



**FRAMEWORK AGREEMENT FOR THE PROVISION OF 16+ SEMI INDEPENDENT ACCOMMODATION & SUPPORT SERVICES TO LOOKED AFTER CHILDREN AND CARE EXPERIENCED YOUNG ADULTS IN THE LONDON BOROUGH OF WALTHAM FOREST
FOR THE PERIOD
1ST NOVEMBER 2021 TO 31ST OCTOBER 2023**

The Council of the London Borough of Waltham Forest (“the Authority”) is seeking Tenders from suitably experienced and qualified organisations for the Framework Agreement for the Provision of 16+ Semi-Independent Accommodation and Support Services to Looked After Children and Care Experienced Young Adults in the London Borough of Waltham Forest and Participating Authorities (“the Framework”).

The Framework shall commence on 1st November 2021 and shall continue up to and including 31th October 2023 (“the Framework Period”). At the sole discretion of the Authority the Framework Period may be extended in such period or periods as the Authority deems appropriate up to a maximum twenty-four (24) months, providing a possible total Framework Period to midnight on 31st October 2025. Throughout the Framework duration, any London Borough listed in the directory of London Councils may elect to join the Framework.

The Authority is seeking to appoint multiple providers who can deliver good quality, efficient and safe accommodation and support services.

The Framework is for the provision of a 16+ semi-independent accommodation and support services to looked after children and care experienced young adults and is split into the following six (6) Lots as follows:-

- Lot 1: 24/7, 16-18 Semi Independent Accommodation and Support
- Lot 2: 18+ Shared Housing / House of Multiple Occupation (HMO) Accommodation and Support
- Lot 3: 18+ Stand Alone Accommodation and Support
- Lot 4: Parent & Child Accommodation and Support
- Lot 5: Block Contract Accommodation and Support (6-12 beds and /or 12 beds and above).
- Lot 6: Floating Support (for 18+ young adults in own accommodation)

Organisations are permitted to tender for any-one (1) or more Lots for which they consider they are suitably qualified and experienced. Organisations shall be aware however that appointment to each Lot will be evaluated separately. Therefore, appointment to one Lot of the Framework

will not automatically mean the organisation is appointed to any other Lot for which it submitted a Tender.

Framework Agreement Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the relevant Lot. Also, as a pre-condition to their Tenders being evaluated, organisations will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set the following financial threshold for the Contract:

For organisations with an annual turnover of £25,000 or less a statement of cashflow forecast for the current year will be required. In addition, a letter will need to be provided from the bank outlining the current cash and credit position of the organisation.

All organisations with an annual turnover above £25,000 will be financially assessed as described in Appendix 3: SQ Explanatory Document that forms part of the Invitation to Tender documentation.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Quality 60%; and
- Price 40%

A full breakdown of the Evaluation Criteria is contained in the Tender Documents.

Award of Call-Off Contracts:

Organisations are advised that whilst it is the intention of the Authority to utilise the Framework as the primary source of the services covered by each Lot, the Authority reserves the right to obtain the service from alternative sources should this represent best value. Further, appointment of an organisation to any Lot on the Framework does not guarantee any minimum level of income for the organisation or that the organisation will be awarded any Call-Off Contract during the Framework Period. All Call-Off Contracts shall be awarded in accordance with the procedures detailed in the Tender Documents the Specification and the Conditions of Contract.

A Find a Tender Contract Notice in respect of this Contract was dispatched on Tuesday 20th July 2021.

Contract Documents:

The Contract Documents comprise of the following:

- Conditions of Contract.
- Specification.
- Invitation to Tender Documents

Any organisation that considers it has the expertise to be appointed to this Framework Agreement can obtain the Contract Documents in accordance with the instructions below:-

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance: you will receive an e-mail confirming your username and password for the London Tenders Portal'
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract.
- After you have expressed an interest you will receive an e-mail link to access the Contract Documents.
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Invitation to Tender Instructions and must be submitted by no later than **12:00 Noon (12.00 pm) on Monday 23rd August 2021.**