A logo with a person and a star

Description automatically generated

**Call for Competition Prior Information Notice (hereafter referred to as an Expression of Interest (EOI)**

**For:**

**Northamptonshire Children’s Trust Provision of Short-Term Residential Accommodation for Family Members in Northamptonshire and other area outside Northamptonshire**

Northamptonshire Children’s Trust (hereafter referred to as “NCT”)

**Section 1: Introduction**

1. **General Requirements**

1.1. Northamptonshire Children’s Trust (NCT) is wishing to advertise this Expression of Interest for organisations to provide properties across Northamptonshire and may be required for areas outside Northamptonshire.

1.2. As part of our role, we are required to provide short term residential accommodation to provide a place to stay for prospective “connected persons” who live outside of Northamptonshire, including from overseas A connected person is a family member or friend who is being considered and assessed as alternative and permanent carer for children in care.

1.3. A property will be required on each occasion for a maximum of 6 weeks. We will normally be given two weeks’ notice. The child will need to stay with the connected person and assessments will be carried out by a Social Worker on their ability to parent in everyday situations, therefore requiring a home environment such as a flat or house and not a hotel.

**Note to Potential Providers**

**An Expression of Interest (EOI) for this requirement was published in May 2023 however due to homes now being required in Northamptonshire and other areas this EOI has been republished. Previous organisations whom had expressed their interest in May 2023 must reapply to this Expression of Interest.**

**Please note: this EOI is a formal request for competition which may result in a Contract Awards.**

2. **Confidentiality and Freedom of Information (FOI)**

2.1. Please note: all information included in this EOI is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.

2.2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under FOI the request will be dealt with in accordance with the legislation.

3. **Background**

3.1. Northamptonshire Children's Trust (herein referred to as “NCT”) is different to children's services in other Local Authorities. NCT are owned by the North and West Northamptonshire unitary councils but are managed and operate independently to the councils.

3.2. NCT works with the North and West Northamptonshire Councils and other partners such as Health, Police, Education, Voluntary and Private organisations to deliver the best outcomes for children, young people and our community.

3.3. NCT provide a range of services for children and their families, including:

• Early Help – providing targeted support to children, young people and families with additional needs to prevent difficulties from escalating, and those who no longer require social care intervention

• Youth Offending – supporting young people who are at risk of or involved in criminal activity to prevent offending / re-offending

• Social Care – providing support to children in need of help and protection.

4. **EOI Timetable**

4.1. Please read this document and if you feel that your organisation wishes to apply to this Expression of Interest please complete this EOI and return, via email to [procurement@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) by 12.00hrs on Monday 21st August 2023. The EOI should cover, as a minimum the criteria set out above and below.

4.2. The successful supplier/s will be informed week commencing Monday 28th August 2023 of NCT’s intention to award.

**EOI Timetable**

4.3.

|  |  |
| --- | --- |
| **ACTIVITY** | **TIME AND DATE**  **(as applicable)** |
| Publish Date of EOI | Monday 7th August 2023 |
| Deadline for Tender responses | 17:00hrs on Monday 21st August 2023 |
| Anticipated Award week commencing\* | Monday 28th August 2023 |
| Proposed Mobilisation By\* | 01st October 2023 |

4.4. NCT reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for guidance only and are subject to change at short notice. No information in this document is, or should be relied upon as, an undertaking or representation as to NCT’s ultimate decision in relation to the requirement.

4.5. NCT reserves the right, without notice, to change the process detailed in this document, or to amend the information provided, including, but not limited to, changing the timetable, the scope and nature of the requirement and the process. This will be subject to the normal rules of public law and procurement principles and rules.

4.6. Moreover, NCT reserves the right to provide further information or to supplement and/or to amend the process. Participation in this process is at your own risk. NCT shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this process, whether NCT has made changes to the procurement process or not.

4.7. NCT also reserves the right, at any point and without notice, to discontinue the EOI without awarding a contract, whether such discontinuance is related to the content of Responses or otherwise. In such circumstances, NCT will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all proposals and submissions relating to this requirement entirely at your own risk.

**Section 2: Service Specification**

**Please refer to attachment - Service Specification for the Provision of Short-Term Residential Accommodation for Family Members**

# Section 3: Supporting information

Please note you do not need to resize the table; it will automatically adjust to fit your response.

If your organisation wishes to express interest to EOI, please complete the following sections:

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| Registered office (if applicable) |  |
| Trading address (if different from office) |  |
| Name of person whom any queries relating to this questionnaire should be addressed |  |
| Telephone Number(s) |  |
| Email |  |
| Address if different to above |  |

## Section B: Question and Pricing to complete

If this is of interest to your organisation, please complete the following questions.

**Property details (please duplicate this table below for each property)**

|  |  |
| --- | --- |
| Property location (eg Northampton) |  |
| Number of bedrooms |  |
| Price per NIGHT |  |
| Management fee (expressed as a % of nightly fee, or a £ per night) |  |
| Details of cancellation policy |  |
| Any other comments |  |

**Please note that NCT reserves the right to progress with Potential Providers that have submitted an Expression of Interest to any further stage(s) and/or Award. NCT reserves the right not to progress with the Expression of Interest. This will be dependent on the interest received to the Expression of Interest.**

**Signed\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position --------------------------------------

## Evaluation and Moderation of Quality (Award Criteria Questionnaire)

* 1. The Provision of Provision of Short-Term Residential Accommodation for Family Members in Northamptonshire and Other Area outside Northamptonshire may be awarded to one or more provider. There will be no scored ranking for this service provision. All providers will be contracted as a Spot Purchase arrangement due to this demand led service and is utilised as and when the service is required. There is no guarantee of work or volume.
  2. The price for this service will be on a “per night basis”. Prices will be as supplied by the provider as part of the Expression of Interest process and no price increase will be provided.
  3. All costs will be met by NCT. Any damage would be expected to be covered by the organisation providing the home through adequate insurance. Where this is not possible, this may be covered by NCT by negotiation and where this can be evidenced it has been caused by the person(s) occupying the property.
  4. The provider will be expected to obtain a Purchase Order from the individual at NCT who makes the booking; invoices will not be paid without the purchase order.
  5. Each Tender Response will be evaluated by an Evaluation Panel, which may include, but not be limited to Children’s Trust officers, members, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).
  6. An initial examination may be made to establish the completeness of the Tender Responses.

## Evaluation and Moderation of Quality (Award Criteria Questionnaire)

4.1 Potential Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their EOI Response in the event of errors being identified after the Deadline for Submission of Bids, set out in the Pricing Table.

4.2 If a Potential Supplier fails to provide fully for the requirements of the EOI it must either: absorb the costs of meeting the Children’s Trust’s full requirements within its tendered price; or withdraw its tender.