

INVITATION TO QUOTE
Support to Mobilise the Homes for Lambeth Business
Mobilisation and Intelligent Client Function

1. Introduction

Homes for Lambeth is seeking to appoint a specialist adviser to work with Lambeth Council and its advisers to support the mobilisation of the Homes for Lambeth business that has been established to deliver new homes in the Borough of Lambeth. The new business has been incorporated and an initial strategic Business Plan adopted. The work required over the next 6 months involves providing resource to help mobilise and administer the new business, to advise and assist in the roll out of an operational plan and to provide ad hoc advice on governance and financial matters.

The Council has an ambition to deliver significant volumes of new housing that meets the current and future need of Lambeth's residents (and which will add significantly to the availability of new homes at council rent levels). These ambitions cannot be effectively realised through conventional approaches alone.

The Council is therefore undertaking more direct delivery routes of new housing within the Borough. As part of this strategy, Cabinet (May 2017) approved a process to form and mobilise a new special purpose vehicle (to be called Homes for Lambeth), which will be a company wholly owned by the Council with a remit to deliver new homes in Lambeth, primarily on land owned by the Council. In parallel with this decision, the Council has commenced an estate regeneration programme (including six estates) and a small sites housing delivery programme. The entire programme will see some 3,000 to 4,000 new homes constructed in Lambeth over the next 10 or so years.

It is essential that Homes for Lambeth work closely with the Council and its advisers; but Homes for Lambeth must also operate to a level of independence and must pursue actions that support the aims of Homes for Lambeth in its own right.

Information can be found on the Council's ambition to establish Homes for Lambeth at the following link:

<https://moderngov.lambeth.gov.uk/documents/s88683/Cabinet%20Report%20-%20Incorporating%20and%20Mobilising%20Homes%20for%20Lambeth%20-%20May%202017.pdf>

2. Scope of Services

Key components of the work will include:

- **Business Administration.** In the period of time before the company is fully resourced, assistance is required to administer the Board. This involves providing secretariat equivalent service, setting up Board meetings, putting together Board packs, taking

minutes of meetings, preparing for publication of papers and other ancillary activities such as planning and arranging inductions for new Board members.

- **Governance.** On-going advice is required in relation to company governance across the group of companies to ensure that the group of companies establish procedures and processes that are appropriate for the nature of the business activity, that are suitably transparent and meet company regulation requirements. Contributions may be required on an ad hoc basis on matters related to registration of the RP with Homes England.
- **Policy Development.** A workstream is required to develop a package of policies for adoption. This will require close liaison with Council representatives and the company's appointed lawyers. Many of these policies will replicate existing policies of Lambeth Council but will need to be adapted and amended where required for the purposes of the new group of companies.
- **Corporate Finance.** On-going ad hoc advice will be required to support the development of financial strategies for the new business.
- **Operational Plan.** An Operational Plan is in development and resource will be required to support implementation of the Plan. This will include:
 - assistance to develop Service Level Agreements between Lambeth Council and the new companies;
 - development of Financial Regulations for the new companies;
 - developing processes and procedures to monitor and report on Key Performance Indicators;
 - ad hoc advice around development of systems and procedures to enable smooth operation of the new business; and
 - advice on reporting to the Board to assist the making of decisions.
- **Reporting.** Ad hoc contributions to Board reports to ensure consistency, compliance with governance arrangements and adopted company policies, etc.

The successful consultant will need to work closely with Council officers and other advisors appointed by the Council but must also recognise and help to effect the necessary separation of activities required to delineate the interests of Homes for Lambeth from those of the Council.

It is anticipated that the resourcing for this would be around 100 days of consultant time over a six month period.

A fixed price quote is required for the next six month period running for the remainder of 2018. The qualitative response should consist of no more than 5 sides of A4 (CVs for key staff should also be provided). Consultants should provide a fee schedule of hourly rates showing how the appointment would be resourced.

If you would like to express an interest in this project, please contact Julian Hart (jhart@lambeth.gov.uk).

3. Evaluation Criteria

Responses to this invitation to quote will be assessed on the basis of the information within quotes according to the following criteria: 40% price and 60% quality and technical.

Price

Quantitative bids will be scored on the basis that the cheapest fixed price will be awarded the full 40 percentage points and the other bid prices awarded a score that reflected their proportional difference to the cheapest score, as follows:

- the Lowest price (A) will be awarded 40 points; and
- other bids (B, C, D etc) will be scored on the basis of the following formula $(A/B) \times 100$ with this score (X) converted to a score out of 40 $(40 \times X/100)$.

Quality

Qualitative responses should not exceed 3 pages of A4 and should provide answers to the following questions:

No.	Requirements	Score
1	A methodology statement outlining; - your company approach and ethos; - your understanding of the Council's aims for Homes for Lambeth, brief and how you would deliver the services requested - how you will work effectively with the Council's team and its wider advisers to deliver against these aims.	15%
2	Set out your track record on providing support to develop and mobilise special purpose companies for housing development to developers/public sector	15%
3	Provide a resourcing schedule accompanied by CVs to show who you would plan to assign to this appointment, showing how their skills and experience would support this work.	15%
4	Set out what you believe is required to deliver success for Homes for Lambeth throughout the period covered by this contract	15%
Total		60%

Clarification interviews will be carried out with the top two scoring responses. The interviews will cover the same areas of questioning as identified in the above quality scoring matrix and scoring of each of these areas will be modified on the back of such interviews.

4. References

Please provide two references detailing:

- Project undertaken
- Client contact number and e-mail address

5. Form of Contract

It is proposed to use Lambeth Standard Contract Terms.

At the present time, the company finances are being operated by the Council through its own systems. Within the period of this contract, it may be necessary to novate these services over to Homes for Lambeth.

6. Timetable

Publicise Request for Quotation	11 May 2018
Deadline for Returns	29 May 2018 at 12 noon
Interviews	w/c 28 May 2018
Start of Contract	11 June 2018
Contract Completion	Early 2019

7. Where to send quote

Please send quote by email to Julian Hart (jhart@lambeth.gov.uk) by 12 noon on 27 March 2018.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

- I have read and understood Lambeth's procurement guidance for suppliers, "Selling to the Council"
- I accept the Terms and Conditions indicated on this form
- If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
- If I am selected to provide the above services and/or supplies I will complete the Council's Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
- Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
- Non-delivery of services or products will result in non-payment by the Council
- False representation could result in de-selection from any competition or termination of contract
- It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work.
- Lambeth has the right to use this information for the prevention and detection of fraud
- If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes