**Reference - 5673 - MANAGEMENT OF EMERGENCY TEMPORARY ACCOMMODATION SERVICES AT BETSHAM HOUSE**

**Summary of Requirement –**

The Council has a statutory duty to provide temporary accommodation for those it considers homeless under the 1996 Housing Act. Initially, when a person approaches the Council as homeless, they are placed in emergency temporary accommodation, provided they are assessed as being eligible for assistance and in priority need.

Betsham House Hostel is a Council owned building with a managed service for the provision of interim accommodation for single females. It is located in Erith in the north of the Borough and houses up to 11 licensees at any one time.

The Council is seeking a single provider to manage the property, including capacity and referrals, residents, cleaning and other management responsibilities, on a 9am – 5pm, 5 days a week (Mon-Fri) basis. The Provider will also be required to supply an out of hours emergency number. The Council will be responsible for repairs

*The Provider will ensure clients have wrap around support in well-being and financial management to ensure clients are able to move on and sustain their future accommodation independently.   It is expected the Provider will work with landlords in the private rented sector to source suitable move on accommodation.*

**Contract period**

The duration of the contract will be 3 years, with the option to extend for a further period or periods of up to 24 months. It is envisaged that the Contract will commence on 3rd April 2023 until 2nd April 2026

## Contract value

The estimated value of the contract is £250,000 per annum.

**Miscellaneous information**

Tenders are being invited using the Open procedure and a contract notice has been published in the Find a Tender.

Potential providers must be aware that the transfer of undertakings (protection of employment) regulations (TUPE) will apply.

**Health and Safety at Work**

*In meeting the duties placed by the Health and Safety at Work etc Act 1974, and subordinate legislation, the London Borough of Bexley (LBB) has selected the prequalification schemes that form the Safety Schemes in Procurement Forum (SSIP) as the minimum standards of Health and Safety competence required.*

*Compliance with any one of these standards, details of which are available on the SSIP website, demonstrates an understanding of health and safety law and its application in the working environment. As far as LBB is concerned the most common standards used are the Contractors*

*Health And Safety Assessment scheme (CHAS), EXOR Health and Safety and OHSAS 18001 (http://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety/)*

*If applicable - Only companies suitably registered (with regards to Health and Safety) by an SSIP Forum member as ‘Compliant’ (this compliance must also be ‘valid’ i.e. assessed within the last 2 years) shall be invited to tender, therefore any application your company may need to make to any of these bodies must be completed successfully by the date any tender is issued. The LBB will carry out a final check on registration just prior to tender invitation and companies not suitably registered at that time will not be invited to tender.*

*Contractors are expected to maintain a compliant registration (with regards to Health and Safety) with an SSIP Forum member for the duration of any contract.*

*The SSIP Forum acts as an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so.*

## How to express an interest

If you wish to apply for this contract, please follow the steps below:

Register your company free of charge on the London Tenders Portal (LTP)

Await acceptance. You will receive an email confirming your username and password for the LTP.

Use your username and password to log into the LTP and express your interest in the relevant contract number and category.

Shortly after you have expressed interest, you will receive a second email containing a link to access the tender documents.

## Additional information

If you wish to apply for e-mail alerts of future opportunities, please register your company free of charge on LTP

Tick all categories you are interested in being notified about - you will only receive e-mail alerts for those categories which you select.

## TIMETABLE

* The closing date for expressions of interest is: 24th February 2023
* Anticipated date for return of tender documents: 27th February 2023
* Anticipated award date is 6th March 2023
* The date of commencement of contract is3rd April 2023

The Council accepts no liability whatsoever for expressions of interest that are not received due to internet connectivity issues, transmission delays or errors.

If you wish to discuss any of the above, please contact: procurement@bexley.gov.uk