



Homes
England

Legal Framework Panel

Further Competition Invitation to Tender (Stage 3 Over FTS Threshold/ Stage 1 Under FTS Threshold)

West of Ifield, West Sussex

30 May 2023

ProContract Identification Number: DN668268





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Introduction

The purpose of this Further Competition Invitation to Tender (ITT) is to award the call-off contract for legal services to support the delivery of West of Ifield, West Sussex. 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

This ITT Brief has been issued by Homes England as the second and final stage of the tender process for the selection of solicitors to support the successful delivery of our land holdings at West of Ifield, West Sussex.

Homes England, in its capacity as the Government's housing and regeneration agency are bringing forward the West of Ifield project in an area of major housing need, stepping in where the market faces challenges and facilitating early delivery of a high quality scheme. Homes England's core objectives are more than just housing delivery. We offer a tailored package that secures high quality design, creates sustainable communities and provides the greatest opportunities for local people to access the housing market. Homes England's successful track record of enabling scheme delivery is clearly demonstrated by examples such as Brookleigh (formerly Northern Arc, Burgess Hill) and Northstowe.

West of Ifield is a strategically important project for Homes England being delivered in accordance with the Agency's delivery and oversight arrangements. It has direct interest and oversight from Senior Directors at both Homes England and DLUHC.

This procurement follows a significant amount of work to date, from a legal perspective this has principally been focused on planning and land assembly, further detail is provided below.

The supplier will provide legal expertise to support the next stages of the exciting project. In the short term this will primarily be focused on the planning and include advice on the planning application(s), section 106 Heads of Terms and Local Plan reps. Advice on other matters, such as stewardship and contract management/procurement may also be sought in future.

To successfully undertake this instruction, the supplier will work collaboratively with Homes England and our consultants, as well as local authorities and other stakeholders/their legal representation (as appropriate). Please note that Homes England is in the process of procuring a multi-disciplinary consultant to support the next stage of works, including management and determination of the site-wide planning application. Please note that this may be a standalone outline or hybrid (or similar) incorporating the Phase 1 infrastructure proposals, further detail is provided below.

