

Commissioning Form

This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

Title	Homelessness Early Intervention Project
Head of Service:	Phil Gilroy, Head of Community Support Services
Manager:	Claire Owens, HSG Programme Lead
Report Completed by:	Liana Duffy, CSS Contracts & Commissioning Team Manager
Date:	06/07/2021
Total Estimated Value:	£1,213,365 (including 2 year option to extend)

PROCUREMENT TEAM USE ONLY	
Officer	Simon Beech
Priority	Med
Category	Services
Received	06/07//2021
Complete by	09/07/2021

Type	Copy and paste:	
Goods:		<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)		<input type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'		<input checked="" type="checkbox"/>
Works:		<input type="checkbox"/>

Does the proposal include Land contracts or the appointment of developers? Yes No

If Yes, has the Monitoring Officer (Legal) been consulted? Yes No

If Yes state the Monitoring Officer's advice. If No, state why not:

Does the proposal include Information & Communication Technology, property or works? Yes No

If Yes, has the relevant council service been involved? Yes No

If Yes state the services' involvement. If No, state why not:

Procurement Level	Copy and paste:	
Intermediate Value: £25,000 to OJEU threshold*		<input type="checkbox"/>
High Value: above relevant OJEU threshold*		<input checked="" type="checkbox"/>

*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413

Procurement Process

Copy and paste:

Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes No

If Yes, state which below:

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes No

If Yes, will the process be direct award or mini competition?

Timescales

Date	Milestone
13/07/2021	Authorisation of Commissioning Form
16/07/2021	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
20/07/2021	Tender advertised
20/08/2021	Tender closed to responses, start evaluation
27/08/2021	Evaluation finalised (start of 10 day standstill period)
07/09/2021	Contract award
01/11/2021	Contract start

Outline

Briefly describe the proposal

Early intervention must be a cornerstone of our approach to preventing homelessness. We want to develop our support offer around early intervention to prevent homelessness, so that we can identify and engage with people much earlier on to prevent any risk factors/problems from escalating. We are proposing to commission (via an open tender process) a focused early intervention project, to be a key part of this work.

We want this new project to offer a robust early intervention model, which is assertive and proactive. We envisage that there will be two main 'strands' to this project (although we are interested in hearing proposals for other methods/models of delivery as part of the tender process). In brief these are:

- 1) Identifying individuals who may currently or in future be facing risk of homelessness, and offering rapid, practical early intervention guidance and support, to prevent problems escalating into risk of homelessness - and prevent the need for statutory homelessness and other formal service intervention wherever possible.
- 2) Raising awareness/educating (potentially via a training programme) within key settings around homelessness warning signs/risk factors, and practical prevention knowledge and skills (e.g. awareness of appropriate support services that could be signposted to).

The specification for this project has been developed following extensive consultation, including targeted engagement with key stakeholders and a full public engagement exercise via the DCC engagement portal.

Price / Quality Weighting

Please state the percentage weightings being given to price and quality in your tender evaluation:-

Price

10%

Quality

90%

Options

Copy and paste:

Has a zero cost option been considered?

Yes

No

Has a reduced cost option been considered?

Yes

No

State whether and why zero and/or reduced cost options have been adopted or discounted:

The nature of the service required would not allow for a zero cost option.

This is a brand new service therefore a reduced cost option can't be considered at this stage but could be in any future procurement of this service

Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes

No

If yes please give details, if no please state reason:

With ever increasing pressures on homelessness prevention services, there is a sense of urgency to create a more robust early intervention approach. This will also be a new model/approach that we will need to work with the successful supplier/s to develop and refine. With all of this alongside very stretched Officer capacity, we have taken the decision to in the first instance commission on a local level. However, as the project is developed and refined (and as Covid-19 related pressures hopefully continue to reduce), we will re-visit the scope for sub-regional commissioning in future.

Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes

No

If yes please give details:

Existing Council Contracts

Copy and paste:

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes No

If yes please give details:

Safeguarding

Safeguarding includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes No

If yes please give details:

The project will involve working with people with a wide variety of circumstances and characteristics, including people who may be particularly vulnerable to abuse/exploitation/neglect/modern slavery/radicalisation. Safeguarding processes and requirements are set out as standard in all of our HSG support contracts, and training and practice around safeguarding will be regularly reviewed, e.g. through contract monitoring.

Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

Yes No

If yes please give details:

Personal data will be appropriately gathered and stored by the provider to enable the project to meet individuals' support needs. This may occasionally involve appropriate and proportionate information sharing, to facilitate multi-agency working and manage risks. All of this will be done in line with data protection law and robust policies and procedures, as set out in the contract.

If Yes, has the Information Governance Team been consulted?

Yes No

If No, state why not:

As above, standard contract terms will be included around the processing/sharing of personal information.

Community Benefits

Copy and paste:

Are you including community benefits?

Yes

No

If Yes, provide details below: If No, state why community benefits have not been included

Note: Community Benefits must be considered for all Goods & Services contracts over £25,000, all Works contracts over £100,000 and it is mandatory to include community benefits in all contracts for the value of £1,000,000 and over.

If you have not yet discussed Community Benefits with the Community Benefits Hub please contact communitybenefits@denbighshire.gov.uk

We will be requesting that bids include a method statement summarising the additional measurable community benefits that the organisation is committed to deliver. We are inviting Community Benefits that will in particular support us with priorities around employment/training for citizens who are homeless/at risk of homelessness, as well as initiatives to help to achieve our Carbon Net Zero aims.

Contract Management and Key Performance Indicators

Have you considered key performance indicators to use to monitor contractor performance?

Yes

No

If No, state why not:

If yes please give details, including KPI's related to Community Benefits:

People feel that the support/guidance from this project has made a positive difference to their situation and to their wellbeing.	90%
As a result of the support/guidance from this project, people feel they have the tools they need to prevent homelessness or risk of homelessness in future.	90%
% of planned, successful exits, i.e. the project's intervention prevented risk of homelessness. <i>This measure relates to individuals being prevented from triggering the homelessness statutory prevention duty, i.e. becoming at risk of homelessness within the next 56 days.</i> <i>Where individuals have exited this project as part of an appropriate referral to another service to meet longer term support needs, this may be recorded as a planned, successful exit only as long as the appropriateness of the referral can be demonstrated and the individual does not subsequently become at risk of homelessness (as defined above) within 2 months of the referral to the other service.</i>	90%
People still in secure accommodation 6 months after exiting the service.	90%

Organisations/services (and their users, where appropriate) feel they have a better understanding of homelessness/homelessness prevention, and can better identify risk factors/warning signs.	90%
Organisations/services (and their users, where appropriate) feel they have better knowledge and skills to be able to respond to risk of homelessness, including knowledge of local support services that can help.	90%

These KPIs are intended to provide a broad guide as to performance and quality standards. Where minimum targets are routinely met, there will typically be a lighter touch approach to monitoring. Where KPIs are routinely not met, monitoring may be increased to determine the causes for the under-delivery. As a new approach, the nature and target levels for these KPIs will be monitored and may be re-negotiated between the commissioners and providers.

Additional monitoring will be undertaken throughout the year, including via contract monitoring meetings and submission of quarterly Performance Monitoring Returns. There will also be a requirement to submit Outcomes returns in accordance with the Housing Support Grant Outcomes Framework. Full service reviews will be undertaken as needed.

The Local Economy

Copy and paste:

Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No

If Yes, provide details below: If No, please state why not.

Not as a formal procurement consideration; however, the project itself would be expected to bring economic benefits owing to its preventative, spend to save nature.

Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes

No

If yes please give details and please state whether there is a grant agreement:

The Housing Support Grant, awarded to DCC by Welsh Government, is being used to fund all of this procurement.

Finance

Grant Funding Source	Amount
DCC Housing Support Grant	£1,213,365 (incl. 2 year OTE)
	£
Total Grant Funding:	£1,213,365 (incl. 2 year OTE)

Capital Funding Source	Amount
	£
	£
Total Capital Funding:	£

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

Estimated Total Value:	£1,213,365 (incl. 2 year OTE)
Estimated Annual Value	£242,673

Cost Code	S94 S54
------------------	---------

If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.

