**Hampshire County Council**

**Reference AS21749**

**Hampshire Resettlement Accommodation Preparation Service**

**Market Engagement Questionnaire**

**PURPOSE OF THIS DOCUMENT**

This questionnaire is an information gathering exercise by Hampshire County Council (HCC) to help inform our approach to the furnishing of properties offered for resettlement via the Afghan Schemes.

Please note, the information in this document represents the County Council’s current plans and may be subject to change prior to tender publication. The County Council reserves the right to amend or change all and any aspects discussed in this exercise.

All responses should be entered into the question submission boxes in this document and saved as a document that can be viewed in Microsoft Word. Other formats are not required.

**Please submit your completed questionnaire by 2pm on the 23rdJune 2023 to** **strategic.procurement@hants.gov.uk**

The completion of this Questionnaire will allow HCC to register your interest in this opportunity and to be considered as part of our Request for Quotation tendering procedure.

If you have any issues with access, format or other, please contact strategic.procurement@hants.gov.uk.

**BACKGROUND INFORMATION**

Hampshire County Council is working in partnership with District, Borough and City Councils across Hampshire to welcome beneficiaries to relocate under Government funded refugee/ relocation programmes.

Such schemes may include the UKRS Scheme, Afghan Relocations and Assistance Policy (ARAP), Afghan Citizens Resettlement Scheme (ACRS), Syrian Vulnerable Persons Relocation Scheme (SVPRS) and The Vulnerable Children’s Relocation Scheme (VCRS). It may also include individuals and families who originally resettled under Community Sponsorship, or transfer into the county.

### **SUMMARY OF SERVICE**

To furnish and equip allocated properties for families joining the scheme, prior to their planned arrival at the property. This will require the service provider to coordinate the procurement, delivery and installation of all items against a service specification. This includes beds, furniture, cooker, washing machine, bedding and kitchen equipment dictated by the arriving family’s size and ages. All items and installations will need to meet health and safety requirements.

Although rates of resettlement are subject to change, it is anticipated that this service would prepare approximately 19 properties during the contract term, across the whole of Hampshire. It is expected that these properties will be 4 bedrooms, with a maximum occupancy of 8 persons.

**ROUTE TO MARKET**

The Council intends to tender the services around July 2023 via Request for Quotation.

**RESPONSE FORM**

Please complete the questions below. No questions are scored and there are no word limits for your responses. Responses will not impact any evaluation of any future opportunity.

Your input, effort and support are very much sought and will be appreciated to inform the Council in developing the most appropriate approach for furnishing properties offered for resettlement via the Afghan Schemes.

In order to process this questionnaire, we will ask you to provide some basic personal information, e.g., contact details. All information will be treated as **CONFIDENTIAL** and will only be shared amongst members of the Council’s Project Team. No details about your organisation, including names or contact details, will be shared without your express permission. The information will be destroyed following completion of this project. Further details on how we process personal information can be found on our Privacy Notice: <https://www.hants.gov.uk/aboutthecouncil/privacy>.

**SUPPLIER DETAILS**

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Name of person completing form:** |  |
| **Position held within organisation:** |  |
| **Date:** |  |

[ ]

**QUESTIONS**

1. **If you are interested in this service, please indicate which districts you would be able to deliver this service:**

[ ]  Basingstoke & Deane [ ]  Hart and Rushmoor

 [ ]  Winchester [ ]  Eastleigh

 [ ]  Havant [ ]  New Forest

 [ ]  Test Valley [ ]  East Hampshire

 [ ]  Fareham [ ]  Gosport

1. **Can you deliver all the items listed detailed in Annex 1(see page 6):**

 White Goods[ ]  Yes [ ]  No

 Bedding[ ]  Yes [ ]  No

 Essential Housing Items [ ]  Yes [ ]  No

 Bathroom [ ]  Yes [ ]  No

 Baby Specific Items [ ]  Yes [ ]  No

 **Please indicate below any items which you are unable to provide for a property (subject
 to household), as listed in Annex 1 (page 6):**

|  |  |
| --- | --- |
| **Property Set Up List** | **List items not able to be sourced** |
| White Goods |  |
| Bedding |  |
| Essential Housing Items |  |
| Bathroom |  |
| Baby Specific (Child 3 or under) |  |

1. **Would your organisation consider forming a consortium or sub-contracting arrangement with other organisations to bid for these services?**

[ ]  Yes [ ]  No

**If no, please explain why:**

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# **Do you envisage any start-up costs to this contract?**

[ ]  Yes [ ]  No

**If yes, please provide details:**

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1. **If awarded this contract, how much time would you require to be able to start delivering the service? Please indicate any additional assistance you may require from HCC to support a smooth mobilisation.**

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1. **How would you oversee and coordinate this service?**

