

DRAFT – Terms of Reference - Housing Working Group – Procurement of Three Core Contracts as part of the Partnership Delivery Model

Aim:

To create a collaborative responsive working group for members to consult, inform and oversee the procurement process of three new contracts, in line with the proposed Partnership Delivery Model.

Membership:

- 4 elected members (2 Conservatives, 1 Labour, 1 Independent)
- 1 representative from the Tenant Housing Representative

Chair:

The Chair will be elected by the membership of the Working Group at its first meeting. The appointment will last until the work of the Working Group is complete.

Duration:

The Working Group will be established with the expectation for the working group to complete its task by the end of December 2024. A statement will be presented to the Housing Overview and Scrutiny Committee on the 28 September 2023.

Meeting Schedule:

The Working Group will meet on a regular basis, in line with the key dates proposed in the below table.

Activities:

The working group will undertake all but not exclusively the following activities:

1. Act as a critical friend and collaborate in a constructive manner
2. Report on the outcome of soft market testing
3. Oversight of evaluation
4. Report back to Cabinet prior to key milestones, as per below timetable
5. Inform and appraise key documents

These meetings and activities can be held during the day.

Decision-Making:

The Working Group has no executive powers regarding the procurement process or proposed contractor selections. All recommendations will be referred directly to the Housing Overview and Scrutiny Committee.

Timeline:

The below table outlines the agreed milestones for procurement and mobilisation.

Phase	Start Date	Deadline	Notes
Document Drafting	1 st July 2023	29 th November 2023	
Soft Market Testing	August 2023	September 2023	
Working Group – 26 th September 2023 Soft – Market Engagement review: <ul style="list-style-type: none"> • review of sessions • example of models utilised by others 			
Working Group – 24 th October 2023 Leaseholder Review: <ul style="list-style-type: none"> • focus on letters prior to issue 			
Leaseholder Consultation Process (Stage 1)	1 st November 2023	6 th December 2023	
Working Group - 5 th December 2023 <ul style="list-style-type: none"> • Tender Pack document review 			
Cabinet	26 th November 2023		
Contract Notice	14 th December 2023	14 th December 2023	
Selection Questionnaire Period	14 th December 2023	25 th January 2024	An open invitation to market for responses. This will determine which bidders proceed to the next stage.
Working Group – 15 th February 2024 <ul style="list-style-type: none"> • Selection Questionnaire report review and Tender Pack document review 			
Request for Core Proposal Period	21 st February 2024	21 st February 2024	An opportunity for bidders to provide further detail on how services will be delivered for Thurrock. This will determine which bidders proceed to the next stage.
Working Group – 18 th April 2024 <ul style="list-style-type: none"> • Request for Core Proposal report review 			
Competitive Dialogue	6 th May 2024	5 th June 2024	An open conversation between Thurrock and potential bidders which is not scored. A chance to understand requirements in more detail.
Working Group – 25 th June 2024 <ul style="list-style-type: none"> • Request for Tender pack review 			
Request for Tender Period	2 nd July 2024	2 nd July 2024	Further detailed conversation with bidders, including pricing submissions to be scored. This will be combined with previous scores to provide the recommended provider.
Pre-Award	21 st August 2024	26 th August 2024	
<ul style="list-style-type: none"> • Working Group – 3rd September 			

• Request for Tender report review

Award	5 th September 2024	12 th September 2024	
Leaseholder Consultation Process (Stage 2)	27 th September 2024	1 st November 2024	
Mobilisation	12 th November 2024	19 th November 2024	
Go Live	1 st March 2025		