



Homes England

The Housing and Regeneration Agency

Date: 16 August 2023

Our Ref: RFI4424

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

By Email Only

Dear [REDACTED]

RE: Request for Information – RFI4424

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA).

You requested the following information:

I would be most grateful if you would provide me... details in respect to the contract below.

Homes England - Property Professional Services Framework - DPS Marketing of Main Barracks, Connaught Barracks - Dover:

<https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.contractsfinder.service.gov.uk%2FNotice%2Ffc1bed490-8c70-421a-a027-a13307704981&data=05%7C01%7Cinfogov%40homesengland.gov.uk%7C9f362635616f4af7833808db889e4baa%7Cfaa8e2690811453882e74d29009219bf%7C0%7C0%7C638253985696014491%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=kHrM43CtvrZUDkoOBzHdZ1PdhbNg7ahz9c43aQWCOx0%3D&reserved=0>

The details we require are:

- Start date & duration of framework/contract?
- Please confirm when the original advert for this Framework was placed and provide a link to that advert
- Could you please provide a copy of the service/product specification given to all bidders for when this contract was originally advertised which we believe may have been October 2021?
- Is there an opportunity to apply to join the Framework now or in the future?
- Has a decision been made yet on whether the framework will either extended or renewed?
- Who is the senior officer (outside of procurement) responsible for this contract?

6th Floor
Windsor House
42 - 50 Victoria Street, Westminster
London, SW1H 0TL

0300 1234 500
@HomesEngland
www.gov.uk/homes-england





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Response

We can confirm we do hold some of the information you have requested. We will answer each of your queries in turn below.

Start date & duration of framework/contract?

We can inform you that we do hold the information that you have requested. However, we rely on section 21, exemption where information is available to the applicant elsewhere.

Section 21 - Information accessible to applicant by other means.

The full text of the legislation can be found on the following link:

<https://www.legislation.gov.uk/ukpga/2000/36/section/21>

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. We can confirm that all the relevant details of the framework including start date and duration are published on Contracts Finder which can be accessed via the below link using the reference "DN575475" and ensuring to select "Awarded Contract" under "Procurement Stage".

<https://www.contractsfinder.service.gov.uk/Search>

Please confirm when the original advert for this Framework was placed and provide a link to that advert
The opportunity was submitted on 5 January 2018. It was placed on the HCA e-Tendering system which can be accessed via the below link once a candidate has registered:

<https://procontract.due-north.com/Login/>

Further information is contained in the OJEC Contract Notice:

[2018/S 005-007230](#)

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Could you please provide a copy of the service/product specification given to all bidders for when this contract was originally advertised which we believe may have been October 2021?

Please find enclosed Annex A which contains a copy of the Invitation to Tender which was provided to all bidders during the application process.

Is there an opportunity to apply to join the Framework now or in the future?

We can confirm that the Property Professional Services Framework expired in 2022 and was replaced by the Property and Financial Services Framework which is due to expire on 16 June 2026. No new suppliers can be added to an established framework during its term.

Has a decision been made yet on whether the framework will either extended or renewed?

We can confirm that a decision has not been made. A decision on re-procurement will be taken closer to the expiry date of the Property and Financial Services Framework.

Who is the senior officer (outside of procurement) responsible for this contract?

We can inform you that we do hold the information that you have requested. However, we rely on Section 40(2) of the FOIA to withhold the information from disclosure.

Section 40 – Personal information

We are withholding information on the grounds that it constitutes third party personal data and therefore engages section 40(2) of the FOIA.

To disclose personal data, such as names, contact details, addresses, email addresses and personal opinions could lead to the identification of third parties and would breach one or more of the data protection principles.

Section 40 is an absolute exemption which means that we do not need to consider the public interest in disclosure. Once it is established that the information is personal data of a third party and release would breach one or more of the data protection principles, then the exemption is engaged.

The full text in the legislation can be found on the following link:

<https://www.legislation.gov.uk/ukpga/2000/36/section/40>

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Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty, we are able to confirm that the responsible team is the Commercial team. Correspondence for this team can be routed via our general Enquiries desk:

Email: enquiries@homesengland.gov.uk

Telephone: 0300 1234 500

Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Information Governance Team

Homes England

Windsor House

6th Floor

42-50 Victoria Street

London

SW1H 0TL

United Kingdom

Email: infogov@homesengland.gov.uk

Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

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You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team

For Homes England





Homes
England

Making homes happen

Property Professional Services Framework (2018/S 005-007230)

Further Competition Invitation to Tender (Stage 1 Under FTS Threshold)

Connaught Main Barracks, Dover/Marketing & Disposal

Issue Date: 15/10/2021

ProContract Identification Number: DN575475

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Introduction

The purpose of this Further Competition Invitation to Tender (ITT) is to award the call-off contract for the above commission.