 **Please provide any comments in relation to this i.e. core hours, responsibilities.**

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1. **Organisations will need to be responsive in setting up a new property. Resettlement can be fast paced. The preferred notice period prior to the proposed resettlement date is 14 days. Would you be able to meet this demand?**

[ ]  Yes [ ]  No

**If not, please advise how much notice you believe you would need to set up a property.**

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1. **How many properties would you envisage being able to set up in a month?**

[ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 or more

1. **If more than one property is required to be set up within a month, what difference, if any, would this make to you delivering this service and the notice required before a resettlement date?**

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1. **Do you have sufficient storage facilities for furniture and other household appliances and equipment between purchase and delivery/installation periods?**

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1. **Would you be able to deliver and assemble all items in annex 1, including to upstairs rooms if applicable, with an allocated workforce which conforms to the current Health & Safety regulations?**

[ ]  Yes [ ]  No

**If you have selected no, how would you be able to meet this requirement?**

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1. **Do you have routes to source second hand items? For example, sourcing a sofa or bed**

[ ]  Yes [ ]  No

**Where you are sourcing items second hand, do you ensure these meet health & safety regulations?**

 [ ]  Yes [ ]  No

1. **Which of the following payment options would be most favourable to your organisation?**

**Please add an X to the most appropriate option.**

**Price Inclusive of Item Costs / Delivery and Service Delivery:**

[ ]  **A set price against the size of the property i.e. 1 bed, 2 bed etc.**

**Price Exclusive of Service Delivery Costs**

[ ]  **A budget set for each property (to include item purchase price, delivery & installation) and a separate payment for the service.**

**If you have Selected the second option above (Price Exclusive of Service Delivery Costs) please indicate the specific costs you would anticipate in delivering this service and approximate value:**

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1. **Resettlement is unpredictable and we are unable to guarantee a level of activity in this contract. What impact if any, would a period of no resettled properties have on your service? Would your organisation require a minimum contract payment to allow for a step-up and step-down arrangement to meet the demands of the Resettlement program during the contract term? If so, please indicate a minimum contract payment you would require and the reasons for this.**

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1. **HCC are only able to fund the purchase of items against the list detailed in Annex 1. Would your organisation want to donate any additional items for the resettled family?**

[ ]  Yes [ ]  No

**If Yes, please share with us the typical items that you would be able to donate.**

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1. **Would your organisation be interested in submitting a tender for the Hampshire Resettlement Accommodation Preparation Service?**

[ ]  Yes [ ]  No

**If no, please outline what would prevent your organisation from submitting a quotation:**

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1. **Please share any further information you would like us to review or consider.**

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**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**

**Annex 1**

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| **Property Set Up List** |
| White Goods |
| 1 Fridge Freezer |
| 1 Cooker (check gas/ electric & Installation) |
| 1 Washing machine (high spin and suitable for size of household) |
| Furniture |
| Sofa/ Armchair set suitable for size of family |
| Dining Set - Table with 6 chairs (or suitable for household) |
| Bed per Occupant, i.e Double, Single, Cotbed, Bunk Bed |
| Mattress per bed |
| 1 Double wardrobe per bedroom (subject to inventory) |
| 1 chest of drawers per bedroom |
| 1 Bedside table per bedroom |
| Window blinds/curtains (if required) |
| Beside Lamp & Bulb |
| 1 Ironing board |
| 1 Iron |
| Clothes dryer |
| 1 Dustpan and brush |
| 1 Set of kitchen utensils |
| 4 Tea towels |
| 1 Dish drainer |
| 1 Chopping board |
| 1 Set of kitchen scissors |
| Cutlery set (1 place pp) |
| 2 Mixing Bowls |
| Heat stand |
| Peeler |
| Can opener |
| 1 Jug (non-measure) |
| Measuring Jug |
| 1 Grater |
| Oven Gloves |
| Baking Trays |
| Hangers |
| 1 Serving plate/ Bowl |
| 1 Dinner Service (1 place pp) |
| 1 Set of Glasses (1 pp) |
| 1 Set of Mugs (1 pp) |
| 1 Washing up Bowl |
| 1 Mop & Bucket |
| 1 Vacuum |
| 1 Pressure Cooker - Electrical |
| 1 Frying pan/Wok |
| 1 Saucepan set (small medium and large) |
| 1 Kettle |
| 1 4-slice Toaster |
| 1 Kitchen Bin |
| Bathroom |
| Towel Bale (1 pp) |
| Bath Mat |
| 1 Bathroom Mirror |
| 1 Toilet brush per Bathroom |
| Baby Specific Additional Items - if family has a child 3 or under |
| Microwave |
| Baby change mat |
| Bottle steriliser |
| Baby Bath |
| High chair |
| Stair gates (set of 2) |