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Introduction

A. Purpose of this guidance

The purpose of this document is to provide guidance to those bidding for funding from the 2015-17 Homelessness Change and Platform for Life Funds using the Investment Management System (IMS).

Other IMS guidance can be found at the following address on GOV.UK: https://www.gov.uk/government/collections/investment-management-system-access-guidance-and-support

B. 2015-17 Homelessness Change and Platform for Life Funds - Bidding in IMS

The Homelessness Change and Platform for Life Funds will operate within HCA’s Offers environment within IMS.

- Bidding for the funds is open until noon on the 12th June 2015.

- Bidding is open to all organisations who are, or intend to become, qualified as HCA Investment Partners.

- Organisations that are not already qualified as Investment Partners with the HCA will need to submit an application for qualification. Further information on Investment Partner qualification can be found on GOV.UK – https://www.gov.uk/government/publications/affordable-homes-programme-2015-to-2018-qualification

- Providers who already have HCA IMS access can bid under their existing accounts. New bidders are able to apply for IMS access by telephoning the HCA IT service desk on 01908 353604 or emailing them at servicedesk@hca.gsi.gov.uk

- IMS contains separate Offer types for Homelessness Change 2015-17 and Platform for Life. Overall the process for entering bids through these routes is the same however there are some differences between each Offer type which are highlighted in this guidance.

- Bids should only be made on named schemes where plans are far enough advanced to give some certainty of delivery and where local authority agreement for the proposals has already been achieved.

- Each scheme forming part of the bid should be listed under a separate Offer Line. (The process of doing this is fully explained later in this guidance.)

- In addition to the information submitted in IMS, site and floor plans for proposed schemes, where appropriate, should be emailed to DHHomelessnessfund@hca.gsi.gov.uk by the deadline date, and should be saved with a file name or file names that clearly identify the provider and scheme name.
C. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed via the Luna Blue theme. To select this theme, select Tools menu > Themes > Luna Blue Theme > Save

D. User Support

For help accessing the IMS system or to report a problem, please contact the helpdesk on 01908 353604

For other queries, please contact the appropriate HCA Operating Area Office: https://www.gov.uk/government/organisations/homes-and-communities-agency/about/access-and-opening

E. Related Documents

- 2015-17 Homelessness Change and Platform for Life prospectus
- Affordable Housing Capital Funding Guide
- IMS Help Page – contains IMS Users Guides
1. Creating Your Partnership for Homelessness Change or Platform for Life Bidding

In order to submit bids through IMS, bidders are required to set up a partnership record in IMS to enable Offer entry. If bidders have already set up a 15-18 partnership (for example, to bid for funds from the 15-18 Affordable Homes Programme), they can skip this step and go straight to setting up their Offer.

1.1 Accessing the Offers system

From the main IMS screen select Offers > Offers System

1.2 Creating a Partnership

In the Offer System screen select Partnership:

Then click on the ‘Plus’ icon to create a new Partnership record.
1.3 **Select the Partnership period**

The following box will appear. 2015-17 Homelessness Change and Platform for Life Offers are delivered under the 2015-18 partnership period and so bidders should select ‘2015-18’ from the available options, and then click Ok.

![Partnership Periods](image)

1.4 **Naming the Partnership**

Choose a name for the partnership in the first available box (The name chosen needs to be unique, therefore, if the one chosen is a duplicate, IMS will ask for it to be amended).

![Partnership screen showing example Partnership name entered](image)
1.5 Saving the Partnership

After entering a partnership name, click ‘Save’ and the Partnership record will then be created.

1.6 Adding other organisations to the Partnership

If other organisations are involved in the bidding Partnership these can be added to the Partnership record by clicking the ‘New’ button, and then entering the organisation’s provider code and selecting the relevant Organisation Type from the drop-down list.

1.7 Completing the Partnership record

Once each selection has been made the bidder should click the ‘Save’ button to finalise their partnership. Any amendments can still be made using the ‘Delete’ button and then adding another row in to replace it.

Once the Partnership record is complete press the ‘Cancel’ button to exit this screen.
2. Creating an Offer

In order to submit a bid for the 2015-17 Homelessness Change and Platform for Life Funds, bidders will need to create an Offer.

There is a separate Offer type for either Homelessness Change or Platform for Life bids.