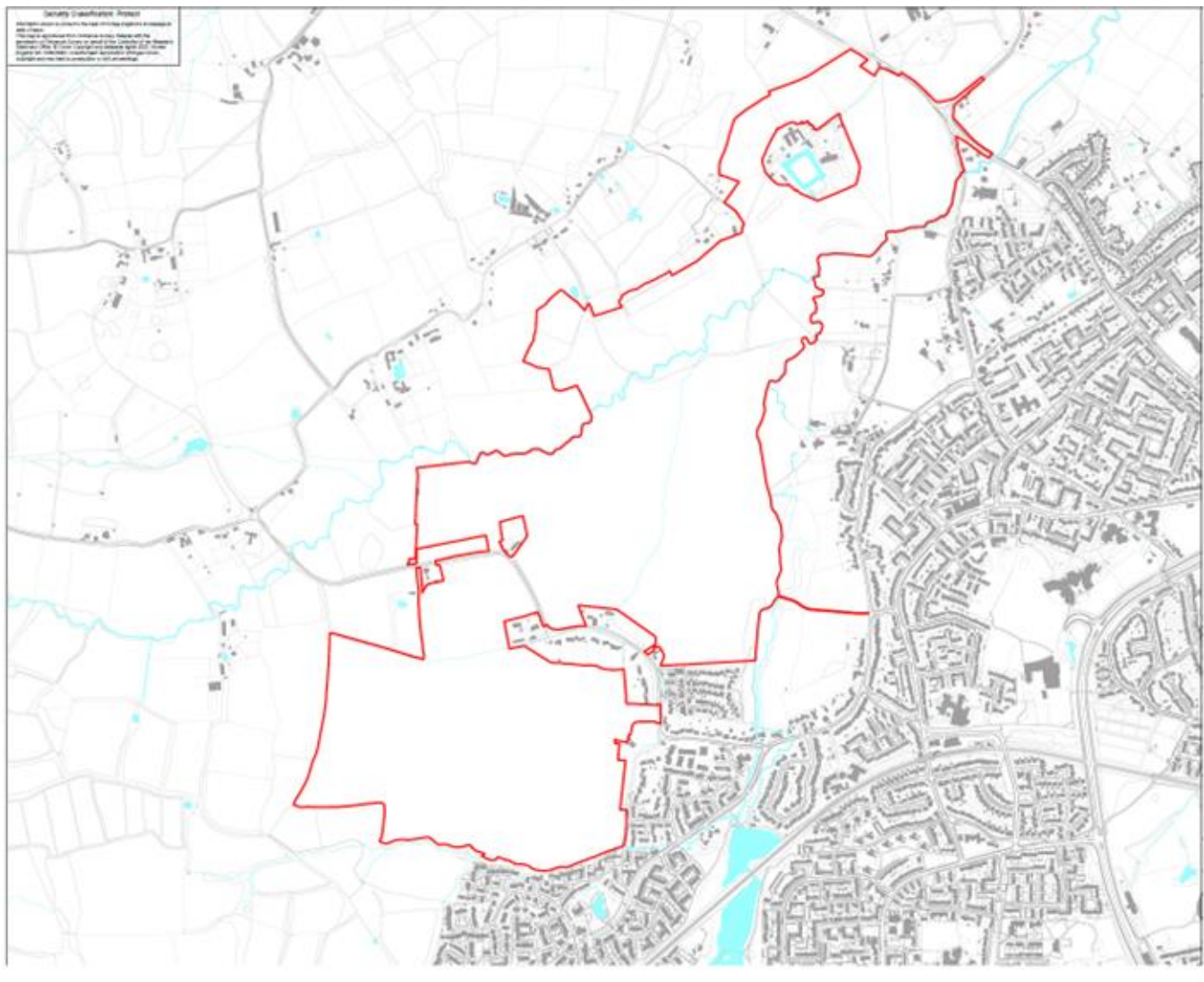
2. Site Information

The West of Ifield development opportunity is located within Horsham District Council (HDC), on its boundary with Crawley Borough Council (CBC), within the county of West Sussex (WSCC). The project is of sub-regional importance and has long been identified as a potential strategic urban extension of Crawley to continue the positive New Town legacy.

The site is located immediately next to the Ifield area of Crawley, with links to Ifield station and the rest of the Crawley area. Please see figure 1. It is also closely located to Manor Royal employment area and Gatwick Airport. It sits approximately 4 miles North East of Horsham.

While the site is located in Horsham, who will act as lead planning authority, the proximity and interaction with CBC and WSCC will require a collaborative and partnership approach with all authorities.

Figure 1: West of Ifield Red Line Boundary



The site is split by Rusper Road, with the land to the North of it (roughly 2/3rds of the site) which is

agricultural in nature, with small buildings that are contiguous with its agricultural setting. The land South of Rusper Road is made up of an 18-hole golf course, with associated buildings including a clubhouse and a greenkeepers house. The site is bounded in the North by Charlwood Road, to the East by Ifield Brook and Meadows. There are a number of existing dwellings which border the site that will remain, including Dormy House, the properties along Rusper Road and Old Pound Cottages. The Southern boundary can be understood to be the southern boundary of the golf club. All boundaries are indicated on Figure 1. The site contains 2 notable waterways, the River Mole and Ifield Brook as well as several other sensitive environments.

3. Progress to Date

From a planning perspective, Homes England is promoting the site to the Horsham Local plan as a strategic allocation to deliver a sustainable extension on the edge of Crawley. The site has been identified as a strategic allocation in the draft Horsham Local Plan and was shown as such in the draft Regulation 19 Plan presented to Cabinet in July 2021. Further details on the Horsham Local Plan draft policies can be found on the Horsham DC website.