We ask you to respond to the questions detailed in Part 2, Section 6 (Evaluation Criteria) using the [Response Form](#) and to return the Response Form and Resource and Pricing Schedule in Part 3 with your tender.

This Further Competition ITT is divided into 3 parts:

Part 1 – Commission Requirement

- Details the commission requirements.
- Details additional terms and conditions for the Further Competition. The successful Supplier will be subject to both the terms and conditions of this Further Competition and the Framework Contract. Unless otherwise defined in these instructions, terms used shall have the meaning given to them in the Framework Contract.

Part 2 – Instructions for Submitting a Response

- Contains important information and instructions on preparing and submitting a tender response. Please read these instructions carefully prior to submitting your tender response.
- Outlines the evaluation criteria which will be used for assessment. It is important that Suppliers familiarise themselves with the criteria and ensure they are considered when compiling their tender response.

Part 3 – Standard Forms

- Contains the standard forms required to be completed and returned by the Supplier when submitting a tender response.

Part 1 - Commission Requirements

1. Commission Background

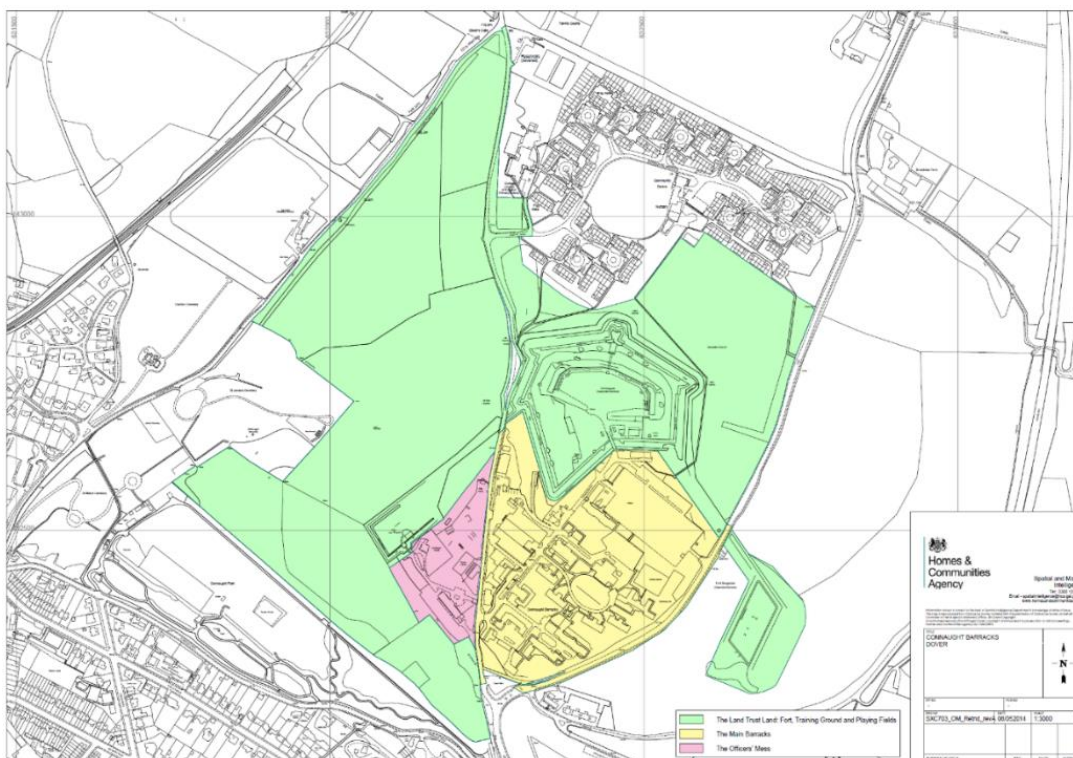
- 1.1 Connaught Barracks is a historic site just north of Dover Castle. It includes Fort Burgoyne with an Eastern and Western Battery Wing, built in 1864, to defend the Castle from inland attacks. Together with Western Heights to the west of the Castle it formed a formidable defence line with commanding views both seawards and inland.



