Defence Infrastructure Organisation

RENTED LIVING ACCOMODATION PROJECT

BOOKLET 4 – AUTHORITY SUPPLIED INFORMATION

Contract Number: 700219314

Date: 08 MARCH 2022

Version 1.0

Document Control

This is one of six Booklets as listed below that together comprise the RLAP contract.

DOCUMENT No.	TITLE
Booklet 1 of 6	Form of Agreement
Booklet 2 of 6	Conditions of Contract (including Contract Data)
Booklet 3 of 6	Service Information
Booklet 4 of 6	Authority Supplied Information
Booklet 5 of 6	Price Information
Booklet 6 of 6	Accepted Plan

Document History Record (After Issue)

Date Issued	Version	Distribution	Reason for Change
9/11/20	0.1	DCT Tech Team	
08/03/2022	1.0	Supplier	Contract Award

1. Introduction

1.1 General

This document is intended to explain the content and structure of the Authority Supplied Information for the Rented Living Accommodation Project (RLAP).

1.2 Authority Supplied Information

The Authority Supplied Information is a collection of electronic files that sit within the Virtual Data Room. The files contain historical information to support the Authority Requirements and assist the bidders in submitting accurate bids.

Data is supplied for both Single Substitute Service Accommodation (SSSA) and Substitute Service Family Accommodation (SSFA) and has been sourced from the incumbent contractor.

The data provided is classified as 'Official'. To obtain this classification redactions have been made to the property address, and removal of Service Personnel (SP) details. As such the data supplied will be limited to Region, sub region and where possible a post code will be provided.

The data will be provided in 5 categories with subsequent sub sets of data as described later in this document:

> 01_Contract Wide Information
>
> 02_Requirement
>
> 03_Asset management and Repairs
>
> 04_Transaction and Costs
>
> 05_Monthly Management Information

1.3 Virtual Data Room (VDR)

The Virtual Data Room (VDR) has been created in AWARD and can be accessed via the AWARD application.

There is no intention to refresh the VDR on a regular basis, however if the Authority feels there is a need to update or include any additional information all bidders will be notified via AWARD immediately.

2 VDR Content

00_Guidance
Employer Supplied Information Cover document

Data Definitions and Data Summary document

01_Contract-Wide Information

The overarching information that supports the Contract in its entirety and includes:

Rental hotspot areas for properties and personnel for the top 10 areas for SSFA and SSSA

Military ranks and housing grade entitlements

Regions and Sub Regions – details of the 10 regions that the current Contract is broken into and the sub regions that sit beneath these.

02_Requirement

Data that supports the overall requirement for rented accommodation and includes:

The number of SSFA and SSSA on the scheme by region and property band

The number of Service Personnel (SP) on the scheme by region and property band

The average time spent by SP living in SSFA and SSSA

The average cost of SSFA and SSSA split into band (SSSA), property type (SSFA) and region

Total number of applications received for substitute accommodation

Total number of applications received for substitute accommodation with pets

03_Asset Management and Repairs

Data relating to the management of the assets to include:

Void rentals - Data relating to properties that are uninhabited yet due to circumstances remain on the Contract.

Repair data detailing per region the number of repairs received, the repair category and description

Help desk call volumes separated into business hours and out of hours.

04_Transactions and Costs

The data is provided to give an overview of transactions occurred within the current Contract and details the varying costs that are either the responsibility of the Authority and reimbursed to the Contractor or the responsibility of the Contractor due to clauses within the Contract.

Pass through costs split into SSSA and SSFA

Temporary Accommodation costs

The number of Transactional actions processed

Subsistence payments

Parking costs

05_Monthly Management Information

Monthly information reports relating to SSFA and SSSA properties and users.

Reference Library. The Reference Library contains policy documents, guides, practices and publications that need adhering to throughout the life of the Contract (unless updated or removed by Authority). The Reference Library Matrix details all documents provided and will direct you the subfolder or web address where you can view the relevant documentation. All documents supplied should be read with the caveat that they are subject to change and reviewed on a continuous basis. Change may occur during ISD. A full suite of documents will be available to the incoming Supplier during Mobilisation.