The Agency is also currently progressing two planning applications for the site:

1. An outline planning application for the whole site.

The proposed description of development is: *A phased mixed-use development comprising residential (Class C2 and C3), Commercial, business and service (Class E) community and education facilities (Use Classes F1 and F2), gypsy and traveller pitches (Sui Generis), public open space with sports pitches, recreation, play and ancillary facilities, landscaping and associated infrastructure, utilities and works including pedestrian and cycle routes and enabling demolition.* The means of access from Charlwood Road and Rusper Road will be applied for in detail with other points of access remaining reserved.

It is anticipated that this planning application will be submitted in Q4 2023/Q1 2024 and the supplier should assume that Homes England has a robust and comprehensive planning application (although not yet subject to legal review) that meets the necessary local validation requirements and can secure a consent (subject to consultation as part of the application determination). The documents that will be submitted in support of this planning application are:

- Planning application form, CIL form
- Site Location Plan

- Planning Application boundary plan
- Parameter Plans booklet
- Detailed access drawings
- Site wide Design Code
- Demolition Plan
- Phasing Statement
- Design and Access Statement
- Illustrative Masterplan
- Statement of Participation
- Transport Assessment
- Framework Travel Plan
- Arboricultural Impact Assessment
- Phase 1 Ground Conditions Assessment
- Minerals Resource Assessment
- Flood Risk Assessment
- Surface Water Drainage Statement
- Water Neutrality Statement
- Energy Statement
- High-level stewardship strategy
- Sustainability Statement
- Economic and Employment Strategy
- Building with a Healthy Life Assessment
- Outline Construction Management Plan
- Infrastructure Delivery Plan
- Draft section 106 Heads of Terms
- Ecology surveys, including Biodiversity Net Gain Assessment
- Environmental Statement, consisting of the following:
 - Chapter 5: Agriculture and Soils
 - Chapter 6: Air Quality
 - Chapter 7: Biodiversity
 - Chapter 8: Climate Change
 - Chapter 9: Cultural Heritage
 - Chapter 10: Landscape and Visual Impact

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- Chapter 11: Noise and Vibration:
- Chapter 12: Socioeconomic Effects and Health
- Chapter 13: Surface Water Resources and Flood Risk
- Chapter 14: Transport:
- Chapter 15: Waste and Resource Management

The supplier will be expected to undertake a legal review of these documents and support the drafting of the section 106 Heads of Terms. It is anticipated that the section 106 will be drafted alongside the determination of the planning application. The current headings proposed within the draft Heads of Terms are: affordable housing, transport and highways, education, leisure sports and open space, community facilities, , environmental, County Council and other. Other issues that will need to be considered within the Heads of Terms is the securing of appropriate long term stewardship arrangements, water neutrality and any the management of other delivery risks identified through consultation on the application.

The timescales for this planning submissions is not fixed but current expectation is that is Q4 2023/Q1 2024 ; therefore, the supplier will be expected to have capacity to meet this deadline, if required.

The Agency has a joint Planning Performance Agreement with HDC and CBC, which has included numerous Pre-Application workshops with both Local Planning Authorities, and WSCC. The majority of these meetings have/will take place between April, May and June 2023.

2. A detailed planning permission for the Phase 1 infrastructure that will include primary and secondary highways (including Crawley Western Link) alongside cyclist and pedestrian connections. Work is ongoing to develop these proposals and further detail will be provided once this has been confirmed by the project team. It is anticipated that the planning application will be submitted in Q4 2023/Q1 2024.

The supplier must be capable of progressing the existing applications outlined above or taking forward an alternative planning strategy, such as a single hybrid permission for both the Phase 1 infrastructure and site wide development proposals and providing advice accordingly.

