

# DELIVERY PARTNER PANEL 2 (DPP2)

Pre-Qualification Questionnaire (PQQ)

27th March 2012



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# 1 Legal Standing

## 1.1 Submission information

### Name

Full Legal name, of the organisation in whose name the Pre-Qualification Questionnaire (PQQ) will be submitted. Please note, if you are successful in obtaining a place on the panel you will be required to sign up to the Framework Agreement in this name.

Name of the organisation for which this PQQ has been completed.		
For which Lot does this PQQ apply? (please tick one box only)  Please note that you will need to submit a separate PQQ for each Lot that you apply for. Section 2.4 – Technical Provision, must be completed specifically for each Lot, for the remainder of the questions you can submit a generic company response which is the same for all Lots.	HCA Northern Lot	<input type="checkbox"/>
	HCA Midlands Lot	<input type="checkbox"/>
	HCA South East Lot	<input type="checkbox"/>
	HCA South West Lot	<input type="checkbox"/>

### Contact Details

Please provide a single point of contact in your organisation for your response to the Pre-Qualification Questionnaire. The HCA will not be responsible for contacting your organisation through any other route. Please notify the HCA of any changes to the contact.

Contact name for enquiries about this PQQ submission:	
Contact position (Job Title):	
Address:	
Post Code:	
Telephone Number:	
Fax Number:	
E-Mail Address:	
<i>I declare that to the best of my knowledge, that the answers submitted in this Pre-Qualification Questionnaire and the information in the supporting appendices are correct. I understand that the information will be used in the evaluation process to assess my organisation's capability to meet the HCA's requirements.</i>	
Signature:	

## 1.2 Basic Details of Your Organisation

If you propose to form a consortium or joint venture in order to apply, please provide details of all constituent parts of the consortium or joint venture on duplicate copies of this form.

Registered Address:	
Post Code:	
website:	
Company Registration number (if applicable):	
Charities or Housing Association or other Registration number (if applicable):  Please specify registering body:	
Date of Registration:	
Registered address if different from the above:	
Is your organisation: (Please tick one)	
i) a public limited company?	
ii) a limited company?	
iii) a partnership?	
iv) a sole trader?	
v) other? (please specify)	
Name of (ultimate) parent company (if applicable):	
Company's House Registration number of parent company (if applicable):	
If you propose to form a consortium or joint venture please confirm membership of this and proposed legal structure.	

### 1.3 Public Contracts Regulations 2006 Questionnaire

Any Applicant may be excluded from participation in accordance with Regulation 23 of the Public Contracts Regulations 2006. Please complete the questionnaire below to confirm if any of the circumstances as set out in The Public Contracts Regulations (PCR) 2006 Regulation 23, apply to your company:

1	The Homes and Communities Agency shall treat as ineligible and shall not select an economic operator in accordance with these Regulations if any of the economic operator's directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the following offences:	
a	Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	Yes/No
b	Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption;	Yes/No
c	The offence of bribery, where the offence relates to active corruption;	Yes/No
	(a) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	Yes/No
d	Fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:	
i	the offence of cheating the Revenue;	Yes/No
ii	the offence of conspiracy to defraud;	Yes/No
iii	fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	Yes/No
iv	fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	Yes/No
v	fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	Yes/No
vi	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	Yes/No

vii destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	Yes/No
viii fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	Yes/No
ix making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	Yes/No
e Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	Yes/No
(a) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;	Yes/No
(b) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or;	Yes/No
f Any other offence within the meaning of Article 45 (1) of the Public Sector Directive as defined by the national law of any relevant State.	Yes/No
2 The Homes and Communities Agency may treat an economic operator as ineligible or decide not to select an economic operator in accordance with the PCR 2006 Regulations on one or more of the following grounds, namely that the economic operator:	
a being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt with the meaning of section 268 of the Insolvency Act 1986, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	Yes/No
b being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is subject of the above procedures or is the subject of similar procedures under the law of any other state;	Yes/No
c has been convicted of a criminal offence relating to the conduct of his business or profession;	Yes/No

d	has committed an act of grave misconduct in the course of his business or profession;	Yes/No
e	has not fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;	Yes/No
f	has not fulfilled obligations to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;	Yes/No
g	is guilty of serious misrepresentation in providing any information referred to within this regulation or regulation 24, 25, 26 or 27, or has not provided such information in response to a request by the contracting authority;	Yes/No
h	in relation to procedures for the award of a public services contract, is not licensed in the relevant State in which he is established or is not a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.	Yes/No
3	If you have entered 'Yes' to any of the above, please provide us with further details:	

*(The Homes and Communities Agency may seek evidence at a later date, in confirmation of your answers)*

## 1.4 Insurance

Please provide details of your current insurance.

