

**TORBAY COUNCIL**

**Part 6 Award Questionnaire  
Lot One**

**Agreement Reference**

**TCCS6821**

**Agreement Title**

**Provision of Temporary Accommodation**

**Maximum Period of Agreement**

**Four Years**

**Return Date**

**Friday 25 February 2022**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)  
(ProContract)**

**Applicant Name**

# Contents

Stage Two – Award Lot One ..... 3

Section A. Method Statements..... 3

# Stage Two – Award Lot One

## Section A. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
1	<p>Accommodation – Please outline how the accommodation and management services you are putting forward will meet the requirements laid in out in Section A and D and where applicable Section F1 of Part 2 Specification.</p> <p>Within your responses, please outline the following details:</p> <ul style="list-style-type: none"><li>• The location and characteristics of each property offered as detailed in the specification;</li><li>• Include detailed description(s) of any wheelchair adapted properties, level access and ground floor properties;</li><li>• Please outline if there are any restrictions on the types or levels of risk you would be unable to accommodate within any of your accommodation put forward;</li><li>• Please provide details on what process you will use to respond to notifications, including how the Council will contact you during office hours but also for out of hours placements;</li><li>• How or what process you will use for managing changeovers of properties within the timeframes outlined in the specification;.</li><li>• How you will ensure properties are maintained to a high standard and ensure repairs are completed within the timeframes outlined in the specification;</li></ul>	35%

- How you will ensure your complaints policy is available and how you will respond to complaints;
- How will you ensure the household placed within the accommodation receives information about the house rules and how will you enforce them;
- How will you ensure properties are visited and checked twice weekly;
- How will you monitor occupancy of the accommodation;
- How will you manage antisocial behaviour; and
- How will you ensure communication between your organisation, the Council and other services and departments.

**Minimum Requirement / Evaluation Criteria**

Your response will be evaluated against your ability to demonstrate and evidence:

- How you will ensure compliance with sections D1 -7 of the specification.
- How you will contribute to meeting the needs of Torbay Council as set out in Section A1 of the specification.

**Page / Word Limit:** Maximum 6 pages A4 in Arial 12. Your response should be inserted in the text boxes on the following pages, which have been formatted to Arial 12 and to enable your response to automatically flow from one page to the next.

**Permitted Appendices and Supplementary Information**

You may provide the following in support of your response:

- Pictures, diagrams, or floorplans showing the layout and/or size of accommodation.

## Method Statement 1 Response

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**Method Statement 1 Response**

Empty response box for Method Statement 1 Response.





**Method Statement 1 Response**

[Empty response box]