2.1 Create an Offer

Click on the ‘Offer’ button shown below to begin this process.

Then click Ok on the Offer filter. If no previous Offers have been created the following message will be displayed.

2.1.1 Click the ‘Plus’ icon to create a new record and the following screen will be presented. The first task is to pick the relevant Partnership name from the drop down menu.
2.2 Adding an Agreement

Once the Partnership has been selected the Agreement box will be activated. Click on the icon to create a new agreement. Choose a suitable name for the agreement and then click ‘Save’. Now return to the Offer screen.

![New Agreement Screen](image)

New agreement screen – completed as example

2.3 Selecting the Offer type

From the Offer Type dropdown list bidders should select either **Homelessness Change 2015-17** or **Platform for Life**, depending on which route they are bidding under. Other options are available for selection but it is essential that bidders only select either the **Homelessness Change 2015-17** or **Platform for Life** route.

![Offer Selection Screen](image)
2.4 Naming the Offer

Give the Offer a name and then click Save.

The Offer for bidding has now been created – click the Cancel button to return to the main screen and bidders can now move onto Creating Offer Lines for the specific schemes of their bid.

[Note: the Contributions tab on the Offer screen shows the total cumulative figures for cost contribution data which is entered at the Offer Line level (see section 3.3.4). Providers cannot edit figures in this tab directly.]
3. Creating Offer Lines and Profiles within your Offer

Now that the Offer has been created, bidders will need to create an Offer Line for each bid that they want to submit. Each Offer Line must represent a specific scheme in a local authority. One Offer Line should be submitted for each individual scheme to be bid for.

3.1 Adding an Offer Line

Click on the Offer Line icon from the top menu bar, select Ok in the Offer line filter, and then choose the ‘Plus’ icon to begin to create the first Offer Line.

3.1.1 Bidders should select their Partnership and Offer from the appropriate dropdown menus, and give the Offer Line a descriptive name so that it is easily identifiable when referring back to it on IMS.

Example Offer line screen creation
3.2 Completing the Offer Line Geography tab

The only tab available at this point in the lower part of the screen is Geography.

3.2.1 Bidders should select the HCA Operating Area where the scheme is located and then select the relevant local authority code. [If you are unsure of which HCA Operating Area your scheme is located in please contact DHHomelessnessfund@hca.gsi.gov.uk]

The local authority code can be found by ‘right-clicking’ in the local authority box and typing in the local authority name in the search screen which opens as shown below.

3.2.2 Return to the Geography tab and press ‘Save’. This will activate the next two tabs: Products and Site.
3.3 Completing the Offer Line – Products tab

3.3.1 On the Products tab, bidders should select the Processing Route from the drop-down list which is relevant to their bid development and then click Save.

For Platform for Life Offers only bidders will be required to select the expected life of the property from the drop down list before saving.

Next, bidders should click on the ‘Plus’ icon in order to create a new sub product. This allows bidders to enter key features of the Offer Line such as the number of units, funding requested, revenue income generated on the scheme, size and mix of units and the delivery timetable.
The following screen will be displayed:

**Offer Line Sub Product Screen**

The only sub product available for 2015-17 Homelessness Change and Platform for Life Offers Lines is Affordable Rent.

Select the sub product; enter the number of units and the amount of funding requested in the relevant boxes and then click ‘Save’.

This will activate the six relevant tabs of Organisations, Unit Details, Capital Contributions, Scheme Costs, Scheme Forecasts, and Scheme Progress in the Offer Line Sub Product screen.
3.3.2 The **Organisations** tab allows providers to specify which partners within their partnership will be developing the scheme, owning the land during the development and owning the units after completion.

**Organisations** tab completed as example

Note: These lists are populated from the information entered when creating a Partnership. If there are no organisations presented, or you wish to add different organisations to the list, go back and edit the Partnership (section 1).

To add **Owners of units** select the plus icon and select the organisation required, then enter in the number of units they will own. More than one owner can be listed.

Once all information has been entered click ‘Save’ and move on to the Unit Details tab.
3.3.3 The **Unit Details** tab allows providers to enter the details of all units to be developed as part of the scheme.

*Offer Line Sub Product screen showing Unit Details tab*
To add unit details select the new icon to display the Unit Type Entry Screen. Either of the following screens will appear depending on which Offer type has been selected.

