

# 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**.

<b>Title</b>	Rapid Rehousing Keep Your Home Support Project
<b>Head of Service:</b>	Ann Lloyd, Head of Adult Social Care & Homelessness Service
<b>Manager:</b>	Liana Duffy, ASC&H, Contracts & Commissioning Team Manager
<b>Report Completed by:</b>	Hayley Jones, ASC&H, Contracts & Commissioning Officer
<b>Date:</b>	20/11/2023
<b>Total Estimated Value:</b>	£2,500,000 (including 2 year option to extend)

PROCUREMENT TEAM USE ONLY	
<b>Officer</b>	Simon Beech
<b>Priority</b>	High
<b>Category</b>	Services
<b>Received</b>	10/08/2023
<b>Complete by</b>	11/08/2023

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:

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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:

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**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
21/11/2023	Authorisation of Commissioning Form
09/01/2024	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
19/01/2024	Tender advertised
01/03/2024	Tender closed to responses, start evaluation
10/05/2024	Evaluation finalised and Cabinet approval required (start of 10 day standstill period)
20/05/2024	Contract award
01/11/2024	Contract start

## Outline

*Briefly describe the proposal*

This project will be a holistic, housing related support project designed to support people living in Denbighshire to sustain their accommodation and prevent homelessness.

All individuals supported will be resident in Denbighshire and identified as needing support to enable them to sustain or manage their accommodation independently to prevent homelessness. Support will not be time limited and will need to be flexible as it is recognised that people's support needs differ and change overtime.

Citizens supported will be any gender; aged 16 and above; single or part of a couple, and may or may not have dependent children. This service will be tenure neutral, citizens supported may be residing in a property that is privately rented, social housing or owner-occupied. Individual support needs will vary between low level support up to higher level support needs and they may have several support needs such as addictions, mental or physical health issues.

## Price / Quality Weighting

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

10%

90%

**Price**

**Quality**

### 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 to stay in their own homes and prevent homelessness. This will also be a new model/approach that we will need to work with the successful supplier/s to develop and refine as this will be the beginning of our transition towards rapid rehousing. With all of this alongside capacity, we have taken the decision to in the first instance to 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](mailto: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%	
People still in secure accommodation 6 months after exiting the service.	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

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

Copy and paste:

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	£2,500,000 (incl. 2 year OTE)
	£
<b>Total Grant Funding:</b>	£2,500,000 (incl. 2 year OTE)

Capital Funding Source	Amount
	£
	£
<b>Total Capital Funding:</b>	£

Revenue Funding Source	Amount
	£
	£
<b>Total Revenue Funding:</b>	£

	£2,500,000
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<b>Estimated Annual Value</b>	£500,000
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<b>Cost Code</b>	
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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:	01/11/2024
Proposed End date:	31/10/2027
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?	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, ASC&H 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.
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## 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 Housing and Communities.

## Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been completed?

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

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

21/11/2023

### TARGET END DATE

20/05/2024

### RECOMMENDATIONS:

As the value of this project is over £2m Cabinet approval will be required **both** prior to going out to tender **and also** prior to the awarding of the contract so this will need to be factored into the timescales for the project.

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 documents will need to be agreed and provided to procurement at least 1 week prior to the date which the client department would like to publish the tender to allow sufficient time to build the tender on the Proactis System.

For this project It appears the council has 3 similar existing contracts which we are looking to combine into a single contract. Please ensure you have confirmed if TUPE will apply to these contracts or not. I would advise you contacting Kath Morris in legal services who has advised on another tender recently in relation to TUPE to help you to confirm this. If TUPE applies the required TUPE information will need to be included in the tender documentation prior to the tender being issued.

It is understood a consultation is being undertaken and a meet the buyer event will be held.

An over-arching well-being impact assessment has been completed and the department were advised to contact Emma Horan to confirm if this was acceptable.

Please contact Laura Bellis to confirm if a data protection impact assessment will be required and to confirm what the data relationship will be between DCC and the provider so the relevant GDPR questions can be added into the tender.

Please also liaise with Roberta Bailey to see if any carbon reduction measures can be inserted into specification or contract.

As the overall value of this project is over £1m please discuss the community benefit requirements for inclusion in the tender with Karen Bellis if you have not done so already.

Please note if interviews are included in the evaluation process this will add to the time to evaluation takes to complete.

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**

21/11/2023