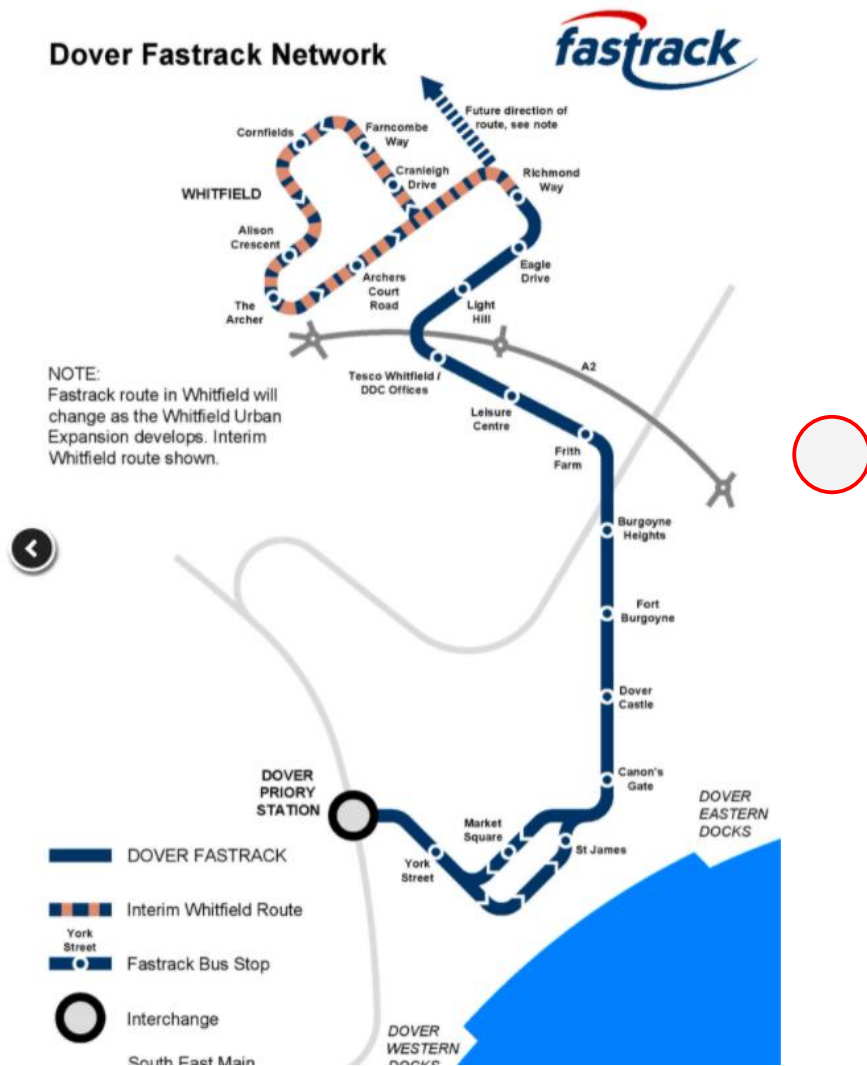
View from Fort Burgoyne over the Main Barracks towards Dover Castle

- 1.2 As well as the Fort, Barracks were constructed with substantial Victorian Buildings. During the First World War it was used as an assembly point for troops and supplies before they were sent to the Western Front.
- 1.3 After the Second World War, the Barracks were redeveloped in the 1970s with more modern buildings and the Queen's Lancashire Regiment was formed there. The 3rd Battalion the Parachute Regiment arrived at the Barracks in July 1995 and was replaced by the 1st Battalion the Parachute Regiment in August 2000. The Barracks eventually closed in 2006. During a short period, plans to build a new prison were considered but swiftly abandoned.
- 1.4 Homes England acquired the site from the Ministry of Defence (MOD) in 2007/8 as it was surplus to their requirements. At the time the site's planning status was limited to its existing use.
- 1.5 Following a period of public consultation with Homes England working closely with Dover District Council, the Barracks were allocated for housing in the 2010 Core Strategy with the remainder deemed unsuitable for redevelopment.
- 1.6 The non-developable land comprises 40 hectares of former army training ground and Fort Burgoyne (shown green on the plan below).

- 1.7 As part of Homes England’s de-risking strategy this land was sold to the Land Trust with a substantial dowry to repair and maintain the Fort as well as open up the training ground for public access. The Land Trust are a charitable organisation and have extensive parks and open space experience involving volunteers as well as paid staff and contractors to maintain their assets. The Fort is slowly being restored and recently the Western Battery has undergone extensive restoration opening it up to the first housing phase under construction at Connaught, the Officers’ Mess (shown in pink on the plan below). The Land Trust is also exploring opening up the Fort for more permanent public access and the use of casemates for small businesses.
- 1.8 The Land Trust has a right of way through the Main Barracks using the existing Fort Burgoyne Road to access the Fort. At this point there is no other access to the Fort and this has been taken into account in the masterplan for the proposed housing development at the Main Barracks. As part of the marketing pack, developers should be made aware of this right of way.
- 1.9 Following sale of the non-developable land to the Land Trust, Homes England embarked upon a phased de-risking strategy of the Barracks to ensure a viable housing development. This included the following:
- Secure Planning Permission Phase 1, The Officers’ Mess
 - Refine and update the Masterplan for the overall Barracks Development
 - Demolition of all buildings except the Squash Court in the North corner of the Main Barracks
 - Ecology Mitigation Measures including creation of a ‘bat hotel’ in the Squash Court and bat boxes on the perimeter of the site.
 - Carry out further investigations in respect of the road and utility infrastructure capacity issues of the site.
 - Market the Officers’ Mess following Outline Planning Consent and demolition & ecology de-risking measures.