**Unit Type Entry screen – Homelessness Change Offer type**

**Unit Type Entry screen – Platform for Life Offer type**

**Note:** For Homelessness Change Offers, the Supported Housing Revenue Funding and Client Groups tabs will initially be ‘greyed out’ but will become available once the Unit Detail tab has been completed. Neither of these tabs will be available for Platform for Life Offers.
Unit Type Entry - Unit Detail tab

The Unit Detail information should be completed for both Offer types first. Answer all of the questions and then ‘Save’.

Unit Type Entry screen – completed as example for Homelessness Change Offer type

For Homelessness Change Offer Lines only, the following message will appear upon saving requiring bidders to specify the relevant client group for the units. Click ‘Ok’ to be taken directly to the Client Groups tab to complete this information. [This step is not required for Platform for Life Offers, and bidders will be sent directly to the Rent tab]
Unit Type Entry – Client Groups tab (Homelessness Change Offers only)

On the Client Groups tab select the relevant client group for the units from the list and the ‘Save’.

![Client Groups Tab](image)

Unit Type Entry – Client Groups tab

The following message will appear relating to the expected market value of the units. Click ‘Ok’ to be taken to the Rent tab where this information is collected.

![Error Message](image)
Unit Type Entry - Rent tab

On this screen bidders should enter an estimated market value for the units in the scheme and enter the relevant rental details.

Affordable Rents for properties funded by the HCA are expected to be set up to 80% of the local market rates, inclusive of all building related services charges. However, where this would result in a rent, inclusive of service charges, that is below the relevant target rent plus service charge, the target rent should act as a floor. In these cases where the resulting rent will, therefore, exceed 80% of the market rent bidders should mark the tick box on this screen to indicate this.

Example rent details showing prospective rent per week exceeding 80% of the market rent
If the rent details entered exceed 80% market rent and this box is not ticked the following warning message will appear requiring the bidder to rectify this.

![Rent tab - warning]

Once the rent details have been entered click ‘Save’.

Homelessness Change bidders should then select the Supported Housing Revenue Funding tab which is now available.

This tab will not available for Platform for Life Offers and so bidders for this route should click ‘Cancel’ after saving the rent information to return the main Unit Details screen. It is not expected that Platform for Life schemes will require revenue funding but, where relevant, bidders for Platform for Life Offers should enter the details of any revenue funding for their scheme in their supporting statement(s).
Unit Type Entry - Supported Housing Revenue Funding tab (Homelessness Change Offers only)

On this screen bidders should select the relevant revenue funding source(s) from the list. If the revenue funding for the scheme has not yet been secured, bidders should select the expected source of funding.

Unit Type Entry- Supported Housing Revenue Funding tab (completed as example)

Once entered click ‘Save’ and then ‘Cancel’ to return the main Unit Details screen.

Bidders should complete a Unit Type Entry screen for each different type of unit to be submitted under their bid following the above steps.
3.3.4 Capital Contributions tab

Next, bidders should move on to the Capital Contributions tab to complete details of the other sources of funding that will be contributing to the scheme. Contribution details entered on this screen feed into the main contributions screen at the Offer stage (see Section 2.4).

Offer Line Sub Product – Capital contributions tab

Enter an amount against each relevant contribution type and then add a short comment.
To enter details of ‘Other public subsidy’ double click on the ‘Amount (£)’ box on this line to enter the values. The following screen will appear.

![Capital contributions tab – OPS screen](image)

*Capital contributions tab – OPS screen (completed as example)*

Enter the relevant values along with a comment for each contributor and then save.

Click ‘Cancel’ to return to the main Capital contributions tab.

Once all of the capital contributions have been entered click ‘Save’ and move on to the Scheme Costs tab.

*[Note: A zero will need to be added against any contribution types which are not being used before proceeding]*
### 3.3.5 Scheme Costs tab

The Scheme Costs screen should be entered in sequence, starting with the left hand column and working down the rows in alphabetical order.

The use of letters in the field descriptions are designed to illustrate the calculations automatically generated by the system.

#### Scheme costs tab

The fields on this screen are dependant to the answer to question A - Public Land?

