# A close-up of a logo Description automatically generated with medium confidence

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

For a:

**Provider to supply Houses in Multiple Occupation (HMO’s) to use as temporary accommodation for single homeless people (and childless couples) in North Northamptonshire (hereafter referred to as “NNC”)**

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to housing suppliers North Northamptonshire Council (NNC) (hereafter referred to as the “Council”) requirement for Houses in Multiple Occupation (HMO’s) to use as temporary accommodation for single homeless people (and childless couples). This will enable prospective housing suppliers to describe the approach, governance, reporting and their experience to the requirements.

The contents of this document is designed to aide suppliers in demonstrating their ability to deliver the service and outline their experience in relation to this requirement.

* 1. **Please note:** this EOI is **a formal** request for competition which may result in a contract awards.

## Confidentiality and Freedom of Information (FOI)

* 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. 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.

## Background

* 1. In North Northamptonshire, demand for homelessness assistance and temporary accommodation has risen sharply and this trend looks set to continue. The Council has seen a notable increase in the number of single people with various vulnerabilities approaching for help and to meet the growing demand for temporary accommodation, the Council has become increasingly reliant on the use of local hotels to ‘top up’ its supply.
  2. The Council’s overreliance on local hotels is expensive, complex to manage, and the natural unsuitability of the placement commonly results in placement failure.
  3. The Council requires an alternative to its existing hotel use that will promote and safeguard the wellbeing of single homeless people in need of temporary accommodation, encourages placement sustainment, and creates management efficiencies and cost savings.

## Indicative data

* 1. On 31 May 2023 there were 250 households living in temporary accommodation (TA) as follows:

|  |  |
| --- | --- |
| **Type of TA** | **Number of households** |
| NNC owned | 46 |
| NNC owned (acquired for TA) | 65 |
| Registered provider | 9 |
| Private Sector Lease | 2 |
| Nightly purchased, supplier managed, self contained | 69 |
| Nightly purchased, supplier managed, shared facilities | 24 |
| Hotels | 35 |

* 1. Of the 250 households in TA, 83 were single people.
  2. Of the 35 households living in hotels, 28 were single people.
  3. On the same date, the Council was also providing temporary accommodation using its discretionary powers to 19 single people who had been found sleeping rough.
  4. This means that of the total number of households being accommodated by the Council, 39% were singe people, all of which with some form of support need(s).
  5. This demand will likely increase as we enter the winter months from November through until end March 2024, particularly when the Council triggers its Severe Weather Emergency Protocol (SWEP).

## EOI Timetable

* 1. Please read this document and if you feel that your organisation is able to contribute to this exercise, please prepare an EOI) and return, via email to [procurement@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) by **12.00hrs on Friday 25th August 2023.** The EOI should cover, as a minimum the criteria set out above and below.
  2. The successful supplier will be informed week commencing 4 September 2023 of NNC’s intention to award.

**Table A**

|  |  |
| --- | --- |
| **ACTIVITY** | **TIME AND DATE**  **(as applicable)** |
| Publish Date of EOI | Friday 11 August 2023 |
| Deadline for Tender responses | 12.00hrs Friday 25 August 2023 |
| Anticipated Award week commencing\* | 4 September 2023 |
| Mobilisation by | September-October 2023 |

* 1. No information in this document is, or should be relied upon as, an undertaking or representation as to NNC’s ultimate decision in relation to the requirement. NNC 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.

* 1. Moreover, NNC 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. NNC shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this process, whether NNC has made changes to the procurement process or not.

* 1. NNC 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, NNC 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: Minimum Requirements

## Our Requirements

The Council requires 35 rooms across multiple HMO’s to be provided, and managed, by a single housing supplier.

The Council will purchase the rooms on a nightly basis at a rate of no more than £35.00 per night.