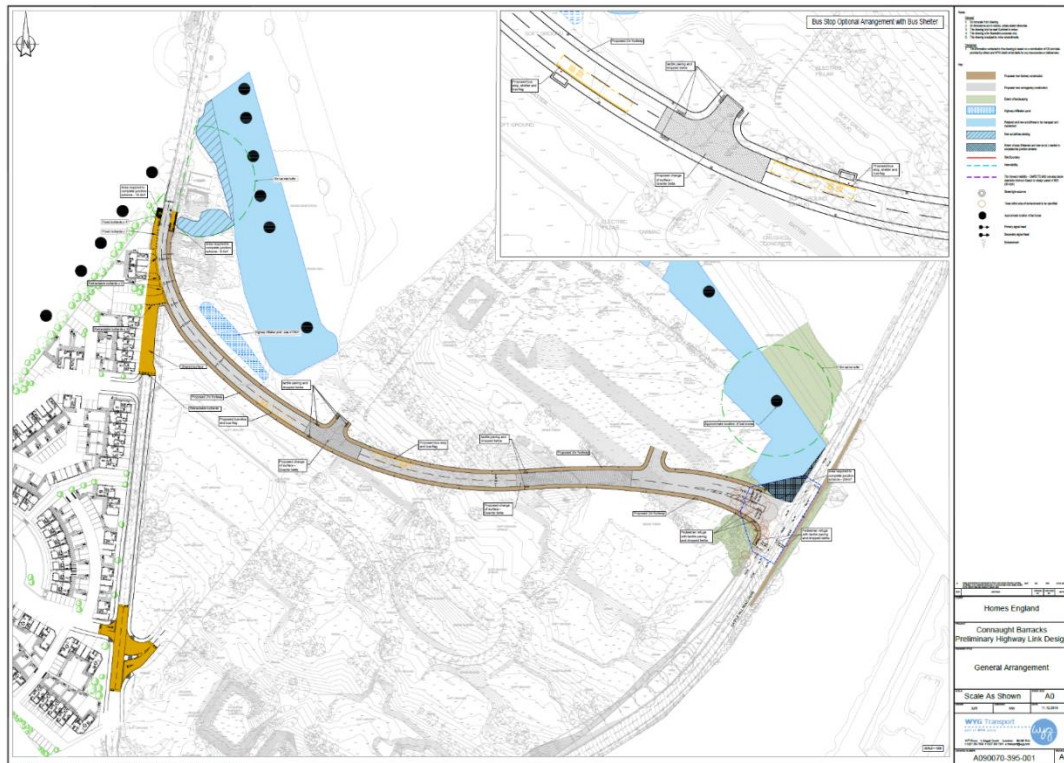


- 1.10 Homes England pursued an Outline Application for 64 homes at the Officers' Mess (2.34 hectares) which was granted on 1 July 2016 under planning reference DOV/15/00260.
- 1.11 This first was subsequently marketed with Ramac securing the site. Reserved Matters permission was obtained by Ramac and Homes England on 18 April 2019 under planning reference DOV/18/00981. Construction commenced late summer 2019 and the first homes will complete early next year with a number of homes reserved by Ramac agent's Strutt & Parker.
- 1.12 In the meantime, Homes England have pursued outline planning for up to 300 homes for the second remaining phase, the Main Barracks (10 hectares), shown in yellow on the plan above. This was granted on 27 September of this year under planning reference DOV/19/00447: <https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?keyVal=PPMWU3FZJUO00&activeTab=summary>
- 1.13 This phase includes the requirement for an additional access point due to lack of road capacity for the existing junction. The access point is using the old secondary entrance in the north east on to the A258 on to the old parade ground. It will also become the new link road serving the new Fast Track bus route linking the Whitfield development with Dover Priory Road Station. The Fast Track Route is shown below.



New Fast Track Route with Connaught shown in the red circle.

1.14 The construction cost of this new Link Road is not insignificant but soft market testing earlier this year, showed a strong appetite from most interested parties to build this road themselves. The Fast Track is funded by Homes England following a successful HIF application and is due to complete in 2023.



1.15 The Outline Permission and associated S106 recognises the cost of this Link Road with a provision to build and sell phase 1 prior to construction of this road. Phase 1 comprises about one third of the whole development. S106 costs are currently capped at £5,000 per home. There is no CIL in Dover.



- 1.16 The above Phasing Masterplan Plan attached to the Permission envisages three phases and there is potential to allow more than one developer to be involved.
- 1.17 It would be Homes England preference to sell to one party but with potential for that party to subcontract a small phase to an SME development partner, a sector Homes England is keen to support.

2. Objectives

- 2.1 Homes England's objective is to secure a successful disposal of the Main Barracks at Connaught Barracks in Dover.
- 2.2 The Disposal will be done using Homes England new DPS Panel employing Homes England's standard Building Lease encouraging a quality, market focussed scheme, adhering to agreed affordable housing levels of 10%, encouraging pace of build and sale above local market rates, using Modern Methods of Construction (MMC) as well as high quality design (measured in part through the Building for Healthy Living Criteria).

