

To: **EXECUTIVE MEMBER: ADULT SERVICES, HEALTH AND HOUSING**  
**24<sup>th</sup> July 2023**

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**CONTRACT AWARD REPORT: ACCOMMODATION BASED HOUSING RELATED  
SUPPORT SERVICE**  
**Executive Director: People**

**1 Purpose of Report**

- 1.1 This report seeks approval to award a contract for the provision of Accommodation Based Housing Related Support. The Accommodation Based Housing Related Support Service provides housing related support for vulnerable people aged 16-25 who are threatened with or at risk of becoming homeless including Unaccompanied Asylum Seekers and Care Leavers. It also enables vulnerable people who need help to maintain their tenancy and live independently in the community. The provision of the Accommodation Based Housing Related Support Service Contract supports the delivery of our Statutory Duties.

**2 Recommendations**

- 2.1 That a contract for the Service, commencing on 1<sup>st</sup> September 2023 is awarded to Tenderer A as set out in Appendix A for an initial period of 3 years, with the two extension options of 2 years each with a maximum contract term of seven years (3+2+2 years) subject to satisfactory performance.

**3 Reasons for Recommendations**

- 3.1 In accordance with the recommendation set out in the Strategic Procurement Plan dated 13<sup>th</sup> December 2022 and approved by the Executive that the decision to award the service contract is delegated to the Executive Director: People in consultation with Executive Member for Adults, Health & Housing and Executive Member for Children, Young People & Learning.
- 3.2 The bid was reviewed by the tender evaluation team and met the requirements of the specification.

**4 Alternative Options Considered**

- 4.1 Do nothing: Current contractual obligations will lapse, there would be no adequate provision to meet our statutory duties.

**5 Supporting Information**

- 5.1 The Accommodation Based Housing Related Support Service enables BFC to meet the following Statutory Duties:
- The Homelessness (Priority Need for Accommodation) (England) Order 2002 – Prioritising accommodation for Children Looked After, Young People under 21 and other vulnerable young people.

- Housing Act 1996 - Provide interim accommodation for those who are homeless, eligible for assistance or in priority need.
- The Homelessness Reduction Act (HRA) 2017 – Duty to prevent homelessness and Duty to relieve homelessness.
- Children Act 1989 – Providing accommodation for Children Looked After (CLA) and Unaccompanied Asylum-Seeking Children (UASC) within the local area.
- The Care Leavers (England) Regulations 2010 – Providing assistance in order to meet the relevant child’s needs in relation to education, training or employment as provided for in the pathway plan.
- Statutory Guidance on Securing Sufficient Accommodation for Looked After Children – Secure sufficient accommodation within the authority’s area which meets the needs of children that the local authority are caring for.

5.2 The procurement was an open, single stage tender process in accordance with the Public Contracts Regulations 2015. The procurement was undertaken in accordance with the Strategic Procurement Plan which was approved by the Council’s Executive on 13<sup>th</sup> December 2022.

5.3 The opportunity was advertised on the Find a Tender Service, South East Business Portal (SEBP) and Contracts Finder in May 2023. The deadline for tenderers to submit their tender was 16<sup>th</sup> June 2023.

5.4 The procurement included two evaluation stages:

- (1) A selection questionnaire, reference review and financial checks to determine providers’ suitability and compliance,
- (2) The scoring of pricing and quality method statements

5.5 In total 38 providers viewed the tender, with 5 providers intending to respond, however only 1 tender bid was received for this service. The tender bid was reviewed by the tender evaluation panel and fully met the requirements of the specification and was confirmed as the successful bidder, subject to final approval. The Tender Evaluation panel included key stakeholders from the Housing Team, Children Social Care and the Strategic Commissioning team with moderation by the Corporate Procurement team.

5.6 The contract includes the opportunity for uplifts against the total annual contract price to be considered as part of the Council’s Uplifts Process. There will be monthly monitoring returns that will be sent by the successful bidder which include data around the age of tenants, source of referrals, length of stay, keyworker for each tenant, rent arrears and warnings. Housing and Children Social Care will attend monthly operational meetings to maintain the required oversight of all tenants. There will be also joint quarterly Contract Monitoring meetings attended by Commissioning, Housing and Children Social Care with the successful bidder submitting a quarterly report including key data. These reports will allow the outcomes and impact of this service for young people to be measured via the performance indicators outlined in the service specification. There will also be an Annual Review to evidence comprehensively the achievements and impact of the service and progress made against the contract’s requirement.

## **6 Consultation and Other Considerations**

### Legal Advice

- 6.1 This Procurement has been conducted in accordance with our legal and statutory obligations and Legal support the contract award to Tenderer A.

### Financial Advice

- 6.2 This is within the Budget available and taking account of inflationary uplifts and development of a planned programme will demonstrate value for money.

### Other Consultation Responses

- 6.3 Corporate Procurement;

The tender has been conducted in accordance with both the approved SPP and the published tender documents. Tenderer A is the highest scoring bidder following evaluation. I recommend the approval of the contract award to Tenderer A.

Alistair Little

Head of Corporate Procurement

### Equalities Impact Assessment

- 6.4 An Equalities Impact Screening was completed at the outset of the procurement, as part of the Strategic Procurement Plan. The screening determined that a full Equality Impact Assessment was not required.

### Strategic Risk Management Issues

- 6.5 None identified.

### Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO2.

### Health & Wellbeing Considerations

- 6.7 The service does not have any health funding and is not directly correlated with health. However the Accommodation Based Housing Related Support Service will support Young People access health and wellbeing support to enable them to become independent.

### Background Papers

Appendix A, Tender Evaluation Report (Confidential)

### Contact for further information

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