



## Decision of Cabinet Member for Housing and Residents Services

### Report from the Director of Housing Needs & Support

#### AUTHORITY TO AWARD CONTRACT FOR AUTHORITY TO AWARD CONTRACT FOR VARIOUS ROUGH SLEEPER SERVICES IN ACCORDANCE WITH PARAGRAPH 13 OF PART 3 OF THE CONSTITUTION

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key Decision
<b>Open or Part/Fully Exempt:</b> (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Part Exempt – Appendix 1 and 3 are exempt as they contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: “Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>No. of Appendices:</b>	Appendix 1 – List of Bidders (exempt) Appendix 2 – Evaluation Grid Appendix 3 – Social Value Commitments (exempt) Appendix 4 – Equality Impact Assessment
<b>Background Papers<sup>1</sup>:</b>	None
<b>Contact Officer(s):</b> (Name, Title, Contact Details)	Name: Laurence Coaker Job Title: Director, Housing Needs & Support Email: Laurence.coaker@brent.gov.uk

### Executive Summary

1.1 This report concerns the award of contract(s) for the provision of the following services for rough sleepers:

- a) The core contract for the Outreach, Housing Advice and Resettlement Services;
- b) Housing First Service funded by the Ministry of Housing, Community and Local Government under the Rough Sleeper Initiative (RSI) Grant;

- c) Rapid Assessment Hub funded by the Ministry of Housing, Community and Local Government under the Rough Sleeper Initiative (RSI) Grant;
- d) Additional Outreach, Housing Advice and Resettlement Services funded by the Ministry of Housing, Community and Local Government under the Rough Sleeper Initiative (RSI) Grant.

1.2 This report requests authority to award contracts as required by Contract Standing Order 88. This report summarises the process undertaken in procuring a contract and, following the completion of the evaluation of the bids, recommends to whom the contract should be awarded.

1.3 The purpose of the proposed contracts are to deliver services which will provide intensive support in order to meet the complex support needs of rough sleepers; and to prevent and reduce rough sleeping. The proposed contracts are anticipated to commence from 15 May 2025 and be for a term of three years to 14 April 2028.

## **2.0 Recommendation(s)**

That the Cabinet Member for Housing and Residents Services, having consulted with the Leader and in accordance with paragraph 13 of Part 3 of the Constitution:

2.1 Approves the award of contract for (1) Outreach, Housing Advice and Resettlement Services (core contract and additional RSI funded services); (2) Housing First Service; and (3) Rapid Assessment Hub to St Mungo's Community Housing Association for 3 years in the sum of £2,495,150.07.

## **3.0 Detail**

### **Contribution to Borough Plan Priorities & Strategic Context**

- 3.1 This contract will contribute to 3 of the priorities in the borough plan through social value namely:
- Best Start in Life by offering 6 work experience placements annually to offer support to young people from Black African, Caribbean and Somali communities of Brent to gain improved employment opportunities.
  - Prosperity and Stability by offering a minimum of 3 new apprenticeships and 3 new jobs for local residents to develop skills to develop skills and secure higher paid jobs
  - A Healthier Brent : Number of course sessions encouraging physical activity for clients resident in our Brent services.

## Background

- 3.2 The Council requires the provision of (1) Outreach, Housing Advice and Resettlement Services (core contract and additional RSI funded services); (2) Housing First Service; and (3) Rapid Assessment Hub. Council officers have undertaken a procurement exercise and identified a contractor providing the most economically advantageous offer in accordance with relevant evaluation criteria and therefore recommend award of a contract for various rough sleeper services (the "Contract").
- 3.3 The Contract for various rough sleeper services will be let using the Council's contract terms and conditions for a period of three (3) years from 15 May 2025 to 14 April 2027.
- 3.4 The required service was categorised as Schedule 3 under the Public Contract Regulations 2015 (the "PCR 2015"). The Council advertised the opportunity on the Find a Tender service, the London Tenders Portal and Contracts Finder on 28th February 2025. Bidders were provided with a specification and details of the tender approach and were invited to complete a selection questionnaire ("SQ"), quality, social value and pricing proposals using the Council's Electronic Tendering Facility.
- 3.5 The tendering instructions stated that the Contract would be awarded on the basis of the most economically advantageous offer to the Council and that in evaluating tenders, the Council would have regard to the following:

Award Criteria	Weighting (%)
<b>Quality/Technical</b>	<b>50%</b>
<b>1 Support &amp; Care Planning</b>	<b>50%</b>
1.1 Identifying support needs	40%
1.2 Service Delivery	40%
1.3 Partnership working	20%
<b>2. Policy, Practice &amp; Governance</b>	<b>35%</b>
2.1 Health and Safety	10%
2.2 Quality assurance	30%
2.3 Safeguarding	30%
2.4 Systems and Processes	30%
<b>3 Workforce and Mobilisation</b>	<b>15%</b>
3.1 Workforce	45%
3.2 Mobilisation	55%
<b>Social Value</b>	<b>10%</b>
Best Start in Life	3%
Prosperity and Stability	4%