3. The Services

Marketing of phase 2, the Main Barracks at Connaught Barracks, Dover, CT16 1HL. This phase 2 recently obtained planning permission for up to 300 homes with 10% affordable housing. The Agent will be tasked to deliver the following services:

- 3.1 Marketing the site employing Homes England's new Dynamic Purchasing System (DPS). This includes preparing all marketing materials, printing & material costs (if any) and dealing with any enquiries..
- 3.2 The instruction includes all elements of administration related marketing including administering bids and dealing with clarification queries from bidders on the DPS ProContract System. The new system will be similar in workload to the previous DPP3 ProContract system but do allow two extra days (7 hour day) of DPS specific learning in the fee proposal.
- 3.3 The successful bidder will also be expected to prepare an evaluation report of all bids with a recommendation as to the preferred bidder and potential underbidder. A Franking Valuation in line with Homes England Guidelines for G4 stage board approval will also be required. The bidder will also be expected to assist with the KYC (Know Your Customer) process.
- 3.4 Bids invited will be based on a conditional bid upon Reserved Matters Approval.
- 3.5 The Agent will also be expected to liaise closely with Homes England's legal advisers, BCLP, in negotiating and defending Homes England's standard Building Lease with includes standard provisions in terms of overage, pace of build and sale as well as Building for Healthy Life and levels of MMC.

3.6 Finally, a provision in the bid has to be made for post-sale monitoring during the construction period in terms of changes in the sales market affecting the Building Lease arrangements and potential for further overage. For the avoidance of doubt the instruction does NOT include construction monitoring for Practical Plot Completion purposes.

4. Key Deliverables

The following deliverables are part of the instruction:

- 4.1 Prepare an extensive marketing pack including all due diligence information provided by Homes England, BCLP legal advisers and Tetrattech multi-disciplinary team.
- 4.2 Marketing through the DPS ProContract (including all ProContract administration duties) and preparation of an extensive evaluation bids report for Homes England.
- 4.3 Provide a Franking Valuation in line with Homes England's Disposals Guidance as to the preferred bidder. Please also allow for Homes England requesting a further Franking Valuation for the closest underbidder should the preferred bidder fall away.
- 4.4 Assist Homes England's Business Appraisal team to prepare a KYC (Know Your Customer) report by requesting financial information from the preferred bidder and potentially the underbidder. For the avoidance of doubt, the KYC report is prepared by the Homes England team, the tenderer is only asked to assist and liaise with the preferred bidder (or underbidder).
- 4.5 Make an allowance for up to 10 Client/Preferred Bidder Meetings of up to two hours long (prior to Disposal), 60% of these to be allocated for potential Building Lease negotiations with the Preferred Bidder (or the underbidder should the preferred bidder fall away). These meetings could also include the legal advisers representing both sides.
- 4.6 Allowance for two viability appraisals of a reasonably complex nature for a site of this size during post disposal construction monitoring and three Client meetings of up to two hours long each.
- 4.7 Assistance in providing Homes England with evaluation and appraisal input in the internal G4 Disposal Board Paper. Please allow for 10 hours maximum.

5. Site Information (if appropriate)

5.1 Most relevant site information is contained in this document and there is a wealth in the Planning Portal Link in paragraph 1.12. However, some further information is set out Annex 1 in respect of the S106 requirements. The S106 has been negotiated to provide maximum flexibility for a developer in terms of phases, timing of the Link Road as well as the scenario where more than one developer works on the site in terms of liability for example if a DPS member is procured proposing to subcontract a smaller phase to an SME or Housing Association. Homes England is open to such a scenario but would prefer to treat directly with one development partner for the site as a whole but would certainly welcome an SME developer as part of any DPS bid.

6. Indicative Programme

Suppliers should note the indicative programme dates when preparing their Programme information in the Response Form. Please note that instructions lasting more than 3 month (which could include this instruction) are currently subject to Cabinet Office Approval so please bear with us if the appointment with the successful bidder takes a little longer.

| Key Project Milestones | Anticipated Date |
|--|------------------|
| Instruction Date | 29 November 2021 |
| Marketing | 7 January 2022 |
| Bid Evaluation Report & Franking Valuation | 4 February 2022 |
| G4 Paper Support | 11 February 2022 |
| G4 Paper Board Meeting | 24 February 2022 |
| Conditional Contract | 26 May 2022 |
| Reserved Matters Submission | 17 November 2022 |
| Reserved Matters Approved | 13 April 2023 |
| Unconditional Contract | 15 June 2023 |
| Start on Site | 13 July 2023 |

| | |
|--|------------------|
| | 4 September 2023 |
| | 16 March 2028 |

7. Management

The project will be managed by a Senior Development Manager in Homes England’s South Disposals Team with strategic oversight from one of the Heads of Disposals in the same team.