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Public land</td>
</tr>
<tr>
<td>B</td>
<td>Purchase Price</td>
</tr>
<tr>
<td>C</td>
<td>Has the price been marked down in your account?</td>
</tr>
<tr>
<td>D</td>
<td>Current Value</td>
</tr>
<tr>
<td>E</td>
<td>Acquisition cost (-E)</td>
</tr>
<tr>
<td>F</td>
<td>Works cost</td>
</tr>
<tr>
<td>G</td>
<td>On costs</td>
</tr>
<tr>
<td>H</td>
<td>Total scheme cost (E+F+G)</td>
</tr>
</tbody>
</table>

---

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Public Land

If the scheme is being developed on public land this question should be answered Yes, The following questions will then appear.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Public land</td>
<td>Yes</td>
</tr>
<tr>
<td>B. Land value</td>
<td></td>
</tr>
<tr>
<td>C. Discount on land</td>
<td></td>
</tr>
<tr>
<td>OPS</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
</tr>
<tr>
<td>D. Purchase Price (net of discount)</td>
<td>0</td>
</tr>
<tr>
<td>E. Acquisition cost (=D)</td>
<td>0</td>
</tr>
<tr>
<td>F. Works cost per m²</td>
<td>0</td>
</tr>
<tr>
<td>G. On costs</td>
<td></td>
</tr>
<tr>
<td>H. Total scheme cost (E+F+G)</td>
<td>0</td>
</tr>
</tbody>
</table>

Bidders should enter the current land value at question B and then provide details of any discount on the land in C. Then select ‘OPS Sources’ to enter the details of land discount provided from other public sources.

OPS – Free/discounted land – completed as example

Enter the value in pounds for each relevant source and ‘Save’. Then return to the Scheme costs tab. The Purchase price (D) and Acquisition cost (E) will automatically update based on the information provided in questions B and C. The Works cost (F) and On costs (G) should be entered manually.
**Non-Public Land**
If no public land is being used for the scheme bidders should proceed to enter the relevant Purchase price (B) and then indicate whether the price has been marked down in their accounts (C and D). The Acquisition cost (E) will automatically updated based on the information provided in questions B and D. The Works cost (F) and On costs (G) should be entered manually.

![Scheme costs tab – completed as example for non-public land](image)

*The HCA expects all bids to achieve a nil surplus/deficit with the scheme costs balancing with capital contributions and the funding requested. If this is not the case an error will be generated upon bid submission.*

Once all of the scheme cost details have been entered click ‘Save’ and then move on to the next tab – Scheme Forecast.
3.3.6 Scheme Forecast tab

On the Scheme Forecast tab bidders should enter the relevant dates against each project milestone and then click ‘Save’.

[Note: Payments made under this programme will be through equal 50-50 tranches at start on site and completion for Registered Providers. For unregistered providers, payment will be 100% on completion.]
3.3.7 Scheme Progress tab

Lastly, bidders should complete the Scheme Progress tab. This tab collects information on the current progress made with planning, land acquisition and works for the scheme.

Scheme progress tab – completed as example

Complete each section with the relevant information and then click ‘Save’.

The Offer Line Sub Product entry should now be complete. Click ‘Cancel’ to return to the Offer Line screen.

Bidders should now complete the Site tab.
3.4 Completing the Offer Line Site tab

3.4.1 Click the ‘Plus’ icon on this screen to open up a new window to enable information on the scheme site to be entered.

![Offer Line – Site tab](image)

3.4.2 Click on the ‘Plus’ icon alongside the Site ID box to open the New Site screen to enter the specifics of the site.

![Offer line site summary screen](image)
3.4.3 Enter a Site description and relevant Local Authority Code and then click ‘Save’. The Site record has now been created and the ‘General’, ‘Geography’ and ‘Section 106’ tabs are available for completion.
3.4.4 **The General tab** should be completed by bidders answering each of the dropdown questions as appropriate to the scheme.

![New Site screen – General tab completed as example](image)

The General tab should be completed by bidders answering each of the dropdown questions as appropriate to the scheme.
3.4.5 Once the General tab is complete, bidders should click across to the next tab, **Geography**, which captures details of the site’s location.

Enter the O.S. co-ordinates and the postcode for the site in the box provided (an example of this is shown in the screenshot below). IMS will then populate the other fields with all of the data on that particular location from the HCA’s spatial intelligence system. If a valid postcode is not known this field can be left blank.