<b>Award Criteria</b>	<b>Weighting (%)</b>
A Cleaner, Greener future	3%
<b>Pricing Schedule</b>	<b>40%</b>
<b>Total</b>	<b>100%</b>

## **Evaluation process**

- 3.6 The tender evaluation was carried out by a panel of officers from the Housing Needs & Support Service.
- 3.7 All tenders had to be submitted electronically no later than 5pm on 21st March 2025. Three (3) compliant tenders were received. All received tenders 'passed' the initial required threshold experience of service delivery and measuring outcomes commensurate to the requirements of the Tender in the SQ. The three (3) bidders were then shortlisted on the basis of technical ability, financial resources, business eligibility and relevant experience to be taken forward to have their tender evaluated on the above award criteria. Each member of the evaluation panel read the tenders and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the tender.
- 3.8 The panel met between 1st April 2025 – 7th April 2025 and each submission was marked by the whole panel against the award criteria.
- 3.9 The names of the tenderers are contained in Appendix 1. The scores received by the tenderers are included in Appendix 2. It will be noted that Contractor 3 was the highest scoring tenderer. Officers therefore recommend the award of the Contract to Contractor 3, namely St Mungo's Community Housing Association.
- 3.10 The Contract will commence on 15th May 2025 subject to the Council's observation of the requirements of the mandatory standstill period noted in paragraph 5.4 below.

## **4.0 Financial Implications**

- 4.1 Paragraph 13 of Part 3 of the Council's Constitution states that the Cabinet Member for Housing and Residents Services having consulted with the Leader has delegated authority to approve the award of contracts for services over £2 million but at less than £5 million. The estimated value of the Contract is under this threshold.
- 4.2 Over the three-year period, the £2m for the Housing First Service, Rapid

Assessment Hub, Additional Outreach, Housing Advice and Resettlement Services will be funded from the Rough Sleeper Initiative (RSI) Grant. These services have been fully costed within the claim and any breach of the conditions may result in the funds to be returned.

- 4.3 There is £1.3m allocation for the RSI grant for 25/26, the services provided will be managed within the grant claim allocated. Any overspend that may arise will result in an additional pressure on the Housing Needs budget. To recognise the increasing pressures faced by local authorities, MHCLG have provided top ups to their allocations in previous years, although this is not confirmed until later in the financial year.
- 4.4 The core contract cost of the Outreach, Housing Advice and Resettlement Service is currently £465k for three years, and it is funded from the Housing Needs budget. The cost has remained the same as the previous financial year. A breakdown of the costs over the three years can be seen below:

## **5.0 Legal Implications**

- 5.1 As the procurement of the Contract started in 2024, the procurement is governed by the Public Contracts Regulations 2015 (“PCR 2015”). The estimated value of the Contract over its lifetime is in excess of the PCR 2015 threshold for Services and the award of the Contract is therefore governed by the PCR 2015.
- 5.2 As detailed in Section 3, a procurement process in compliance with the PCR 2015 has been conducted.
- 5.3 The award of the Contract is subject to the Council's own Standing Orders in respect of High Value Contracts. The Cabinet Member for Housing Needs & Support, having consulted with the Leader, has delegated power to award High Value Contracts in accordance with paragraph 13 of Part 3 of the Council's Constitution.
- 5.4 The Council must comply with the PCR 2015 relating to the observation of a mandatory minimum 10 calendar day standstill period before the contract can be awarded. Therefore, once the Cabinet has determined which tenderer should be awarded the contract, all tenderers will be issued with written notification of the contract award decision. A minimum 10 calendar day standstill period will then be observed before the contract is concluded – this period will begin the day after all Tenderers are sent notification of the award decision – and additional debrief information will be provided to unsuccessful tenderers in accordance with the PCR 2015. As soon as possible after the standstill period ends, the successful tenderer will be issued with a letter of acceptance and the contract can commence.

## **6.0 Equity, Diversity & Inclusion (EDI) Considerations**

- 6.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 6.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.
- 6.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.
- 6.5 The proposals in this report have been subject to screening and officers believe that there are no adverse equality implications.

## **7.0 Climate Change and Environmental Considerations**

- 7.1 N/A

## **8.0 Human Resources/Property Considerations (if appropriate)**

- 8.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from retendering the Contract.

## **9.0 Communication Considerations**

9.1 N/A

**10.0 Public Services (Social Value) Act 2012**

10.1 The Council is under a duty pursuant to the Public Services (Social Value) Act 2012 (“the Social Value Act”) to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. Officers have had regard to considerations contained in the Social Value Act in relation to the procurement.

**Report sign off:**

*Laurence Coaker*  
Director Housing needs and Support