Meeting Requirements:

Meeting requirements are set out in the deliverables sections of this document. Precise timing of meetings will be agreed upon appointment. It is anticipated that the majority of meetings will be ‘virtual’ but where regulations allow, some Building Lease negotiations and others if deemed necessary may be held in person.

- **Poor Performance Meeting**

These meetings will hopefully not be required. However, if poor performance is repeated following escalation to the Supplier’s Key Personnel to resolve the issue, as required in the Framework Management Schedule of the Framework Contract, the Framework Manager must be notified and Homes England may call for a Poor Performance Meeting. Beforehand, Homes England will present areas of concern so that the Supplier and Homes England can discuss what happened and why, what will be done to prevent it happening again and how matters will improve. The Supplier subject to such a meeting would be expected to outline in writing in a Rectification Plan afterwards what improvements/modifications they will be putting in place. There will be a maximum of two Poor Performance Meetings before termination of the commission.

8. Key staff Required.

Homes England does not stipulate for this instruction how much director/associate/junior surveyor/graduate time should be employed against each deliverable and task. This will be up to the bidders to decide based on past experience and assessment of the requirements of these projects. Homes England does expect a clear overview in the attached Resource and Pricing Schedules how many hours each staff member will spend on the project to form a clear view of senior and more junior staff input into the project.

9. Risks

With Outline Planning recently granted as well as a number enabling works having taken place in the past, the site’s risks have been reduced significantly. There are a number of inherent risks (which in some cases are also opportunities) to the site and its location some of which have already been touched upon:

- Rich heritage and cultural context
- Neighbouring Area of Outstanding Beauty
- Significant Infrastructure Investment required
- Bus Fast Track Route running through the site
- Dover's Limited Housing Market ('180 degree town')
- Right of way for the Land Trust using Fort Burgoyne Road
- Ministry of Defence Overage Provision of 70% of uplift in value: due to the past investment in the site this is unlikely to be triggered and was waived during disposal of phase 1, the Officers' Mess.

There will be other risks and in the Quality Score Questions, bidders will be asked for their own assessment of the risks of disposal of this site and which risks are the most pertinent as well as what mitigating actions could be taken.

10. Payment

For an instruction of this type Home England would envisage that a monthly payment forecast will be agreed with the successful party with a clear link to deliverables. A clearly documented updated fee forecast should be submitted each month against each deliverable with each monthly invoice to be agreed with Homes England. Accurate up to date forecasting is key to enable Homes England to draw down funds in advance to pay our Framework Panel partners promptly.

Other Requirements

11. Collateral Warranty (if appropriate)

At present Homes England would expect the successful firm to have a duty of care to Homes England alone following the Framework Panel contractual arrangements but in the unlikely event a warranty arrangement is required for this instruction, the Framework Panel warranty arrangements will apply.

12. Termination

Should performance during the period of this appointment prove unsatisfactory following the Poor Performance meeting provisions set out in the Management section above, Homes England will exercise its right under the Termination and Suspension of the Contract clause in the Framework Contract to give notice to terminate the arrangement with immediate effect.

If the services are no longer required, for whatever reason, then Homes England reserves the right to terminate the appointment and pay for services completed at that point.

13. Conflict of Interest

Homes England will exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Homes England, detailing the conflict in a separate Appendix.

14. Confidentiality

This Further Competition ITT and associated information is confidential and shall not be disclosed to any third party without the prior written consent of Homes England. Copyright in this Further Competition ITT is vested in Homes England and may not be reproduced, copied or stored on any medium without Homes England's prior written consent.

Suppliers shall not undertake, cause or permit to be undertaken at any time any publicity in respect of this Further Competition process in any media without the prior written consent of Homes England.

15. Health and Safety (if applicable)

Homes England takes health and safety very seriously and expects all Suppliers to do the same. All Suppliers must adhere to the Health and Safety obligations in the Framework Contract and the following Homes England policies where applicable:

- Homes England Safety, Health and Environment Policy
- Homes England Asbestos Policy
- Homes England CDM Policy