4. Objectives

Homes England wishes to appoint a firm of solicitors to provide property and planning legal advice to support the successful delivery of West of Ifield scheme. This includes the following objectives:

- Minimise the risk associated with the planning process, including third party challenge by way of judicial review, by taking an informed approach based on legal advice.
- Homes England to secure a deliverable planning permission for a phased mixed-use development.
- Homes England to secure a deliverable planning permission for the Phase 1 infrastructure that will unlock development that aligns with the outline consent.
- If any planning permission is refused or granted subject to conditions or Section 106 obligations that makes a successful development unviable, a planning appeal will be submitted.
- The supplier may also be expected to provide support on long-term stewardship proposals, such as legal input to develop the business plan, asset transfers or setting up of stewardship bodies and appropriate mechanisms to secure these.
- The supplier may also be expected to advise on contract/procurement matters associated with the Phase 1 infrastructure.
- The supplier may be expected to provide other legal input/advice on matters that arise whilst progressing the scheme.

5. Key Deliverables

The supplier will provide legal support and advice to Homes England, in the short term this will be focused on the planning situation (such as applications, local plan reps and section 106 heads of terms). However, the supplier should be able to provide other services, for example linked to long-term stewardship and contract/procurement. To successfully undertake this commission it is anticipated that the supplier will visit the site and engage with a range of third parties, including the HDC and CBC as well as their legal representatives. The supplier will be expected to undertake an early inception meeting, handover meeting with the incumbent and site visit. Further detail is provided in the Services section below.

6. The Services

Homes England is intending to procure a legal panel solicitor to support the successful delivery of the West of Ifield scheme. It is anticipated that the supplier will provide the following services:

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Topic	Scope of Works	Outputs
<p>Planning Application</p>	<ul style="list-style-type: none"> • Legal review and advice in relation to an outline/hybrid planning application and supporting documents (including Environmental Statement) prior to submission to the Local Planning Authorities. • Provide legal advice in relation to both the Crawley Borough and Horsham District Local Plan Reviews, including the preparation and drafting of EiP materials and attendance (if necessary). • Legal review and advice in relation to linked detailed planning application for first phase infrastructure. • Advice on structure and drafting of section 106 Heads of Terms for all planning applications. • Advice on Community Infrastructure Levy (CIL) matters relevant to the scheme, such as liability • Advice on draft condition wording (for all planning applications). • Lead detailed Section 106 negotiations and drafting with Horsham District Council, Crawley Borough Council and other parties (including their representatives). To include specific advice on securing effective solutions to local water neutrality requirements. • Preparation of other legal agreements, such as Section 278/38 agreements. • Advice in relation to potential Judicial Reviews relevant to the scheme, such as risk . • In the event of non-determination, or refusal of any of Homes England’s planning applications, or a grant subject to onerous conditions, provide advice as to the potential of pursuing an appeal. 	<ul style="list-style-type: none"> • Written advice, including reports. • Meetings (in-person and virtual). • Review of draft and final documents, including suite of planning application documentation. • Drafting and/or review of legal agreements, such as section 106. • Possible site visit(s).

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Topic	Scope of Works	Outputs
	<ul style="list-style-type: none"> Legal support responding to local planning authority requests. <p>Should any of the planning applications submitted by Homes England in respect of West of Ifield progress to a planning appeal. The supplier is requested to provide their day-rate to undertake this work, however, it is at Homes England's discretion whether a competitive tender process is undertaken at the necessary time.</p>	
Procurement/contract review	<p>Review and advice of contractor contracts for delivery of Phase 1 infrastructure.</p> <p>The supplier is requested to provide their day-rate to undertake this work, however, it is at Homes England's discretion whether a competitive tender process is undertaken at the necessary time.</p>	<ul style="list-style-type: none"> Written advice, including reports. Meetings (in-person and virtual). Review of contracts.
General/other	<ul style="list-style-type: none"> Advice/assist with any amendments to the project approach that may be required, including advice on risk. Appointing and briefing a KC if required. KC fees/payment will be subject to a separate instruction. Provide legal input to inform the preferred long-term stewardship arrangements. Advice relating to any required deeds of variation and potentially entering into new agreements/leases/wayleaves/easements. General advice - property (including procurement and landlord and tenant law, ad hoc advice, boundary disputes when required should any issues arise). Other legal advice required to secure planning consent and support the delivery of the scheme. 	<ul style="list-style-type: none"> Written advice, including reports. Meetings (in-person and virtual). Review of draft and final documents.