Contract

Provide basic details of any contract to be awarded

Type of Contract:	Services (adult support)
Form of Contract for Works (eg JCT or NEC)	
Proposed Start date:	01/11/2021
Proposed End date:	31/10/2024
Proposed options for extension (if any):	2 years
Maximum duration (including extensions):	5 years

Risk Assessment

What is the total estimated value of the proposal?	£250K to £2m
If things go wrong, what is the operational risk to the Local Authority?	Low
If things go wrong, what is the reputational risk to the Local Authority?	Medium
If things go wrong, what is the financial risk to the Local Authority?	Medium

Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

Regular contract monitoring throughout the year will ensure that any problems/risks can be identified and addressed as quickly as possible. Clear contract terms, including appropriate break clauses, also give us the recourse to amend/terminate the contract within a swift timescale, should circumstances require. Payments will also be made quarterly, in arrears, subject to ongoing satisfactory performance. In the event of early contract termination, CSS Contracts & Commissioning will work closely with the Homelessness Prevention Pathway/Single Point of Access to ensure that appropriate support arrangements are in place wherever possible for citizens with ongoing support needs.

Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:
Yes No

If Yes, please list member's names below and details of any feedback incorporated.

There are no anticipated implications for a particular locality as this project is delivery of support only (no accommodation provision); however, given the value of the procurement, authorisation will be sought from the Lead Member for Wellbeing and Independence.

Procurement Checklist

Has a Sustainability / Wellbeing Impact Assessment been completed?

*Plans have been captured in the Housing Support Grant Delivery Plan 2021/22, which has been subject to a full WIA.

Have you identified and mitigated any potential conflicts of interest?

Have you conducted market dialogue, research, analysis?

Have you consulted stakeholders, partners and/or end users?

Copy and paste:
Yes* No N/A
Yes No N/A
Yes No N/A
Yes No N/A

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes No N/A

Have you instructed the legal team to develop contract terms?

Yes* No N/A

*Not for this specific exercise; however, we have existing standard contract terms.

Have you sought advice on safeguarding issues?

*Not for this specific exercise; however, processes and requirements around safeguarding are captured in our contract terms.

Yes* No N/A

Have you sought advice on any TUPE, IPR or other legal issues?

Yes No N/A

(This is a brand new service with no incumbent provider/s)

Have you determined contract management & information requirements?

Yes No N/A

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes No N/A

Could you reserve the contract for public mutuals or social enterprises?

Yes No N/A

Have you drafted the tender specification?

Yes No N/A

Have you developed evaluation criteria & scoring methodology?

Yes No N/A

Have you identified the scorers/evaluators?

Yes No N/A

Will you need to arrange interviews, presentations, site visits etc.?

Yes No N/A

Is this proposal funded wholly or in part by EU grant?

Yes No N/A

AUTHORISATION

The undersigned authorise the commissioning proposal described

TEAM MANAGER: (if within spend authorisation limit)

Signature

Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)
(or Service Manager if within their spend authorisation limit)

Signature

Date

CHIEF DIGITAL OFFICER (Mandatory for all ICT Contracts)

Signature Date

SECTION 151 OFFICER (Finance): (Mandatory for all contracts above £250,000)

Signature Date

MONITORING OFFICER (Legal): (Mandatory for all contracts above £250,000)

Signature Date

LEAD CABINET MEMBER: (Mandatory for all contracts above £1,000,000)

Signature Date

N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.

PROCUREMENT TEAM ASSESSMENT

This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.

PROPOSED START DATE

09/07/21

TARGET END DATE

01/11/2021

RECOMMENDATIONS:

Project to proceed as identified

The service specification and Evaluation methodology document are currently being developed

The client was advised to consult with Karen Bellis regarding the inclusion of community Benefits

As the value of this contract is over £1m approval is required prior to going out to tender **and** approval of contract award via the members delegated decision procedure so this has to be factored into the project timescales.

More time for the tender evaluation process than the allocated 1 week may be required depending on the number of bids received particularly if interviews are to form part of the evaluation process

Sue Rees is to be consulted regarding the form of contract that is to be used.

**PROCUREMENT
OFFICER**

Simon Beech

DATE

09/07/01