Part 2 - Instructions for Submitting a Response

1. General

- 1.1 The Further Competition deadline is 12:00 pm on 08/11/2021 and tender responses **must** be submitted on ProContract. Please regularly check ProContract for any amendments to the Further Competition deadline. For all ProContract portal issues please contact ProContractSuppliers@proactis.com.
- 1.2 Suppliers **must** ensure that suitable provision is made to ensure that the submission is made on time. Any tender responses received after the Further Competition deadline shall not be opened or considered unless Homes England, exercising its absolute discretion, considers it reasonable to do so. Homes England, may, however, at its own absolute discretion extend the Further Competition deadline and shall notify all Suppliers of any change via ProContract.
- 1.3 **Please note all communications during the tender period will be via the ProContract website. All Suppliers that have registered their interest for the Procurement will receive a direct email notification from ProContract on any updates via the Suppliers registered email address. No approach of any kind should be made to any other person within, or associated with, Homes England. It is the Suppliers responsibility to check the ProContract website for any updates to the Procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained.**
- 1.4 The Supplier should check the Further Competition ITT for obvious errors and missing information. Should any such errors or omissions be discovered the Supplier must send a message via the messaging function on ProContract. No alteration may be made to any of the documents attached thereto without the written authorisation of Homes England. If any alterations are made, or if these instructions are not fully complied with, the tender response may be rejected.
- 1.5 All clarification requests must be sent using ProContract no later than 5 working days before the Further Competition deadline shown on ProContract. Any queries submitted after this may not be answered. Homes England will respond to clarifications as soon as practicable.
- 1.6 Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and Homes England. Homes England will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and Homes England considers any clarification question to be of material significance, both the question and the answer will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded. If Suppliers consider that page limits set

out in Section 20 (Evaluation Criteria) are insufficient to provide the information required by the question then a clarification request should be raised. No guarantee can be given that the page limit will be increased.

1.7 Tender responses must not be accompanied by statements that could be construed as rendering the tender response equivocal and/or placing it on a different footing from other Suppliers. Only tender responses submitted without qualification strictly in accordance with the Further Competition ITT (or subsequently amended by Homes England) will be accepted for consideration. Homes England's decision on whether or not a tender response is acceptable will be final.

1.8 Tender responses must be written in English.

1.9 Under no circumstances shall Homes England incur any liability in respect of this Further Competition or any supporting documentation. Homes England will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their tender response to this Further Competition.

1.10 Homes England reserves the right to cancel this Further Competition process at any time.

2. Quality

2.1 A Response Form template has been provided in Part 2 to respond to the Quality questions detailed in Section 20 (Evaluation Criteria). The Response Form must be **completed and returned** as part of the tender response.

2.2 Suppliers must provide information on proposed staff in the Response Form and Resource and Pricing Schedule provided in Part 2. If the Supplier is a consortium or intends to sub-contract the Services, in whole or in part, then it should specify precisely in the Resource and Pricing Schedule which economic operator shall perform the Services (or parts thereof).

3. Pricing

3.1 A Resource and Pricing schedule has been provided with this Further Competition ITT which must be completed and returned as part of the tender response.

3.2 The pricing approach for this Further Competition is

- lump sum fixed fee;

3.3 The list of activities in the Resource and Pricing Schedule is not exhaustive and there may be additional duties/services required that will emerge as work is undertaken. This commission may be extended on client instruction to cover such matters as arise, based on a time charged fee schedule completed in the tender response. The commission will only be extended if the services relate to the original objective of the overall call off contract.

3.4 Suppliers are reminded that day rates for all individuals must be the agreed Framework Contract rates unless discounted rates are offered and will be used for all of the services.

4 Evaluation

4.1 Tender responses will be evaluated on the basis of the overall most economically advantageous Tender (MEAT) submitted to Homes England. The evaluation criteria (and relative weightings) that Homes England will use to determine the most economically advantageous Tender are set out in Section 20 (Evaluation Criteria) below and the scoring approach is detailed in Section 25 (Worked Example). Scores will be rounded to two decimal places.

4.2 Evaluators will initially work independently. Once they have completed their independent evaluation they will meet to discuss, understand and moderate any differences they have via a consensus meeting, where a single consensus score for each question will be agreed.

5 Documents to be Returned

Suppliers are expected to provide the following information in response to this Further Competition ITT:

- Completed Response Form
- Completed Resource and Pricing Schedule
- Supporting CV's for staff proposed to undertake this commission (no more than 2 pages each)

6 EVALUATION CRITERIA

Quality will account for 30% of the Overall Score. The following scoring methodology will apply:

5 – Excellent Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

4 – Good Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

3 – Acceptable Satisfies the requirement. Demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services.

2 - Minor Reservations Some minor reservations of the Supplier’s understanding and proposed methodology, with limited evidence to support the response.

1 – Major Reservations/Non-compliant Major reservations of the Supplier’s understanding and proposed methodology, with little or no evidence to support the response.

0 - Unacceptable/Non-compliant Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the understanding or suitable methodology, with little or no evidence to support the response.

PLEASE NOTE:

If your response scores 0 or 1 for any one question your overall submission will be deemed as a fail.

Any text beyond the specified page limits below will be ignored and will not be evaluated.

Homes England will not cross-reference to other answers when assessing quality responses.

