeds the requirement
6-8	Good	Generally meets the requirements of the criteria to the satisfaction of the Group, with some minor

		additional benefits
3-5	Adequate	Satisfies the requirements of the criteria
2	Minor reservations	The response meets some of the requirements but with some minor reservations about aspects of the response
1	Serious Reservations	The response meets few of the requirements
0	Unacceptable	No response received or irrelevant response

Community Housing will if necessary, contact tenderers to seek clarification of any aspect of a tender.

Tenders shall be valid and remain open for acceptance for 90 days.

2.4 Community Housing Contacts

The contact for any queries concerning the tender or the process is:

Connie Moore
Insurance and Procurement Manager
The Community Housing Company
Tel: 07764 422013
email: Procurement@communityhg.com

3.0 Document and information requirements

In order to ensure the review of your proposals is fair and equitable and to facilitate the requirements, all tenderers should submit a proposal in the following format:

- Font Arial
- Font Size 12
- Max 7 pages A4

3.1 Company Profile (maximum 1 pages A4)

This should provide us with information of the background, size and spread of your company with particular reference to office locations, number of staff working for your company with sector experience and expertise, and address of office handling this contract.



3.2 Lead contract responsible for the contract

Please confirm the details of the Lead contact and email address of the person who will be dealing with your submission.

3.3 Previous Experience (maximum 1 pages A4)

Please provide a table(s) which indicates:

Experience and details for similar return on social investment assessments and links, if available, that your organisation has undertaken.

3.4 Service Delivery (maximum 4 pages A4)

Detail the process and resources required to analyse the value for money / Social Impact of the activities delivered through the BBO Worcestershire project.

How will you analyse and present the value for money and social impact of the activities delivered through the BBO Worcestershire project?

What statistical performance data will you provide to assist us in improving future delivery of this or similar funded training programmes? How will this be presented?

How will you assess and present the impact this funding has had on communities and local community organisations?

3.5 Additional Information (maximum 1 pages A4)

Please provide additional information to support your company's policy on:

- Equality, Diversity & Inclusion
- Health and Safety
- Corporate Social Responsibility/Social Value

The successful company will be required to supply details to demonstrate compliance with these policies during the period of the contract.

We also require confirmation of your Insurance cover in respect of this contract and details of any claims or litigation in last three years. If none, please state 'none'.



3.6 Pricing

One inclusive price should be provided for the resources, research, investigation collation and final report.

4.0 Delivery of Proposal

Any questions regarding the tender should be emailed to procurement@communityhousing.co.uk by no later than 17.05.22

The proposal document shall be received no later than:

23:59pm on 23.05.22

Submissions received after this date and time will not be considered.

Please email all documents to: Procurement@communityhg.com

Emails / documents to be clearly marked:

BBO RETURN ON SOCIAL INVESTMENT

Submissions received after this date and time will not be considered.

5.0 Contract Form

The Company expects the supplier to negotiate an appropriate form of Contract, which will include, liquidated damages; implementation plan; appropriate service levels etc.

Until such time as the contract is agreed, our standard terms and conditions will apply. The supplier shall accept a Contract under English law.

6.0 General Notes and Guidance to Tenderers

This document is issued to tenderers on the understanding that:

- There will be no cost to Community Housing for the preparation of the response to this document or other pre-contract documents and in negotiating the Contract to its conclusion.
- The contents of the document will not be disclosed to any third party without the written consent of the Company.



- Tenderers are not entitled to publicise the fact that they have received this document.
- The Contract and Tender documents are and shall remain the property of the Company and must be returned upon demand.
- Should a person proposing to submit a Tender be in doubt as to the interpretation of any part of the Tender documents, the Company will endeavour to answer any written enquiries prior to Tenders being submitted.
- The Company is not obligated to award the Contract at all and may re-issue this document, or issue a similar document, without making an award.
- If the contract is awarded, the Company will approach you if we have any areas where we want additional specialist audits but reserve the right to use others to carry this out if we feel it's necessary.
- The contract shall be awarded (subject to Company's discretion not to accept the lowest, or any tender) in respect of the tender, which in the opinion of the Company is the most economically advantageous.
- It is the duty of the tenderer to inform themselves of all the relevant facts at their own expense and not rely on any statements made in this document as warranties.
- Every Tender received by the Company shall be deemed to have been made subject to the terms and conditions of the Tender document.
- The Company is entitled to share ideas in a response with other tenderers.
- Tenders must be submitted in accordance with the requirements detailed in all of the Tender documentation. Any Tender which does not comply with these requirements in any way may not be considered by the Company.
- The contents of the proposal, especially regarding the quoted prices, are expected to remain in force for the period up to final acceptance of the whole solution within the proposed / agreed timescale.
- Any communications relating to the Tender documentation should be made, in writing, to the address and contact points listed in Section 2.4 of this document. The nature of the query and the response will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account is the Tenderer to contact or communicate with any person within the Company, directly or indirectly, other than those listed in Section 2.4.
- Any modification to the Invitation to Tender shall be issued at least seven



days before the Tender Closing Date and shall be issued as an addendum to, and shall be deemed to constitute part of, the Invitation to Tender. If necessary, the Company shall revise the Tender Date in order to comply with this requirement. No extension of time and date by which the Tender must be submitted will be granted, except under exceptional circumstances.

- The Tender and all accompanying documents must be in English and all prices must be in sterling.
- Where appropriate, British or International Standard or Code of Practice is current at the date of the Tender, every Contract shall require that all goods and materials used or supplied, and where appropriate all workmanship, shall be in accordance with that standard, or a standard recognised by another Member State of the European Union or an International Standard offering equivalent guarantees of safety, fitness for purpose, and reliability. In all cases, such standards shall be without prejudice to any higher standard required by the Contract.
- The Company will require the supplier to provide an insolvency guarantee to cover potential losses by the Company, in the event of the supplier's insolvency during the term of the Contract, to a value to be determined by the Company.