<b>Employers Liability Insurance</b>	
Employer's Liability, required level £10 Million	YES/NO <i>(please delete)</i>
Name of Insurer(s)	
Registered Office	
Business Description <i>(as shown on Policy)</i>	
Policy Number(s)	
Expiry Date	
Limits of Indemnity <i>(per occurrence and aggregate)</i>	
Excess <i>(if any, for each and every claim)</i>	
Insurance Policies, Certificates or other evidence provided	YES/NO <i>(please delete)</i> . Where you are proposing a consortia or JV application, please provide insurance details of all organisations at Appendix 4

<b>Public Liability Insurance</b>	
Public Liability , required level £10 Million	YES/NO <i>(please delete)</i>
Name of Insurer(s)	
Registered Office	
Business Description <i>(as shown on Policy)</i>	
Policy Number(s)	
Expiry Date	
Limits of Indemnity <i>(per occurrence and aggregate)</i>	
Excess <i>(if any, for each and every claim)</i>	
Insurance Policies, Certificates or other evidence provided	YES/NO <i>(please delete)</i> . Where you are proposing a consortia or JV application please provide insurance details of all organisations at Appendix 4

<b>Contractors All Risks Insurance</b>	
Please provide conformation that you are able to obtain Contractors All Risks Insurance to this level on a project specific basis. Provide either a certificate relating to another project you are currently developing or a letter from your insurers to confirm you can obtain this cover.	
Contractors All Risks, required level £10 Million	YES/NO <i>(please delete)</i>
Name of Insurer(s)	
Registered Office	
Business Description <i>(as shown on Policy)</i>	
Policy Number(s)	
Expiry Date	
Limits of Indemnity <i>(per occurrence and aggregate)</i>	
Excess <i>(if any, for each and every claim)</i>	
Insurance Policies, Certificates or other evidence provided	YES/NO <i>(please delete)</i> . Where you are proposing a consortia or JV application please provide insurance details of all organisations at Appendix 4

## 1.5 Equality and Diversity

1	Does your organisation have a written equal opportunities policy, to avoid discrimination?	Yes/No
2	Is it your policy as an employer to comply with the Race Relations Act 1976 as amended by Race Relations (Amendment) Act 2000 and subsequent relevant legislation and is it your practice not to treat one group of people less favourably than others because of their colour, race, nationality, or ethnic origin in relation to decisions to recruit, train or promote employees?	Yes/No
3	Is it your policy to comply with the Disability Discrimination Act 1995 and subsequent relevant legislation?	Yes/No
4	Is it your policy to comply with The Employment Equality (Religion or Belief) Regulations 2003 and The Employment Equality (Sexual Orientation) Regulations 2003 and subsequent relevant legislation	Yes/No
5	Does your organisation have policies for the following?	
	• Age	Yes/No
	• Sexual Orientation	Yes/No
	• Religion or Belief	Yes/No
	• Human Rights	Yes/No

*The Homes and Communities Agency reserves the right to seek evidence relating to the questions below, if required.*

6	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or employment tribunal?	Yes/No
7	In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Equality and Human Rights Commission (EHRC)?	Yes/No
8	If the answer to question 6 and / or 7 is 'Yes', what steps did your organisation take as a result of that finding or investigation?	

## 2 Technical and Business Capacity

### 2.1 Quality Assurance/Quality Management

2.1.1 Does your organisation have a Quality Assurance and/or Quality Management System in place; for example ISO 9000 / 9001?

Yes

No

If yes, please provide supporting evidence of registration. If no, please provide information on what you are doing to achieve registration or details of your own bespoke system.

Up to 500 words

## 2.2 Health and Safety

(5%)

As part of the procurement process, the HCA needs to be satisfied that you have systems in place for managing health and safety within your business.