Evaluators will initially work independently. Once they have completed their independent evaluation they will meet to discuss, understand and moderate any differences they have via a consensus meeting, where a single consensus score for each question will be agreed.

| Number | Criteria | Demonstrated by | Weighting |
|--------|-----------------|--|-----------|
| 1 | Proposal | Statement outlining method and approach explaining how the commission will be undertaken | 10% |

| | | | |
|---|--|---|-----|
| | <p><i>Maximum page limit = 5 sides of A4 size 11 font</i></p> | <p>Schedule of services to be delivered</p> <p>Identification of other information that may be required</p> <p>Other commentary on the brief</p> <p>Supported by relevant examples where applicable</p> | |
| 2 | <p>Identification of key risks</p> <p><i>Maximum page limit = 3 sides of A4 size 11 font</i></p> | <p>Identify the most relevant risks that may prevent the delivery and disposal of the final housing phase at Connaught.</p> <p>Analysis of the risk with reference to potential impact, likelihood and appropriate mitigation</p> | 10% |
| 3 | <p>Proposed Staff</p> <p><i>Maximum page limit = 2 sides of A4 size 11 font</i></p> | <p>Who will undertake the commission?</p> <p>Identify key members of staff and allocation to the required services</p> <p>How much time will they devote to it?</p> <p>Resourcing information provided in Resource and Pricing Schedule</p> <p>Supported by CVs for key members of staff (excluded from page limit)</p> | 5% |
| 4 | <p>Management arrangements / Programme / Timescales</p> <p><i>Maximum page limit = 3 sides of A4 size 11 font</i></p> | <p>When will the commission be complete?</p> <p>When will key milestones be complete?</p> <p>What is the programme for the required services?</p> <p>Relevance of methodology for providing the services</p> <p>Clear identification of steps</p> <p>Confirm and describe the management procedures for the work including team communications, quality assurance, risk management, issue resolution, reporting and reviews, including management structure for the project</p> | 5% |

Price will account for 70% of the Overall Score. The lowest price will gain the maximum marks with other prices expressed as a proportion of the best score using the maths explained in the worked example below.

The contract will be awarded on the basis of the overall most economically advantageous tender submitted to Homes England.

| Criteria | Demonstrated by | Weighting |
|----------|---|-----------|
| Price | Completed Resource and Pricing Schedule | 70% |

Worked Example

How your scoring will be used to give a weighted score

| Bidder | Question | Score out of 5 | Weighting | Weighting Multiplier | Weighted Score | Total Weighted Score |
|------------|----------|----------------|-----------|----------------------|----------------|----------------------|
| Supplier A | 1 | 3 | 10% | 2 | 6 | 19 |
| | 2 | 4 | 10% | 2 | 8 | |
| | 3 | 3 | 5% | 1 | 3 | |
| | 4 | 2 | 5% | 1 | 2 | |
| Supplier B | 1 | 5 | 10% | 2 | 10 | 25 |
| | 2 | 4 | 10% | 2 | 8 | |
| | 3 | 4 | 5% | 1 | 4 | |
| | 4 | 3 | 5% | 1 | 3 | |
| Supplier C | 1 | 2 | 10% | 2 | 4 | n/a (fail)* |
| | 2 | 1 | 10% | 2 | n/a | |
| | 3 | 2 | 5% | 1 | 2 | |
| | 4 | 2 | 5% | 1 | 2 | |

* in the example above Supplier C's pricing will not be scored

Worked example of how your price will be used to calculate a score

The worked example will need to relate to the price weighting.

| Bidder | Form of Tender price | Lowest price/Supplier's price (as %) | Price Score (out of 70) |
|------------|----------------------|--------------------------------------|-------------------------|
| Supplier A | 350 | $350/350 = 100\%$ | $100\% * 70 = 70$ |
| Supplier B | 700 | $350/700 = 50\%$ | $50\% * 70 = 35$ |
| Supplier C | 250 | n/a | n/a |

Worked example of Overall Score and Ranking

| Bidder | Total Quality Score | Price Score | Total Score | Ranked Position |
|------------|---------------------|-------------|-------------|-----------------|
| Supplier A | 19 | 70 | 89 | 1 |
| Supplier B | 25 | 35 | 60 | 2 |
| Supplier C | n/a | n/a | n/a | n/a |

Part 3

3.1 RESPONSE FORM

| | |
|---|-----------------------------------|
| Framework: | Property Services |
| Project Title: | Connaught Barracks Disposal Dover |
| ProContract Identification Number: | DN 575475 |
| Supplier: | [insert] |
| Date: | [insert] |

To enable Homes England to evaluate your tender, we require Suppliers to respond to the questions below whilst making reference to the evaluation section above.

Please refer to the evaluation section for page limits for each question. Any text beyond this will be ignored and will not be evaluated.

1. Proposal

2. Identification of key risks

3. Proposed Staff

4. Management arrangements / Programme / Timescales

3.2 RESOURCE AND PRICING SCHEDULE

Excel spreadsheet to be embedded by Supplier in response

enquiries@homesengland.gov.uk

0300 1234 500

gov.uk/homes-england