

**THE LONDON BOROUGH OF BRENT
REGENERATION & GROWTH DEPARTMENT
HOUSING & EMPLOYMENT
HOUSING NEEDS SERVICE**

**ROUGH SLEEPING SERVICE, ROUGH SLEEPER'S
STREET OUTREACH SERVICE CONTRACT**

DOCUMENT (i): Evaluation Methodology

Date:28/11/14

1. Overall Tender Evaluation

1.1 The Contract shall be awarded on the basis of the Tender which is the most economically advantageous to the Council.

Tenders will be evaluated in accordance with the methodology set out below.

Quality will carry 60% of the evaluation weightings and Price will carry 40%. Requirements referred to below and detailed in the Tender Response Requirements Document (k).

The quality evaluation criteria and relative weightings which will be used to evaluate quality are detailed in the Table below and in the Method Statement Requirements details in Document K of the Invitation to Tender Instructions.

Tenderers are required to complete Method Statements in accordance with the requirements in Document (k).

1.2 Evaluation of Quality (60% of total evaluation)

RSOS 1) The tenderer's proposals as to how the tenderer's previous experience will be applied to provide a high quality outreach service to rough sleepers that will deliver evidenced positive outcomes for the rough sleepers engaged with.	20%
RSOS 2) The tenderer's demonstration of the appropriateness and effectiveness of the tenderer's proposed systems and working methods to deliver the Brent Rough Sleepers' Outreach Service.	30%
RSOS 3) The Tenderer's proposals for how they propose to will maximise the effective impact of the service within the available resources.	30%
RSOS 4) The Tenderer's proposals for how they will work in partnership with other providers (Substance Misuse & Mental Health Services, ICE Teams etc.) in order to maximize the service offer to service users and improve required outcomes.	10%
RSOS 5) The tenderer's proposals for how they will ensure the best integration of service offer between the Rough Sleepers Outreach and Housing Advice & Resettlement services.	10%

1.3 Scoring system

The scoring system to be used will be as follows:

Score	Acceptability	Bidder Response Demonstrates
0	Unacceptable	Information is either omitted or fundamentally unacceptable and/or there is insufficient evidence to support the proposal to allow the Authority to properly evaluate
1	Major Reservations	The information submitted has insufficient evidence that the specified requirements can be met and/or there are significant omissions, serious and/or many concerns
2	Some Reservations	The information submitted has some minor omissions against the specified requirements. The solution achieves basic minimum standard in some respects but is unsatisfactory in others and raises some concerns
3	Satisfactory	The information submitted meets the Authority's requirements and is acceptable in most respects, and there are no major concerns
4	Good	The information submitted provides good evidence that the specified requirements can be met. It is a full and robust response, and any concerns are addressed so that the proposal gives confidence
5	Outstanding	The information submitted provides strong evidence that the specified requirements will be exceeded, and provides full confidence with no concerns

For each Method Statement requirement each bidder must score a minimum of 2 in order for the tender to be considered further.

Should a Tenderer fail to achieve a score of 55% for Quality criteria, this will preclude further consideration of the tender.

2.0 Price (40% of overall evaluation)

Price will consist of 40% of the evaluation weightings.

The tenderer with the lowest evaluated price over the potential five (5) years Contract Period will receive the highest score; other bidders will receive a proportional score to the lowest evaluated price.

The price will not take into consideration the Parent Company Guarantee costs for evaluation of the pricing element.

- 2.1 The Council shall not be bound to accept the lowest or any Tender submitted.
- 2.2 Tenderers may be required to demonstrate their ability to carry out the Services and it may be necessary for officers of the Council to visit the Tenderer's offices and, interview the Tenderer, and during the tender evaluation process the Tenderer may therefore be required to:
 - (a) attend meetings with the Council to present, explain or amplify details of its Form of Tender and tender submission;
 - (b) provide any other information reasonably required by the Council to enable a detailed evaluation of the Tenderer's submission; and
 - (c) arrange visits to other clients of the Tenderer or the provision of references.
- 2.3 Tenderers should fill in the Pricing Document in accordance with the criteria set out therein. The Council is seeking information in a manner which enables it to compare all Tenders on an equal footing.
- 2.4 All cost information must be exclusive of Value Added Tax as set out in the Conditions of Contract.
- 2.5 Tenderers' are required to indicate in the Pricing Schedule the annual cost (if any) of providing a Parent Company Guarantee (where the Tenderer has a parent company).
- 3.0 **Evaluation panel**
- 3.1 Tenderers responses will be evaluated by a team of Council officers with input from stakeholders and advisers drawn together by the Council with expertise in the delivery of these services.

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**ROUGH SLEEPING SERVICE, ROUGH SLEEPERS
HOUSING ADVICE AND RESETTLEMENT SERVICE
CONTRACT**

DOCUMENT (i): EVALUATION METHODOLOGY

Date: 28/11/2014

1. Overall Tender Evaluation

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1.2 Evaluation of Quality (60% of total evaluation)

RSA&RS 1) The tenderer's proposals as to how the tenderer's previous experience will be applied to provide a high quality advice and resettlement service that supports single homeless people in securing stable accommodation and sustaining it.	20%
RSA&RS 2) The tenderer's demonstration of the appropriateness and effectiveness of the tenderer's proposed systems and working methods to deliver the Brent Rough Sleepers' Advice & Resettlement Service.	20%
RSA&RS 3) Tenderer's proposals and evidence demonstrating the tenderer's ability to support Brent rough sleepers assisted into accommodation with accessing appropriate education, training or employment.	20%
RSA&RS 4) The Tenderer's proposals for how they will support Brent rough sleepers who have previously been assisted into accommodation maintain their tenancies should they later experience difficulties that threaten these tenancies.	20%
RSA&RS 5) The Tenderer's proposals for how they will work in partnership with other providers (Substance Misuse & Mental Health Services, ICE Teams etc.) in order to maximize the service offer to service users and improve required outcomes.	10%
RSA&RS 6) The tenderer's proposals for how they will ensure the best integration of service offer between the Rough Sleepers Advice & Resettlement service and Outreach Service.	10%

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