



GATEWAY 2

**MAJOR PROCUREMENT
AWARD REPORT
FOR
INDEPENDENT TENANT & HOMEOWNER
ADVISOR -
ESTATE REGENERATION**

REPORT TO

MAJOR PROCUREMENTS (£100K or over)	HEAD OF SERVICE
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DATE	7 July 2017
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INDEPENDENT TENANT AND HOMEOWNERS ADVISOR - ESTATE REGENERATION

SUMMARY

Contract Title	Independent Tenant & Homeowner Advice - Estate Regeneration
Annual cost/contract value	£40,357 per year
Contract term	One year with possible 1 year extension (1+1)
Start Date	31 July 2017
No. of Tenders Submitted	Five
Procurement Outcome	Newman Francis Ltd recommended for appointment
Name of Author	Marc Doman

BACKGROUND

Current Provider	NA
Current Contract Start/End Dates	NA
Current Total/Annual Value	NA
Current Arrangements	NA
Needs Analysis Summary	<p>Estate regeneration is essential to providing much needed additional housing and improving the condition of our housing estates to make them places where people want to live.</p> <p>The Council is committed to involving residents in the development of the regeneration proposals. In accordance with DCLG policy and recent London Mayor Good Practice guide, the Council is keen to ensure that all Kingston tenants and leaseholders have access to quality independent and impartial advice throughout the regeneration process.</p> <p>The procurement of Independent Tenant and Homeowner Advice service (ITHA) will</p>

	<p>enable residents (tenants, leaseholders and freeholders) to have access to independent and impartial advice on all matters related to regeneration.</p> <p>The ITHA will be independent and will not be representing the interests of the Council, or any prospective development partner, however they will facilitate the regeneration of the estate.</p> <p>The Cambridge Road estate regeneration programme is a Council and Mayoral Priority. The programme will contribute towards meeting Priority One of Kingston's Housing Strategy 2015 - 2020 - "Delivering Housing to support growth"</p> <p>The programme will also contribute towards Community outcomes (set out as part of Outcome based budgeting). Primarily this sits within outcome 6: "A Borough of choice and opportunity", but has impact on other outcomes.</p> <p>The estates regeneration programme sits within Our Kingston Programme.</p>
<p>Options Appraisal Summary</p>	<p>A number of procurement options were considered to procure these services. These were:</p> <ol style="list-style-type: none"> 1. In house services 2. Direct call - off from existing framework 3. Major procurement process through the Council's e - procurement system. <p><i>In house services</i> : There are no in house skills to undertake this work.</p> <p><i>Direct call-off from existing framework:</i> Undertaking a ITHA services is not covered by an existing corporate contract or framework.</p> <p>Running an open procurement process through the Council's e - procurement</p>

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	<p>system: Is considered the most appropriate procurement option.</p> <p>The procurement system can be used for major procurements like the one being considered here.</p> <p>The system allows you to</p> <ul style="list-style-type: none"> • advertise opportunities. • manage and review supplier responses. • award contracts. <p>Managing the contract online helps streamline processes and reduce costs as everything is online and the system stores the full audit history of the procurement exercise.</p>
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TENDER PROCESS

Procurement Route	Major (£100k or over)		
Details of Approach	<ul style="list-style-type: none"> • Standard routine. • The contract opportunity was advertised on the Council's website and on Contracts Finder at www.contractsfinder.service.gov.uk. • The contract opportunity was available to local businesses, voluntary and community sector through Contracts Finder. 		
Lessons Learned	None		
Procurement Timetable	Tender Stage	Date	
	Advert Posted	Monday, 12th of May 2017	
	Supplier Questionnaires Returned	N/A	
	Tender Documents available to Bidders	Monday, 12 of May 2017	
	Tenders Returned	Wednesday, 12 pm, 12 th of June 2017	
Bids Submitted	Company Name	Local/VCS?	Tender/Proposal Value
	Communities First	No	£33,310 (for one year)
	NewmanFrancis Ltd	No	£40,357

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	PPCR	No	£49,574
	Public Voices CIC	No	£49,200
	Source Partnership	No	£49,688
Companies who did not make submission	Company Name	Local/V CS?	Reason [if known]
	DWF LLP	No	
	Lenton Van Heerden T/A LVH Consulting	No	
	TPAS Ltd	No	
	Why Not Consultancy Services Ltd	No	
	JVM Ltd	No	
Evaluation Criteria	Price– total contract value		20%
	Quality– method statement questions and answers		80%
	1. Please detail how you will deliver ITHA services for the Cambridge Road estate regeneration programme.		37.5%
	2. Using knowledge from previous experience, please detail how would you would support leaseholders, freeholders and tenants through a buyback and decant process including, including experience of supporting residents through a Compulsory Purchase Order process.		18.75%
	3. Demonstrate experience of working in partnerships, with special reference to local authorities and resident steering groups/Tenants and Residents Associations.		12.5%
	4. Demonstrate experience of delivering independent and impartial advice to residents on regeneration estates.		12.5%
			18.75%

