

PROCUREMENT STAGE 1¹ – APPROVAL TO PROCEED TO TENDER

This form must be completed for all procurements above the tender threshold (£75,000 - Services and Supplies and £500,000 - Works)

If contract value is over Cabinet approval threshold (£750,000) this form shall be appended to the Cabinet report. This form will be “open” for publication.

1.	INTRODUCTION	
1.1	Contract Title	Letting Agents for Temporary Accommodation
1.2	Reference	N/A
1.3	Directorate	Adults, Housing and Health and Children’s Services
1.4	Contract Cost	£6,000,000
1.5	Description	The provision of letting agents to source, let and manage temporary accommodation for single applicants and families with children, as well as those receiving aftercare.
1.6	Contract Term	3 + 1 years from 1 st July 2020.
1.7	Political Sensitivity	N/A

2.	BUSINESS CASE	
2.1	Business Case	<p>Currently the Council spot purchases temporary accommodation from multiple suppliers. Various forms of accommodation are used, including nightly lets, furnished lets, hostels and where there is no alternative, B&Bs. The accommodation is situated in various locations across Thurrock, with some outside Thurrock.</p> <p>The aim of this procurement is to standardise the process for housing those at risk of homelessness and set contractual property standards. The Council’s preference is for accommodation to be within Thurrock to accommodate current education needs and family connections.</p> <p>Accommodation is required for: Aftercare Accommodation Providing accommodation to young people aged 18+ on leaving the care system. Temporary Accommodation Providing accommodation to single applicants and families with children.</p>
2.2	Key Deliverables	<p>The Agent will provide the following services for both existing and newly sourced accommodation:</p> <ul style="list-style-type: none"> • Lettings Services • Systems, controls and procedures • Tenancy management • Asset management • Grounds and estate management • Repairs, statutory inspections and cyclical maintenance

¹ Docusign Version, April 2019 onwards

2.3	Commercial Pressures	This requirement is being sourced from a seller's market, where demand is high and supply is limited. Consequently significant cashable savings are not anticipated to be delivered through this contract.
2.4	Contractor Employment Status ²	N/A
2.5	Award Criteria	60% Quality 40% Price
2.6	Social Value	The contract is expected to contribute to social value by aiming to increase the number or properties being used for this purpose in Thurrock, rather than out of borough. This will have a positive impact socially, economically and environmentally.
2.7	Previous Contract	N/A

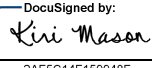
² Use online self-assessment tool: <https://www.gov.uk/guidance/check-employment-status-for-tax>

3. FINANCIAL CONSIDERATIONS							
3.1	Previous Contract Cost	N/A					
3.2	Scope Changes	Is there any increase / decrease in scope that could impact costs? No					
3.3	Annual Cost	Year	20/21 £000's	21/22 £000's	22/23 £000's	Later £000's	Total £000's
		Total Spend	£1,125	£1,500	£1,500	£1,875	£6,000
3.4	Funding Breakdown Identified	Revenue Budget	£1,125	£1,500	£1,500	£1,875	£6,000
		Capital Budget	£	£	£	£	£
		Other (Please State)	£	£	£	£	£
		Other (Please State)	£	£	£	£	£
		Total Funding	£1,125	£1,500	£1,500	£1,875	£6,000
3.5	Budget Code(s)	CA009, HG251 CA033					
3.6	Unsupported borrowing	N/A					
3.7	Other Financial Implications	See 2.3					

4. PROCUREMENT ROUTE		
4.1	Procurement Route	EU Open Tender
4.2	Procurement Route Rationale	The contract will be above the EU threshold. The Council wishes to appoint multiple providers, therefore there is no requirement to shortlist.
4.3	Does the contract require a waiver?	No
4.4	Single Source justification	N/A - not a single source
4.5	Waiver Rationale	N/A

5. PROCUREMENT TIMETABLE			
5.1	Procurement Timetable	Publish Contract Notice	23 March 2020
		Selection Questionnaire Return	N/A
		Invitation to Tender Issue	23 March 2020
		Invitation to Tender Return	01 May 2020
		Notification of Result	01 June 2020
		Standstill Period	02 - 11 June 2020
		Expected Award Date	12 June 2020
		Contract Commencement	01 July 2020

6. RISKS, CONSULTATION AND MANAGEMENT						
6.1	Tender Process Risks	Risk Level			Negative Impact	Mitigation
	Limited competition	C - Significant Likelihood	II - Significant Impact	CII - High Risk	Few options for accommodation, resulting in placements made outside of the contract	Market engagement to stimulate interest, and manageable tender process to encourage bids.
	Timetable overrun	C - Significant Likelihood	III - Marginal Impact	CIII - Low Risk	Delayed contract award	Ensure project team aware of timetable and deadlines
	-	N/A	N/A	N/A	-	-
6.2	Contract Performance Risks	Risk Level			Negative Impact	Mitigation
	Limited placement options	C - Significant Likelihood	II - Significant Impact	CII - High Risk	Placements made outside of the contract	Market engagement to stimulate interest, and manageable tender process to encourage bids.
	Unsuitable properties offered	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Service users without adequate living arrangements	Contract to include robust quality assurance measures
6.3	Contingency	If the procurement process did not deliver the number of properties required to fulfil the service, the Council would need to find properties outside of the contract, and use B&Bs where there is no other option.				
6.4	Consultation	The proposed contract will go for consultation through Directors Board and Cabinet.				
6.5	Project and Contract Management ³	Tier 1 - High Level Contract Management				
		The contract will be managed by officers in Housing and Children's Services, as it will be used by both services.				
6.6	Procurement Implications	Procurement agrees with the approach set out.				

7. LEGAL, FINANCE AND PROCUREMENT APPROVAL						
7.1	Procurement	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Procurement implications				
		Name	Kiri Mason			
		Signed	<small>DocuSigned by:</small> 			
		Date	06 February 2020 <small>2AF5C14F159948F</small>			
7.2	Legal	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Legal implications				
		Name	Kevin Molloy			
		Signed	<small>DocuSigned by:</small> 			
		Date	06 February 2020 <small>092F84B43BB54AF</small>			

³ Refer to the contract management framework or your category manager for guidance

7.3	Finance	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Financial implications	
		Name	Mike Jones
		Signed	<small>DocuSigned by:</small> Mike Jones
		Date	03 March 2020

8.	APPROVAL TO PROCEED		
8.1	Approval Level	Over £750,000 - Cabinet	
8.2	Responsible Officer	I confirm that this procurement will be carried out in accordance with Rule 5 of the Council's Contract Procedure Rules (Chapter 9, Part 2 of the Constitution) and in particular the following duties have been met: <ul style="list-style-type: none"> • Compliance will occur with all regulatory or statutory provisions and the Council's decision making requirements • The Contract will be included on the Council's Contract Register • Value for Money will be achieved • Advice has or will be sought from the Director of Finance and Corporate governance as to an appropriate security bond or guarantee • Document Retention Policy has and will be complied with • Financial Evaluation will be made of all the proposed tenders including the recommended bidder • Advice has been and will be sought and followed from Procurement, Legal and Finance as necessary 	
		Name	Lorrita Johnson
		Signed	<small>DocuSigned by:</small> Lorrita Johnson
		Date	06 February 2020
8.3	Assistant Director	In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13.	
		Name	-
		Signed	-
		Date	-
8.4	Corporate Director	In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13. I confirm that the Portfolio Holder has been consulted as required	
		Name	Roger Harris
		Signed	
		Date	

8.5	Director of Finance and IT (If waiver required)	In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13.	
		Name	-
		Signed	-
		Date	-
8.6	Cabinet	Minute Number	<i>TBC</i>
		Date	<i>11 March 2020</i>
<i>Now send complete form to Procurement Services signed and scanned</i>			