



Suffolk Coastal and Waveney District Councils are seeking suitably qualified service provider(s) to provide them with high quality enabling support services in respect of the enabling of and maximising delivery of new housing and affordable housing in particular, across East Suffolk.

As part of the Invitation to Bid process the Councils will be placing great emphasis on the previous experience and expertise of Bidders in undertaking the services they require. To this end Bidders will be required to demonstrate significant experience and competence in respect of the following:

- Working with Members
- Working at Head of Service level or above
- Worked for both a Registered Provider (RP) and Local Authority (LA)
- Viability
- Development process
- Planning policy and control
- Housing Policy
- Project management
- Understanding of statutory requirements of a strategic housing authority
- General awareness of homelessness obligations
- Key principles and issues regarding allocation policies and legislation
- Knowledge of Supported housing
- Research and analysis
- Direct experience of working with town and parish councils
- Flexibility and availability
- Understanding /knowledge of the local market/ councils/ key agencies

Bidders will therefore be required to meet a minimum threshold score of “Satisfactory” in respect of the contract award criteria:

- Relevant Experience and Expertise in the Provision of the Services
- Provision of the Services to Suffolk Coastal and Waveney District
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Further information and full details of the requirements will be contained within the Invitation to Bid documents.

Procurement Reference: PROC174

The Invitation to Bid will be conducted via the Delta-eSourcing solution Quick Call; interested parties can view the Invitation to Bid documents once they have expressed an interest, registration has taken place and the procurement open date has been reached.

To respond to this opportunity:

1. Please go to the Delta-eSourcing website www.delta-esourcing.com and register as a supplier.
2. Please send your expression of interest to Pau.Aldrich@eastsoffolk.gov.uk no later than **noon on Monday 10th April 2017**
3. **Please include the email address that you used to register onto the delta-eSourcing system** and a contact telephone number in your expression of interest.
4. The Delta-eSourcing Quick Call will be open from **14:00 Hours on Monday 10th April 2017** to all those bidders who have registered and expressed an interest before the expression of interest closure date. The registered suppliers will then receive an email from Delta-eSourcing once the Quick Call is live and will then be able to view the Invitation to Bid documents.

The Quick Call will close at **noon on Monday 8th May 2017**, any bids received after this date and time will be rejected.

If you require any further information at this stage please contact paul.aldrich@eastsoffolk.gov.uk

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