While the Council is open to suggestions, its preferred approach would be for all single people to be placed initially in a reception or triage house of, for example, 4-6 bed spaces, where the person will spend a few days and can be assessed/monitored for suitability for the provision before being moved on to another HMO where they can remain while their homelessness application is being considered. While the initial reception/triage house can be larger, the other HMO’s should be no more than 3-4 bed spaces.

The prospective housing supplier is expected to have experience in delivering a HMO scheme, ideally one that matches the Council’s preferred approach as set out in this ‘our requirements’ section.

The prospective housing supplier must be able to provide its suite of operational policies and procedures including those relating to risk management and safeguarding.

The Council requires the prospective housing supplier to ensure the HMO’s are safe, and secure including CCTV systems, and to provide dedicated housing officers/support staff to ensure the smooth running of the HMO’s, regular presence for residents to raise any concerns, and for regular and effective communication with the Council.

The Council will also require the following from the prospective housing supplier (this list is illustrative only, not exhaustive):

* + - Monthly liaison meetings
    - Weekly reports detailing any issues concerning the residents, confirmation of cleaning schedules, failed inspection reports, and a bed list detailing the rooms in use, who they are occupied by and certify that the households are still resident/in situ.
    - Agreement to use the Council’s Booking Form and Cancellation Form
    - Agreement to provide HMO’s to the required standard as set out in Appendix 1 Housing Standards for Temporary Accommodation and Appendix 2 Amenity Standards for Houses in Multiple Occupation
  1. The Council recognises a prospective housing supplier will require some level of commitment from the Council to procure a supply of HMO’s and employ staff, as such, the Council is able to enter an initial contract of 12 months week commencing 4 September 2023.
  2. Housing suppliers who feel that they are able to meet the Council’s requirements should prepare an Expression of Interest (EOI) and return it via email [procurement@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) by **12.00hrs on Friday 25 August 2023.** The EOI should detail, as a minimum the information required below.

# Section 3: Supporting Information

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

## 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 |  |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this EOI Response* | | | | |
| 2.1. (a) | Contact name | | | Click to enter text. |
| 2.1. (b) | Name of organisation | | | Click to enter text. |
| 2.1. (c) | Role in organisation | | | Click to enter text. |
| 2.1. (d) | Phone number | | | Click to enter text. |
| 2.1. (e) | E-mail address | | | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Click to enter text. |
| 2.1. (h) | Date | | | Click to enter date. |

## Section B: Questions

Please note: you do not need to resize the table; it will automatically adjust to fit your response. The response will be evaluated as per section 8 below.

Suppliers must be explicit and comprehensive, keeping the information provided specific to and located within the question asked as this will be the single source of information on which responses will be scored and ranked.

|  |
| --- |
| **Question** |
| 1. **Please detail how your organisation will fulfill the Council’s requirements set out in Section 2 Minimum Requirements** (Maximum 1500 words - excludes any words used in charts) WEIGHTING 35% |
| **Response** |
| 1. **If your organisation provides local authority housing/homelessness/ temporary accommodation teams with HMO schemes, please detail how these are delivered in comparison to the Council’s preferred requirements in Section 2 Minimum Requirements** (Maximum 1500 words – excludes any words used in charts) WEIGHTING 35% |
| **Response** |
| 1. **Please provide any additional information relevant to this EOI that you would like the Council to consider relating to your organisation’s existing delivery of HMO schemes that provide interim/temporary accommodation to single homeless people, childless couples and former rough sleepers, who have multiple complex needs** (Maximum 1500 word) WEIGHTING 20% |
| **Response** |
| 1. **Please confirm you agree to the Council’s nightly rate outlined in Section 2 Minimum Requirements.** YES/NO PASS/FAIL |
| **Response** |
| 1. **Please confirm that you can provide on request a full suite of operational policies and procedures relevant to managing HMO schemes.** YES/NO PASS/FAIL |
| **Response** |
| 1. **Do you provide Local Authority housing/homelessness/temporary accommodation teams with HMO schemes?** YES/NO PASS/FAIL |
| **Response** |
| 1. **If your organisation provides Local Authority housing/homelessness/ temporary accommodation teams with HMO schemes, please provide a reference** (Maximum 1500 words – excludes any words used in charts) YES/NO PASS/FAIL |
| **Response** |
| 1. **If your organisation is successful by which date, can you deliver 35 rooms and appropriate staffing provision.**   Please note scoring 1- 4 WEIGHTING 10% |
| **Please select one of the options below:**  **By end of October 2023= 4 points**  **December 2023 = 3 points**  **February 2024 = 2 points**  **April 2024 = 1 points** |

