Annex A: Template for submitting your bid

1. In order to submit your bid, with reference to the assessment criteria and scoring methods explained in the bidding prospectus, please provide answers under the below headings and include any data requested.
2. We would welcome concise bids and, in total, they should not exceed 2,500 words.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead Authority:** | | **Other Authorities:** | | |
| **Contact:** | | **Contact:** | | |
| **1** | **Please provide us with an outline of your proposed scheme. This should also include a summary of:**   * + **Explain how this scheme is in addition to existing provision provided by the local authority.**   + **The design of the scheme and why you have chosen this design, relating this to the need of the area.**   + **How you will deliver the scheme, including the timetable and key milestones, key risks to successful delivery of the outcomes and the corresponding mitigations. This should include when you intend to spend the funding requested.** | | | |
| ***Please provide your answer in this text box…*** | | | | |
| **2** | **Please provide us with the following information relating to your proposed scheme and evidence of how you reached these estimates** | | | |
|  | Total funding required: | | 18/19  £ | 19/20  £ |
| Please explain the profile of funding requested: | |  | |
| **Total number of households supported through the scheme:** | |  | |
| As part of the overall figure –the number of single homeless people prevented or relieved from becoming homeless through the scheme: | |  | |
| Number of households moved on or prevented from moving into temporary accommodation (i.e., discharge of the main s193(2) Duty: | |  | |
| Target savings on temporary accommodation through the scheme: | | £ | |
|  | ***Please provide an explanation and evidence to show that these outcomes are achievable…*** | | | |
| **3** | **Please provide evidence of how you plan to sustain the scheme long term, beyond the life-time of the funding, and set out how this fits alongside other work you are undertaking to ensure that people are being supported to access and sustain PRS tenancies.**  **If your scheme includes a guaranteed rent/deposit element, bids must commit to allocate any of the guaranteed rents/deposits that have been returned back into the scheme.** | | | |
| ***Please provide your answer in this text box…*** | | | | |
| **4** | **Please outline how you have (or propose) to work with other local authorities in delivering your proposed scheme.** | | | |
| ***Please provide your answer in this text box…*** | | | | |
| **5** | **Are you willing to capture and provide quarterly reports on the progress of your scheme. We will work with successful projects to develop the reporting form.** | | | |
| ***Please state ‘Yes’ or ‘No’*** | | | | |
| **6** | **Please provide us with feedback on the bidding prospectus, questionnaire and template for submitting bids.** | | | |
| ***Please provide your answer in this text box…*** | | | | |

Annex B: Achievability Questionnaire

1. In order for your bid to be accepted, you must complete the following assessment questionnaire which will enable us to evaluate the complexity factors that may affect the achievement of your proposed schemes’ objectives. For each question, please carefully consider what statement most resembles your scheme and mark the appropriate box (either very low, low, medium, high, or very high). You must also provide evidence which supports your answer (in the explanatory notes box that follows each question).

| **Question** | **Statement** | **Very Low** | **Low** | **Med** | **High** | **Very High** | **Statement** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The scheme addresses issues with accessing and sustaining PRS tenancies in the area.** | The issues with accessing and sustaining tenancies in the private rented sector in the area have been identified and the scheme is designed in a way that addresses the need identified. |  |  |  |  |  | There is little connection between the issue with accessing and sustaining tenancies in the private rented sector in the area and the design of the proposed scheme. |
| Explanatory Notes | | | | | | | |
| **Delivery partner/cross-authority working** | Where delivery partner is involved – there is a previous relationship with the supplier, contracts in place or existing frameworks that will be utilised. You are working with experienced delivery partners.  Where working with another local authority – established relationships, ways of working, and frameworks in place. |  |  |  |  |  | Complex or innovative commercial arrangements. Supplier market limited and/or very specialist. Multiple suppliers or complex/volatile supply or logistical chain.  No previous relationship or experience working with partner local authority. |
| Explanatory Notes | | | | | | | |
| **Governance and programme** | Straightforward and stable governance structure. Project management methodology and key post holders in place. |  |  |  |  |  | Complex or multi-faceted governance or management structures. Governance, management structures or key post holders likely to change or vacant. No confirmed project management methodology. |
| Explanatory Notes | | | | | | | |
| **Stakeholders** | Single stakeholder community, identified and evidence of buy-in. No expected change in stakeholder environment. |  |  |  |  |  | Complex stakeholder community.  Stakeholder environment volatile or with significant external change factors. |
| Explanatory Notes | | | | | | | |
| **Dependencies** | Stand alone, no or few dependencies on or for other programmes or projects. |  |  |  |  |  | Complex dependency relationships with other initiatives or organisations.  Dependencies changing or conflicting and/or coordination increasingly challenging. |
| Explanatory Notes | | | | | | | |
| **Programme or project team** | Fully resourced and skilled team.  Stable team, no recruitment issues. Any specialist support in place or available when required. Experienced with similar projects/types of support. |  |  |  |  |  | Personnel resources or funding not available when required. Significant resource changes likely leading to skill gaps or disruption to key posts. No previous experience with similar change or technology. |
| Explanatory Notes | | | | | | | |
| **Time** | Timescales not challenging. No imposed changes expected to the agreed schedules. Contingency available and tested business continuity plans. |  |  |  |  |  | Schedules very challenging. Immovable deadlines. Major changes to deadlines or imposed deadlines likely to occur. Very limited or no contingency or contingency options available. |
| Explanatory Notes | | | | | | | |
| **Budget** | Budgets agreed and stable. Appropriate financial management systems established.  Change management system in place.  Costs are not significant, relative to the organisation’s programme/project spend. |  |  |  |  |  | Cost estimates subject to significant pressures from on-going or expected change.  Costs are significant, relative to the organisation’s programme/project spend. |
| Explanatory Notes | | | | | | | |
| **Quality** | Quality requirements clear, easily achievable and stable. |  |  |  |  |  | Quality targets extremely challenging, likely to change significantly or hard to achieve. |
| Explanatory Notes | | | | | | | |