

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 Temporary Emergency Accommodation Support Project	PROCUREMENT TEAM USE ONLY	
Head of Service:	Ann Lloyd, Head of Community Support Services		
Manager:	Liana Duffy, CSS Contracts & Commissioning Team Manager		
Report Completed by:	Hayley Jones, CSS Contracts & Commissioning Officer		
Date:	29/04/2022		
Total Estimated Value:	£9,140,000 (including 5 year option to extend)		
		Officer	Simon Beech
		Priority	High
		Category	Services
		Received	17/05/22
		Complete by	20/05/22

Type	Copy and paste:	<input checked="" type="checkbox"/>
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*

High Value: above relevant OJEU threshold*

*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
13/06/2022	Authorisation of Commissioning Form
13/06/2022	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
04/07/2022	Tender advertised
03/08/2022	Tender closed to responses, start evaluation
13/08/2022	Evaluation finalised (start of 10 day standstill period)
28/09/2022	Contract award
29/11/2022	Contract start

Outline

Briefly describe the proposal

We want to develop our temporary emergency accommodation offer to provide a better experience where people are supported to improve their wellbeing and build on their future. As captured in our Housing Support Grant Delivery Plan 2022-2025, we want to develop our support offer for people placed in temporary emergency accommodation.

We want this project to provide holistic support to citizens placed in temporary emergency accommodation owned by the local authority to reduce the risk of homelessness reoccurring and improve wellbeing outcomes.

We are keen to see an engaging programme of meaningful activities as a key element of this project. We also want the project to be able to provide support to people placed in temporary emergency accommodation at any time of day or night, therefore an overnight staffing provision will be required.

Individuals supported as part of this project will be any gender; aged 16 and above; single or part of a couple, and may or may not have dependent children and pets.

Price / Quality Weighting

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

Price

Quality

10%

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 project to better support people residing in temporary accommodation. 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 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:

KPI	Target	Achieved
People feel that the support/guidance/activities from this project has made a positive difference to their situation and to their wellbeing.	90%	
As a result of the support/guidance/activities 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 support to move on into more secure accommodation.	90%	
People still in secure accommodation 6 months after exiting the service. This will include leased accommodation.	90%	
Service users 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%	
People have accessed activities, training, education, and/or voluntary or paid employment	100%	

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	£9,140,000 (incl. 5 year OTE)
	£
Total Grant Funding:	£9,140,000 (incl. 5 year OTE)

Capital Funding Source	Amount
	£
	£
Total Capital Funding:	£

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

£9,140,000	£9,140,000
Estimated Annual Value	£914,000

Cost Code	
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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:	29/11/2022
Proposed End date:	28/11/2027
Proposed options for extension (if any):	5 years
Maximum duration (including extensions):	10 years

Risk Assessment

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

Copy and paste:

Yes* No N/A

*Plans have been captured in the Housing Support Grant Delivery Plan 2022-2025, which has been subject to a full WIA.

Have you identified and mitigated any potential conflicts of interest?

Yes No N/A

Have you conducted market dialogue, research, analysis?

Yes No N/A

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

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?

Yes* No N/A

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

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

TARGET END DATE

RECOMMENDATIONS:

Full OJEU Open Tender Process to be undertaken.

Client Department will need to provide procurement with draft tender documents including Specification, Evaluation Methodology and pricing schedule. Final tender docs will need to be agreed and provided to procurement prior to the date which the client department would like to publish the tender allowing sufficient time to build the tender on the Proactis System.

Please confirm what the data relationship will be between DCC and the contractor so the relevant GDPR questions can be added into the tender. It would assume it will be a joint controller relationship.

Please review the Wellbeing Impact Assessment that you have already completed to determine if a separate one should be completed specifically for this project. This can be discussed with Emma Horan if required.

Please contact Karen Bellis if you have not already done so in relation to the proposed community Benefits method statement.

I would also encourage the Client Department to discuss areas of possible carbon reduction in the contract with the Climate Change Team (Jane Hodgson) and for quality questions in respect of this area to be included but only if it is deemed appropriate. This could include some very simple just for information questions around whether the suppliers measure their carbon footprint, if they have a carbon reduction plan and if they don't what they might be doing to tackle this in the future, just to try and ensure that any suppliers we are working with have decarbonisation on their radar and that their ethos in these areas is aligned with that of the council.

Please contact Sue Rees and provide her with the draft specification just so she can determine if any amendments are required to the Adult Services contract specifically for this project or if the adults contract services contract can remain as is.

Given the value of this contract Cabinet approval is required prior to the tender being issued and prior to the award of the contract.

A fully signed copy of the commissioning form will need to be returned to procurement prior to the tender being issued.

**PROCUREMENT
OFFICER**

Simon Beech

DATE

20/05/22