Topic	Scope of Works	Outputs
	The supplier is requested to provide their day-rate to undertake this work, however, it is at Homes England’s discretion whether a competitive tender process is undertaken at the necessary time.	

7. Indicative Programme

Suppliers should note the indicative procurement programme and project dates when preparing their response:

Key Delivery Milestones	Anticipated Date
Issue ITT	30 June 2023
Return of ITT	17 July 2023
Notification of suppliers to be invited to interview	Week commencing 17 or 24 July 2023
Supplier interviews (if necessary)	Week commencing 24 July 2023
Notification of successful supplier	28 July 2023
Commencement of instruction	11 August 2 2023
Inception meeting	Week commencing 14 August 2023
Target date for submission of site-wide OPA*	Q4 2023/Q1 2024
Target date for determination of site-wide OPA	Q4 2024/Q1 2025
Target date for submission of Phase 1 infrastructure planning application*	Q4 2023/Q1 2024
Target date for determination of Phase 1 infrastructure planning application	Q4 2024/Q1 2025

*As previously mentioned, the date for the submission of the site-wide OPA and Phase 1 infrastructure planning application is not fixed and this will need to be confirmed.

8. Management

The main day-to-day point of contact for this commission will be Homes England’s lead project manager. This may change overtime as the project progresses through the development stages. Reporting arrangements will be agreed with the Homes England at the inception meeting and subsequent review meetings, where appropriate.

Meeting Requirements:

Start-up meeting

This commission will commence on the 14 August 2023 and an inception meeting should take place this week.

An early handover meeting with the existing legal team should also be undertaken.

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.

9. Payment

Payment for this commission will be on a monthly basis (as/when required).

Other Requirements

10. Collateral Warranties

Homes England may require the supplier to provide collateral warranties for some of the work that is produced. The specific details will be confirmed, if required, at the appropriate time.

11. 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.

12. 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.

13. 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.

14. Health and Safety

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

The Further Competition deadline is 12:00 noon on 17 July 2023 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.

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.

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.

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.

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.

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

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out in Section 2.6 (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.

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.

Tender responses must be written in English.

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.

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

2. Quality

A Response Form template has been provided in Part 3 to respond to the Quality questions detailed in Section 2.6 (Evaluation Criteria). The Response Form must be **completed and returned** as part of the tender response.

Suppliers must provide information on proposed staff in the Response Form and Resource and Pricing Schedule. 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

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.

The potential suppliers are required to provide a fixed fee for the following phases of works outlined in this instruction. Please note that Homes England reserve the right to undertake one, some or all of these work phases as part of this instruction.

1. Outline Planning up to submission (including Reg 19 Local Plan support) – from award up to end of March 2024
2. Phase 1 Infrastructure up to planning submission – from award up to end March 2024

3. Planning submission up to determination (including EiP support) – from submission to March 2025

The potential suppliers are also required to provide their day-rates for the additional activities highlighted within this instruction (such as long-term stewardship, appeal advice and/or contract/procurement). The day-rate will not be assessed but is expected that any works procured will be at this rate. Please note that Homes England reserve the right to run a competitive tender for any of these works if necessary at the appropriate time.

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.

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

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 2.6 (Evaluation Criteria) below and the scoring approach is detailed in Section 2.7 (Worked Example). Scores will be rounded to two decimal places.

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.

Interviews may be used in the evaluation stage. If so, they will take place following the initial moderations with the top 3 highest scoring bidders. Once concluded, Homes England reserve the right to re-moderate the scores in line with the findings. Suppliers should ensure that the team they propose to use for the delivery of this contract conduct the interviews and are able to substantiate the written responses provided.

Award decisions will be subject to the standstill period if over the FTS Services threshold. Unsuccessful Framework Suppliers will be provided with their scores and feedback to explain the award decision.