Organisations wishing to tender for DPP2 must be registered and assessed by a pre-qualification assessment scheme which is a member of SSIP (Safety Schemes in Procurement). Registration and assessment must be in place prior to submitting your PQQ. Further information on SSIP and details of assessment scheme members can be found on <http://www.ssip.org.uk/>.

If you are already registered and compliant as a Principal Contractor with a SSIP approved scheme, then you do not need to do anything more other than to confirm your registration and assessment, and provide evidence in your PQQ response. This will then be checked and verified.

### Not Registered?

If you are not currently registered and assessed as compliant with a SSIP member scheme, then you will need to do so before submitting your PQQ. **Your submission will fail if you are not registered.**

Although the HCA recognises any SSIP approved scheme, its preferred pre-qualification scheme is CHAS (Contractors Health and Safety Assessment Scheme), which is a member of SSIP. In order to register with CHAS and undergo an assessment you will need to visit the CHAS website and download the relevant application forms <http://www.chas.gov.uk/downloadq.asp>.

Please follow the online instructions and guidance for completing your application form and arranging for your application to be assessed. Please note that CHAS will charge a fee to cover the cost of your assessment. Details of fees can be obtained from the web site.

Your application should normally be assessed within 15 working days of CHAS receiving your completed questionnaire; however, it is recommended that you apply as soon as possible to ensure that your registration is in place and satisfactory prior to submitting your PQQ.

### Assessed by a SSIP approved scheme?

Yes

No

Please provide details, in the table below, of any health and safety prosecutions and/or enforcement notices served (improvement or prohibition notices) within the last 3 years. Please note that the HSE's register of prosecutions and notices will be checked.

## Health and Safety (continued)

Date	Details of notice served or prosecution	Action taken to remedy the issue prevent recurrence

## 2.3 Environmental Policy

(5%)

At the core of the HCA's strategic approach is the ambition to apply mainstream sustainability into every area of our organisation and business. We are continuing to develop policies and best working practice in our operations through the implementation of campaigns and projects designed to reduce the environmental impact of our business. This will ensure that sustainability remains at the heart of the HCA's corporate strategy.

As part of our commitment to contribute to sustainable development under the Housing and Regeneration Act, the HCA recognises that it is important to assess the impact on the environment made through our purchasing and procurement decisions. The choices we make in sourcing products and services on the market can have a varied environmental footprint. Through understanding the consequences of our procurement decisions, we can further mitigate the impact on the environment associated with our internal operations alongside our external programmes.

As demand for more sustainable products drives innovation, the HCA is ensuring our contribution to environmental degradation is minimised, whilst also influencing and supporting the market place to deliver more sustainable products and services.

2.3.1 Does your organisation have an Environmental or Sustainability Policy in place?

Yes

No

2.3.2 Are you working towards or have you attained accreditation under a sustainability standard for example ISO14001 or equivalent.

Yes

No

If yes please provide a registration number

If you are working towards accreditation or do not have accreditation, you have the opportunity here to provide further information.

300 words max

2.3.3 Do you publicly report on the environmental footprint associated with the operation of your business?

Yes

No

If yes please provide a link to the last report.

## 2.4 Technical Provision

### 2.4.1 Corporate and Business Capacity

(40%)

This question deals with your organisation's overall corporate capacity to deliver in the areas covered by the panel.

Your application for each Lot will be evaluated separately.

For each of the geographical Lots within DPP2 to operate successfully, it is critical that companies selected for the panel have a viable and current interest in and the capability and capacity to:

- acquire land from public bodies
- secure planning approvals
- build houses
- work with registered providers to deliver affordable homes, with or without grant
- sell homes to owner/occupiers

within the Lot they are expressing an interest for.

This section of the PQQ aims to assess a company's corporate, business and technical capacity by seeking to understand its interest and activities (current and planned) within a Lot area and to validate this interest with reference to the applicant's track record of housebuilding activity over a four year period to March 2012 (or nearest date for which data can be presented).