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

* 1. The Award Criteria Questionnaire carries a total weight of 100% for Quality Only.
     + Quality (100%)
     + In the unlikely event that the highest scores are tied, the Authority will require these tied providers to respond to an additional question. The provider with the highest score on this question will be awarded the contract.
  2. The scores from these sections will be added together and the Potential Supplier with the highest overall score will be awarded the contract. The scores for each of these two sections will be calculated as per the methodologies described in the following sections. In the event two providers score the same the provider with the highest quality score will be the preferred provider.
  3. Potential providers should note that irrespective of the methodology described above, a quality score (i.e. total score for responses to method statements - Award Criteria – Quality) of less than 60% of the total score available for the response to method statements (Award Criteria – Quality) shall result in their being excluded from the process, as the Authority requires a minimum quality threshold to ensure an overly low price does not skew a bid whose quality is fundamentally unacceptable.
  4. Each Tender Response will be evaluated by an Evaluation Panel, which may include, but not be limited to, Council officers, members, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).
  5. An initial examination may be made to establish the completeness of the Tender Responses.
  6. Any moderation meetings will be attended by the Evaluation Panel and a member of the Procurement Team, who will facilitate the moderation meeting.
  7. As the result of any moderation, the Evaluation Panel may choose to revise a Potential Supplier’s score for each response to a Quality Assessment question, either up or down to reach a final score.
  8. All responses to the Award Criteria Questionnaire will be assessed against the Criteria set out in the Table below:

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **limited response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **acceptable response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **good response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **outstanding response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

* 1. The evaluated score as detailed in Table above, will be divided by 4 and multiplied by the question weighting (within Total) (%), to provide a final score (%) for each question, in accordance with the following example:
     1. If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:

1. 2 / 4 x 20 = 10% for that question.
   * 1. The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table F.
   1. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any Tender Response then that Tender Response may, regardless of its other merits, be excluded from further consideration.
   2. For the avoidance of doubt, there are no sub-criteria elements in the Award Criteria Questionnaire, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that question in accordance with the calculation formula.
   3. Where a particular question may list “elements”, Potential Suppliers are informed that no such individual element will be scored, per se; instead, the “elements” as listed are given for information only to assist Potential Suppliers to submit their most comprehensive Response and therefore their most competitive Tender Response in all the circumstances.
   4. The award criteria questions will be evaluated, using the scheme set out in the below:

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION TITLE** | **SECTION WEIGHTING (%)** | **QUESTION NUMBER** | **QUESTION SUB-WEIGHTING (%)** |
| **Quality** | 100% | 1  2  3  8 | 35%  35%  20%  10% |

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

* 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 Tender Response in the event of errors being identified after the Deadline for Submission of Bids, set out in Table A.
  2. If a Potential Supplier fails to provide fully for the requirements of the EOI it must:

withdraw its tender

**6 Declaration**

By signing Contact Details and Declaration 2.1. (g) I hereby declare that:

* + I am signing on behalf of the Company named at Section A Organisation and Contact Details and am duly authorised to do so;
  + to the best of my knowledge, the information provided is complete and accurate;
  + no collusion with other organisations has taken place in order to fix the price;
  + that there is no conflict of interest in relation to the Council’s requirement;
  + that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation and an instruction to proceed has been given by the Council in writing; and
  + I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.