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 50% 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	<p>Technical Merit and methodology of Proposal</p> <p>Provide an overview of the methodology</p>	<ul style="list-style-type: none"> • Statement outlining method and approach explaining how the commission will be undertaken. • Schedule of services to be delivered. 	25%

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	<p>to undertake this commission.</p> <p>PAGE LIMIT: Maximum 5 A4 pages, 11-point Corbel font</p>	<ul style="list-style-type: none"> • Information on other Supplier input that may be required. • Identification of other information that may be required. • Where relevant identification of areas of innovation. • Where appropriate identify the potential impact of external influences and stakeholders. • Areas where value engineering could be considered to achieve best value. • Other commentary on the brief. • Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed. 	
2	<p>Staff and other Resources</p> <p>Provide an overview of the staff involved within the commission, their roles and suitability.</p> <p>PAGE LIMIT: Maximum 3 A4 pages (excluding CVs) , 11-point Corbel font.</p>	<ul style="list-style-type: none"> • Who will undertake the commission and why have they been chosen? • Why are the proposed staff suitable for this commission, supported by relevant examples, where applicable. • Identify key members of staff and allocation to the required services. • How much time will they devote to it? • Supported by resourcing information provided in Resource and Pricing Schedule. • Supported by CVs for key members of staff. 	15%
3	<p>Management and Communication</p> <p>Provide details of how the instruction will be undertaken, including the approach to engaging/feeding back to Homes England.</p> <p>PAGE LIMIT: Maximum 2 A4 pages, 11-point Corbel font</p>	<ul style="list-style-type: none"> • What are the management procedures for the work? • What is the communication strategy? • Who will be responsible for reporting to the Client? • Who will manage the team? • Where subcontracting arrangements are in place, who will manage the contract? • Who will attend client meetings? • Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed 	5%
4	<p>Programme</p> <p>Provide an overview of then programme</p>	<ul style="list-style-type: none"> • What are the key dependencies to undertake the instruction? 	5%

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	<p>to undertake the works, including dependencies and risks.</p> <p>PAGE LIMIT: Maximum 2 A4 pages, 11-point Corbel font</p>	<ul style="list-style-type: none"> Identify risks which may affect the programme or costs, what impact they may have, and any mitigation. 	
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Price will account for 50% 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.

Criteria	Demonstrated by	Weighting
Price	Completed Resource and Pricing Schedule	50%

7. Worked Example

How your quality scoring will be used to give a weighted score

Bidder	Question	Score out of 5	Weighting	Weighted Score	Total Weighted Score
Supplier A	1	3	25%	15%	32%
	2	4	15%	12%	
	3	3	5%	3%	
	4	2	5%	2%	
Supplier B	1	5	25%	25%	44%
	2	4	15%	12%	
	3	4	5%	4%	
	4	3	5%	3%	
Supplier C	1	2	25%	10%	n/a (fail)*
	2	1	15%	N/A (FAIL)	
	3	2	5%	2%	
	4	2	5%	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

Bidder	Form of Tender price	Lowest price/Supplier's price (as %)	Price Score (out of 50)
Supplier A	350	$350/350 = 100\%$	$100\% * 50 = 50$
Supplier B	700	$350/700 = 50\%$	$50\% * 50 = 25$
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	32%	50%	82%	1
Supplier B	44%	25%	69%	2
Supplier C	n/a	n/a	n/a	n/a

Part 3

3.1 RESPONSE FORM

Framework:	[insert]
Project Title:	[insert]
ProContract Identification Number:	DN [insert]
Supplier:	[insert]
Date:	[insert]

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[Note to compiler: if any evaluation criteria are added for your commission please amend the criteria titles below]

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. Technical Merit of Proposal

2. Staff and other Resources

3. Management and Communication

4. Programme

3.2 RESOURCE AND PRICING SCHEDULE

[Note to compiler: include Appendix F Resource and Pricing Schedule with the Further Competition ITT, completed with the information required from Homes England]

Excel spreadsheet to be embedded by Supplier in response

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enquiries@homesengland.gov.uk
0300 1234 500
gov.uk/homes-england