[Note: *The Rural Community information box on this screen will be auto-populated from the O.S. co-ordinates provided. If a bidder wishes to challenge this information they can update the Provider rural classification field and enter a comment*.]

![New site screen – Geography tab completed as example](image)

Once this tab is complete, click ‘Save’ and proceed to the Section 106 tab.
3.4.6 On the **Section 106**, enter Yes or No as to whether these units are being delivered through a Section 106 planning agreement, and then complete the other questions as appropriate.

![New site screen – Section 106 tab](image)

Once completed click ‘Save’ and then ‘Close’ to complete this section.

3.4.7 Bidders are now returned to the Offer Line Site summary screen. Enter the number of firm units for the Offer Line and then click ‘Save’.

![Offer Line Site summary screen](image)

The Offer Line information is now complete. Bidders should repeat the steps in chapter 3 for each Offer Line that makes up their bid if they are submitting more than one scheme.
4. Supporting Statements

For Homelessness Change and Platform for Life bids supporting statements should be submitted in IMS as part of the Offer. Before completing this section bidders should refer to the programme prospectus for detailed requirements.

4.1 Selecting supporting statements

Access to supporting statement entry is via the Offer screen. Return to the Offer screen by clicking the ‘Offer’ button in the toolbar.

4.1.1 Select the relevant created Homelessness Change or Platform for Life Offer from the list, and then click the Supporting Statement button as highlighted below.

The following screen will then appear.

Supporting Statement Summary
4.1.2 For Homelessness Change or Platform for Life Offers there are four mandatory supporting statements to be completed and one which is optional:

- Construction Innovation and Procurement Efficiency (optional)
- Design Statement (mandatory)
- Employment and Skills (mandatory)
- Scheme Proposal Outline (mandatory)
- Sustainability (mandatory)

4.2 Entering supporting statements

4.2.1 To start entering the statements select the Edit button under the Action header for the relevant Statement type. The statement page will then open as per the example below.

Scheme Proposal Outline statement

4.2.2 Once bidders have read and understood the questions on each page they should mark the tick box at the top of the screen to confirm this. [Note: this step will need to be carried out on all of the statements (mandatory and optional)]]
4.2.3 Bidders should then double click in the response field to enter the corresponding statement. A pop-up window will appear to collect this.

Supporting statement text response box

4.2.4 Once all statements have been completed and no further changes need to be made, bidders should then click ‘Submit’ at the foot of the page and enter submission comment in the pop-up box. The supporting statements have now been submitted.

Supporting Statement summary screen – completed
5. Validating and Submitting your Bid

5.1 Offer Line validation

Once all of the required bid information in Offer line has been completed it must be validated to ensure that there are no errors in the data entered. To do this, click the ‘Validate’ button located at the bottom of the screen.

If there are any errors on the Offer Line which require action a message such as the example below will be returned giving details of the required steps.

![Example Offer Line validation error message]

5.1.1 Once the Offer Line has been validated without errors the following message will appear.

![Validation]

The Offer Line status at the top of the screen will now become green and Valid.

Repeat the process of Offer Line submission for each of the offer lines that are to be included in the bid. Once all are complete and valid, bidders should return to their Offer.
5.2 Offer validation

Once all Offer Lines have been validated bidders should return to the Offer screen to validate and submit the Offer as a whole.

If not already bidders should also complete and submit their supporting statements at this stage (see section 4)

5.2.1 When bidders are ready to submit their bid, they should press the ‘Validate’ button at the foot of the screen to make sure that there are no errors. As with the Offer Line, if all data is valid and correct a message will be displayed stating ‘Offer data validated with no errors’. If there are any errors in the data which require action a message detailing these will be displayed.

5.3 Submitting the Offer

Once the Offer has been validated, it can be submitted to the HCA for assessment by clicking the ‘Submit button’.

On pressing ‘Submit’ a list of confirmation statements that must be agreed prior to bid submission will be displayed. If all of these requirements have been satisfied, bidders should insert a short submission statement in the comments box and then select Enter. The Offer will now be submitted to the HCA.

5.3.1 To check that the bid Offer has been submitted, bidders can select the Audit button on the Offer screen. The following screen will then appear showing the Status as ‘Submitted’
The Homelessness Change and Platform for Life bid round is a competition, as such the HCA and Department of Health will not examine any bids submitted until after the submission deadline has passed (noon, 12th June 2015).