

Procurement Process for Housing and Debt and HPCDS Contracts from November 2019 Frequently Asked Questions (FAQ)

Many questions will be answered by the information given in the Information for Applicants document (IFA), which is available on the Tenders pages of our website:

<https://www.gov.uk/government/publications/civil-2018-contracts-tender>

The deadline for questions about the IFA or the tender was **23.59 on 17 September** (note this is referred to as the “End date for supplier clarification messages”) on the e-Tendering system. We are therefore unable to answer questions received after that deadline.

This FAQ document answers the questions received up to 23.59 on 17 September 2019.

Technical Questions on how to use the e-Tendering system

There is a Helpdesk to provide technical support to Applicants using the e-Tendering System. However, the Helpdesk is **unable** to assist with problems with your own computer hardware or systems - for these types of issues; you should contact your usual IT support.

Questions should be emailed to the following email address: help@bravosolution.co.uk . Alternatively, the telephone number for the Helpdesk is 0800 069 8630 (lines are open from 9am to 6pm Monday to Friday).

The Helpdesk remains open until the tender closes. However, we recommend that you start to complete your tender early so that you identify any areas where you need technical help as soon as possible, as the Helpdesk is likely to be very busy in the days leading up to the tender deadline and cannot guarantee that queries received close to the tender deadline will be dealt with in time.

The deadline for receipt of Tenders is 9am on 7 October 2019.

Q. We do not currently meet all of the requirements for either a Housing and Debt or HPCDS contract; we do not currently employ an individual who meets the supervisor standard or an authorised litigator and don't currently hold one of the Quality Standards you require.

We are unlikely to meet the deadline for verifying our tender to be able to commence work on 1 November. Would we be allowed additional time to ensure we can meet the requirements?

Additionally, can you confirm whether the 2018 Standard Civil Contract and the HPCDS contract allows for the use of agents or sub-contracting?

A. The minimum requirements that organisations must meet to hold a 2018 Standard Civil Contract with authorisation to do Housing & Debt work are set out in paragraphs 2.10-2.36 of the IFA.

We are unable to award a Housing and Debt or HPCDS contract to an organisation who does not meet the minimum requirements set out in the IFA, however, we may consider a tender from an organisation who was able to meet them in full at a later date subsequent to 1 November 2019.

If you are unable to meet the requirements by the verification deadline of 21 October 2019, and therefore unable to start delivering the work from 1 November 2019, you may still tender to deliver this work but would need to indicate this in your response to question A.3.i in the Housing & Debt ITT, and set out the date by which you would be able to meet each requirement in response to question A.3.ii.

Holding a HPCDS contract is contingent on organisations holding a 2018 Standard Civil Contract with authorisation to undertake Housing & Debt work. Therefore, to be awarded a HPCDS contract under this procurement process organisations who do not already hold a 2018 SCC with authorisation to do Housing & Debt contract work must apply for, and be awarded and subsequently hold, a Housing and Debt contract under this procurement process. This tender also allows organisations to set out the date on which they would be able to commence the delivery of services at question C.2.

As set out in the IFA, the use of agents is permitted for HPCDS contract work (paragraphs 1.26-1.28), however, this is not the case for Housing and Debt contract work. Neither contract permits the use of subcontracting or consortia arrangements.