

Dear provider,

Hope this finds you well,

Re. Request for expressions of interest for the “High Need Staging Post” Service - deadline Wed 18th March 2020

We are pleased to advise that we have received confirmation of grant funding under the Rough Sleeper Initiative for one-year, from April 2020 to 31st March 2021.

Due to the short-term nature of this funding and need to mobilise services very quickly, we have permission to follow a quicker contract procedure – apologies that this requires such a quick turnaround for providers and very much appreciate your consideration and ongoing support.

Invitation to Quote:

We’re writing to ask if you would like to submit an expression of interest to provide the Ealing High Need Staging Post service (Building & Service provision).

Please find attached:

- **Service Specification**
- **01. Method Statement**
- **02. Pricing Schedule**
- **03. Form of Quotation**
- **LB Ealing Contract Terms and Conditions**

Summary:

We are commissioning a short-stay 10-12 bed supported accommodation service for homeless people with complex / medium-high needs. It is a new service in the borough.

We are looking for a provider or providers with one or more buildings that can deliver all or part of this project.

If you can provide a building only (and not the staffing/support element of this service) please contact us, as we would be happy to work with two providers on this project. This includes if the building would be available for less than the full year.

The maximum price for the full service is **£333,000**.

Submissions & Closing date:

Please submit your expression of interest to Gill Reavey ReaveyG@ealing.gov.uk and roughsleeping@ealing.gov.uk by the closing date.

The closing date for submissions is **Wednesday 18th March 2020**. Quotations that arrive after the closing date will not be considered by the Council.

Please provide the following as part of your Expression of Interest:

- 1. Method Statement**
- 2. Pricing Schedule**
- 3. Form of Quotation**

Queries:

If you have any queries, please email roughsleeping@ealing.gov.uk by Monday 16th March 2020.

Supporting Information:

You are welcome to supply any supporting information that is relevant to your bid, we will be assessing quality and price (as set out below/attached).

Evaluation:

The Council is seeking the most economically advantageous quotation based on the criteria/weightings set out below.

The following criteria will be used to evaluate the Quotes:

- **Quality Assessment: 75%**
 - **Value for money: 25%**
- Total 100%

Quality Assessment 75%

| Question | Title | Scoring Methodology /Weighting |
|----------|-----------------------------------|--------------------------------|
| | Method Statement | 75 % |
| 1. | Service Delivery | 40% |
| 2. | Mobilisation Plan | 20% |
| 3. | Management Information | 5% |
| 4. | Staff Training & Support | 5% |
| 5. | Social Value & London Living Wage | 5% |

Value for Money assessment – 25%

The scoring for the value for money assessment will be awarded from the available 25% weighting of this section.

This will be based on what you can provide for the total cost submitted in your pricing schedule.

Submissions for part delivery of the service:

We will consider expressions of interest in delivering part of the Service – either as a reduced service or with a later start date.

If you are quoting for part of the programme, please clearly provide anticipated volumes committed for each element.

This has also been published on Contracts Finder

We look forward to hearing from you,

Yours,

Elizabeth Ursell
Rough Sleeper Borough Coordinator