For each Lot you apply for, you will need to describe your interest, experience and capacity in the geographical boundaries of the Lot. You should refer to recent, current and planned activities for housing-led projects and should describe your corporate capacity and capability to deliver within the area covered by the Lot, paying specific attention to your work with public bodies. You may wish to detail your:

- skills, knowledge
- availability and management of human resources, including office locations
- other physical resources
- your business plan
- established supply chain arrangements
- funding arrangements
- market knowledge
- relationships with local authorities
- any other tangible and relevant issues or other corporate initiatives for speeding delivery of housing

### **Transferable experience from outside the area covered by the geographical Lot.**

Where companies do not have experience of working within the geographical area covered by the Lot, but do have equivalent capability outside the specific Lot, you will need to explain your interest in the area covered by the Lot and detail how you will transfer your experience and capability to the Lot. You should provide information on any key corporate decisions, business planning activities and commitments supporting this interest and also detail how you can successfully transfer or develop corporate capability within the Lot; you should address the issues detailed in the bullet points above.

### **Transferable experience from non public sector work**

The Framework will be used by public bodies and therefore those companies who do not have sufficient experience of dealing with public bodies should describe how their experience is relevant and how it can be transferred to work with the public sector.

You should provide your answer under the bullet points above, but may also wish to reference knowledge or experience of:

- work under building leases
- deferred land payments
- working in partnership with the landowner to secure planning consent
- sharing of risk and reward with the landowner
- and other specific transferable experience

At Appendix 1A, describe your interest and experience for each Lot you apply for. In answering, please pay careful attention to the information we have requested above. You may use up to 1500 words for each Lot and may include illustrations or photographs. Your submission should be no more than 8 A4 pages per Lot.

To validate your interest in the Lot, and to provide a tangible demonstration of your capacity and experience, please provide in Appendix 1B, details of your recent, current and planned house building activities.

The data you provide on housing completions will be evaluated separately, as detailed at Section 11 of the Memorandum of Information (MOI), which accompanies this document.

The data you provide on planning consents obtained should support the statements you make at Appendix 1A, but it will not be evaluated separately.

## 2.4 Technical Provision

### 2.4.2 Project Technical Capacity

(25%)

This question deals with your organisation's technical capacity to deliver a range of relevant project types in the areas covered by the panel.

Your application for each Lot will be evaluated separately.

For each Lot within DPP2 to operate successfully, it is critical that those selected for the Framework and shortlisted at PQQ stage have experience and capabilities to deliver the types of housing schemes the HCA and other public bodies may wish to procure through DPP2.

Specifically, it is envisaged that the housing-led development schemes available via DPP2 will include the following:

- development and disposal of mixed-use, housing-led sites. Mixed-use elements to include community facilities, retail or commercial development ancillary to and in support of housing
- refurbishment / retrofit of existing houses, residential buildings, empty homes and associated buildings
- refurbishment, restoration, conversion of heritage or other buildings for residential use
- demolition, site remediation and enabling works to prepare sites for residential or mixed-use development
- development of Extracare accommodation
- self-build enabling as part of a larger development

For each area Lot you apply for, provide details of a sample of four projects of between 25 and 1000 residential units, started within the four years to March 2012 (or nearest equivalent). These examples should demonstrate the range of development types your company is capable of delivering and your breadth of experience.

Projects should be as relevant as possible to the Lot you are applying for and the panel as a whole. Where possible they should be on sites within the geographical area covered by the Lot and should be developed on sites owned, or previously owned, by the public sector or in conjunction with public sector organisations.

Where sites do not meet these criteria you should detail how the experience gained is relevant to the panel and to the specific Lot you are applying for.

Information should be provided at Appendix 2.

## 2.4 Technical Provision

### 2.4.3 Ability to address key housing delivery issues

(25%)

This question deals with your organisation's ability to meet the challenges of some of the key issues around the delivery of houses.

Your application for each Lot will be evaluated separately.

It is important that selected panel members are able to deliver effectively and to actively address key issues and barriers to development. In order to further evaluate your abilities in this respect, please select two of the schemes from those that you have listed at Appendix 2 and provide the information detailed below in relation to each of those two schemes. Please detail:

- how you raised funding to enable completion of the project. Provide information on sources of public and private sector funding, steps you took to ensure viability and how you proactively managed and controlled costs
- how you worked with project stakeholders in order to bring development forward; for example, how you worked with the Local Authority Planning and other departments, other public sector bodies involved in the project, the existing community etc.
- how you managed the supply chain to ensure involvement of smaller local sub-contractors and sub-consultants, including details of any partnership agreements

Please limit your response for each site to 1500 words. You may include illustrations or photographs, although your total submissions should be no more than 5 A4 pages per site. Please provide your answer at Appendix 3

**Further information on evaluation of this section is provided in Section 11 of the Memorandum of Information that accompanies this document.**

### 3 Financial Standing

#### 3.1 Financial Information

- 3.1.1 Please enclose a set of your last two full (unabbreviated) audited accounts and those of the holding and ultimate parent company (if applicable).

Enclosed?

Yes

No

If the above information has not been enclosed, please explain why and detail what alternative information will be made available.

- 3.1.2 Please provide any interim statements, preliminary announcements, trading statement or profit warnings published since the last accounts. This information must be provided for the specific legal entity that will enter the contract if successful and on a consolidated basis for the ultimate holding company, if applicable.

Enclosed?

Yes

No

If the above information has not been enclosed, please explain why and detail what alternative information will be made available.

- 3.1.3 Please give details of any subsequent circumstances or events since the latest annual accounts, which have had a material impact on the understanding of your financial status (or confirmation there are none). This must include, but should not be limited to: change of ownership/control; corporate re-financing; substantial acquisitions or disposals; potentially significant litigation or threatened litigation; and (if part of a wider corporate group) circumstances having a material impact on the understanding of the financial position of the group as a whole.

- 3.1.4 Please provide management accounts, including balance sheet and cash flow and a statement of your trading position in the period since the last annual accounts, for the entity and parent company.

Enclosed?

Yes

No

If the above information has not been enclosed, please explain why and detail what alternative information will be made available.

- 3.1.5 If your application is part of a wider corporate group, please provide a statement confirming that the ultimate holding company will guarantee the obligations of the Applicant should the Applicant become a member of the scheme and win a site-specific competition.

- 3.1.6 Please provide a brief description of the funding lines available to you and the level of available/undrawn facilities. In the case of applications that are part of a wider corporate group, if funding is derived from other group companies (either directly or arising from facilities secured or guaranteed by other group companies) then similar information is required on a consolidated basis for the ultimate holding company.

- 3.1.7 If the PQQ submission is being provided on behalf of a consortium, please provide details of the consortium members, structure and details of members' roles and financial relationships between Applicants.

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- 3.1.8 Please provide any other information that you consider may be useful to enable a proper understanding of the Applicant's financial status.

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## 3.2 Banking Arrangements

- 3.2.1 Please give details of your Bankers:

Name:	
Branch Address:	
Account Name:	
Number of years account has been open:	
May your Bankers be approached for a reference?	

## 4 Completion Checklist

### 4.1 List of enclosures/attachments

Please confirm that you have completed all the sections within this PQQ and where appropriate, that you have enclosed the relevant information with your completed submission.

Section		Completed (Yes/No)	Enclosed (Yes/No)
<b>1</b>	<b>Legal Standing</b>		
1.1	Submission Information		
1.2	Basic Details Of Your Organisation		
1.3	Public Contracts Regulations 2006 Questionnaire		
1.4	Insurance details, please enclose supporting certificates at Appendix 4		
1.5	Equality and Diversity		
<b>2</b>	<b>Technical and Business Capacity</b>		
2.1	Quality Assurance/Quality Management		
2.2	Health and Safety		
2.3	Environmental Policy		
2.4	Technical provision 2.4.1 Corporate and Business Capacity Appendix 1A and Appendix 1B (in this PQQ) Appendix 1B (as Excel Spreadsheet) 2.4.2 Project Technical Capacity Appendix 2 2.4.3 Ability to address key housing delivery issues Appendix 3		

Section	Completed (Yes/No)	Enclosed (Yes/No)
<b>3 Financial Standing</b>		
<b>3.1 Financial Information</b>		
3.1.1 Audited accounts for the last two years		
3.1.2 Interim statements or other announcements since last annual accounts		
3.1.4 Management accounts and cash flow forecast		
3.1.7 For consortium Applicants – details of your organisational financial structure and member responsibilities		
<b>3.2 Banking Arrangements</b>		

## **Appendix 1A: Technical Provision – Corporate and Business Capacity**

Describe your interest and experience for each Lot you apply for. In answering, please pay careful attention to the information we have requested. You may use up to 1500 words per Lot and may include illustrations or photographs. Your submission should be no more than 8 A4 pages per Lot.

Your application for each Lot will be evaluated separately.

You should provide your response under the following headings:

- Skills, knowledge, including market knowledge
- Availability and management of human resources, including office locations
- Other physical resources
- Established supply chain arrangements
- Your business plan
- Funding arrangements
- Market knowledge
- Relationships with local authorities
- Any other tangible and relevant issues or other corporate initiatives for speeding delivery of housing

### Appendix 1B: Technical Provision – Corporate and Business Capacity

Please provide details of the total number of housing units you have completed over the last 4 years. We will evaluate numbers provided as detailed in Section 11 of the MOI. Please refer to this.

Metric	Total	Within Lot Area	Outside Lot Area	Comments
Year to March 2012				
Year to March 2011				
Year to March 2010				
Year to March 2009				
Housing Completions (total units)				

**The above information should also be submitted separately in the Appendix 1B Excel spreadsheet**

## Appendix 1B: Technical Provision – Corporate and Business Capacity (continued)

Please provide details of planning consents you have obtained over the last 2 years. Please note the information you provide here should support the information you provide at Appendix 1A, but will not be assessed separately.

Planning Consents (total units)	Total	Within Lot Area	Outside Lot Area	Comments
Year to March 2012 (Outline)				
(Full)				
Year to March 2011 (Outline)				
(Full)				

**The above information should also be submitted separately in the Appendix 1B Excel spreadsheet**

## Appendix 2: Project Technical Capacity

For each project that you have detailed below, please provide a short introductory statement of not more than 250 words to tell us a little more about the background and context of the development, such that we better understand the information provided below. Please ensure that you name the projects consistently through this section and through Appendix 3.

**Project 1**      **Introduction** (name)

**Project 2**      **Introduction** (name)

**Project 3**      **Introduction** (name)

**Project 4**      **Introduction** (name)

	Project 1	Project 2	Project 3	Project 4
Project Name				
Address and postcode				
Is the site located within the lot you are applying for? Y/N				
Link to any details of the project on your company website				
Start on site (date)				
Completion if completed (date)				
Total units completed to date (number)				
Total units proposed on site (number)				

<b>Unit type:</b>				
1 bed flat (unit number)				
2 bed flat (unit number)				
3 bed flat (unit number)				
2 bed house (unit number)				
3 bed house (unit number)				
4 bed house (unit number)				
Other (unit number)				
<b>Tenure:</b>				
For sale (unit number)				
Affordable (unit number)				
Shared ownership (unit number)				
<b>Mixed-use housing-led sites:</b>				
Community facilities (m <sup>2</sup> )				
Retail development (m <sup>2</sup> )				
Commercial (m <sup>2</sup> )				
Other (m <sup>2</sup> )				
Refurbishment or retrofit of existing and/or empty (units)				
<b>Conversion for residential use:</b>				
Work to a Heritage or listed building (Yes/No)				
Other non residential buildings (Yes/No)				

Site Preparation:				
Demolition (Yes/No)				
Site remediation (Yes/No)				
Enabling works (Yes/No)				
Extracare units (units)				
Self-build units facilitated (units)				
Form of development agreement				
Quality Standards achieved e.g. CSH level 4 and above HCA Housing Quality Indicator (HQI) scores Building for Life Lifetime Homes				
Awards received; please detail any awards you have received for each of these developments				

Where the sites that you have detailed are not within the geographical area of the Lot, or are not developed in conjunction with the public sector, you have the opportunity here to detail how the experience you gained on these sites is transferable. You have a maximum of 150 words for each site. You do not need to complete this section for sites within the Lot area and developed in conjunction with the public sector.

**Project** (name)

**Project** (name)

**Project** (name)

**Project** (name)

## **Appendix 3: Ability to address key housing delivery issues**

Please limit your response for each site to 1500 words. You may include illustrations or photographs, although your total submissions should be no more than 5 A4 pages per site.

### **Project 1** (name)

Raising Funding

Working with Project Stakeholders

Managing the Supply Chain

### **Project 2** (name)

Raising Funding

Working with Project Stakeholders

Managing the Supply Chain

## **Appendix 4: Insurance Details**

homesandcommunities.co.uk  
mail@homesandcommunities.co.uk  
0300 1234 500



**Homes and Communities Agency**

Homes and Communities Agency  
Central Business Exchange II  
406-412 Midsummer Boulevard  
Central Milton Keynes  
MK9 2EA

The Homes and Communities Agency is committed to providing accessible information where possible and we will consider providing information in alternative formats such as large print, audio and Braille upon request.