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	5. Please demonstrate your capacity to deliver the ITHA regeneration programme	
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EVALUATION OF THE SUBMISSIONS

Evaluation Panel	<ul style="list-style-type: none"> • Marcus Carling, Director Estate Regeneration Programme – Lead of the programme and team commissioning the role. • Archika Kumar, Project Manager, Estate Regeneration Programme – member of the team commissioning the role. • Marc Doman, Programme Officer, Estate Regeneration Programme - member of the team commissioning the role. 		
Evaluation Methodology	<p>Price – calculated on following formula: lowest bid / own bid x 20%</p> <p>Quality – scores of 0-5 for each method statement answer, totalled and multiplied by 80%</p>		
Bids Rejected	NA		
Presentations/Clarifications	Clarification meetings were held with all five bidders.		
Evaluation Scores:			
Rank	Company	Workgroup	Score
1	NewmanFrancis Ltd		78.86%
2	Source Partnership		78.70%
3	Communties First		76.60%
4	Public Voices CIC		70.17%
5	PPCR		65.73%
<p>Overall both NewmanFrancis and Source Partnership demonstrated a thorough and comprehensive understanding and experience of providing ITHA services required at Cambridge Road Estate Regeneration. NewmanFrancis's pricing was lower than Source Partnership's. With both quality and price taken into consideration NewmanFrancis is considered best suited for this commission.</p>			

EVALUATION OUTCOME

Winning Bidder Name	NewmanFrancis Ltd.	
Reasons for Top Score	NewmanFrancis demonstrated a thorough and comprehensive understanding of the ITHA services which are required during an Estate Regeneration programme. They further demonstrated a wealth of experience of providing ITHA advice on Estate Regeneration projects and understand the importance of impartiality. We believe that this approach which is competitively priced is considered best suited for this commission.	
Details of winning bidder's subcontractors [local/SME/voluntary sector] and how they will be managed	N/A	
Details of Implementation and contract management arrangements	Fortnightly monitoring and review meetings with the lead ITHA and when required with the Project Team.	
Financial Implications	NA	
Legal Implications	NA	
ICT implications	NA	
Risk & Rewards Assessment	The risks of this procurement were identified as:	The mitigation measures put in place to address them were:
	Delays in achieving internal approval for the commission.	Report was completed early and circulated to key stakeholders in advance of the Board meeting. Meeting with stakeholders was offered to effectively to respond to queries, however this was not found required.

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	Poor performance by consultant	Robust management by client team. Regular monitoring meetings to monitor against agreed programme milestones and activities.
	Poor response from the suppliers	Known suppliers were informed of the forthcoming opportunity. Council received five high quality bids.
	<p>The rewards/ benefits which will be delivered through this procurement were:</p> <ul style="list-style-type: none"> • Fulfillment of regeneration best practice of providing residents access to impartial and independent advice on the CPO Process, Buy-Back Negotiations, consultation on Decant Policy and Leaseholder and Freeholder Options. • Development of the Resident Charter which will form part of the development brief. • Supporting the residents in the appointment of the Development Partner and the development of the Master - plan and detailed design. 	
Social Value impact	The social, economic and environmental impacts of the contract were considered and have been taken into account by the winning bidder.	

RECOMMENDATION

Having analysed the submissions and considered the matters arising from the presentation process, officers consider that the proposal submitted by **Newman Francis Ltd.** represents the most advantageous tender to the Council. They have submitted the second lowest price and have achieved the second highest quality score aggregating to 78.86% in the evaluation matrix. Their submission therefore represents the most advantageous tender for RBK in all respects.

Newman Francis Ltd. have expressed a keen desire to win the Council's business and the Council can be confident that they will provide good services.

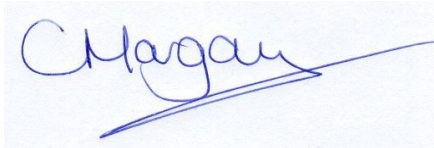
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Contract for Housing Needs Survey Services

The Head of Commissioning is asked to sign this award report to confirm his support for the above recommendation and that, based on the information provided, the process undertaken was compliant and the result supports value for money for the Council.

I support the recommendation detailed in this report

Signed:



**Chris Morgan
Head of Commissioning**

Date: 7/7/17

The Director of Place is asked to agree to the acceptance of the tender from NewmanFrancis Ltd to provide Independent Tenant and Homeowners Advice for a period of one year and to signify his agreement or otherwise by signing as indicated below.

I agree to the acceptance of the tender from Newman Francis Ltd. for a period of one year commencing 31 July.

Signed:

**Roy Thompson
Director of Place**

Date: