



Homes
England

Property and Financial Professional Services

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

Upton Lodge, land to the north of the
A4500, Upton NN5 4UU – Property
Agent

Date: 10/01/2024

ProContract Identification Number:
DN697729



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

Homes England is seeking to appoint a property agent from the Property Professional Services Framework to assist with the disposal of residential development land at Upton Lodge, in Northampton. The appointed agent will play a critical role in assisting Homes England to market the opportunity and appoint a delivery partner from our Delivery Partner Dynamic Purchasing System (DPS) before the end of April 2025.

2. Objectives

Homes England's primary objective relating to this commission is to enter a conditional contract (Agreement for Lease) with a preferred development partner before the end of April 2025.

Homes England will also be requiring the Developer to hand back a number of serviced parcels of land, which will comprise enough land (in defined separate land areas) to provide a total of 15% (210 dwellings) of the total 1400 dwellings to be delivered from the site. These parcels will then be sold to SME developers under a separate instruction (not within the scope of this appointment).

The commission will involve the development, approval and implementation of a disposal strategy which will result in the competitive procurement of a development partner to secure a wide range of policy objectives, including design quality, pace of delivery, modern methods of construction, policy compliant (35%) levels of affordable housing (current draft S106 Agreement allows for 15% Affordable Housing provision), and value for money.

3. The Services

The services to be provided by the appointed agent will support the procurement of a development partner via the Delivery Partner Dynamic Purchasing System (DPS) which was launched in September 2021. Further details on the DPS are available here:

[Apply to join the Delivery Partner Dynamic Purchasing System - GOV.UK](#)

The scope of the services required will include:

1. Providing Homes England with property and commercial advice to determine the most appropriate way to present the opportunity to the market, taking account of factors including site constraints, infrastructure requirements, market appetite, policy compliant affordable housing level requirement and planning status.
2. Undertaking soft-market testing with potential development partners to test the tender opportunity and delivery options, to help determine the optimum final 'mix' of policy objectives to be secured.
3. Based on market intelligence and analysis, prepare a report to support approval of the disposal strategy/tender evaluation criteria including relevant land receipt projections.
4. Preparation of the tender documentation and management of the tender process, including clarifications, throughout the EOI and ITT stage using Homes England's ProContract or successor system. This will include the preparation of an electronic/pdf site brochure.
5. To arrange and manage a site visit open to all interested parties shortlisted at the EOI stage to ensure they fully appreciate the opportunities and constraints of the site to maximise its design potential and compliance with Building for a Healthy Life.
6. Evaluation of received tenders and provision of a tender report.
7. Franking valuation.

4. Key Deliverables

In responding to this brief the consultant must demonstrate their capacity to provide the services required in accordance with the programme. They must also demonstrate relevant expertise and experience of work on major Homes England land disposals through DPS (or formerly DPP3), including assessment of bids and subsequent successful contract negotiations with major house builders and/or housing associations.

Please also tell us the structure of your project team and indicate who will be the lead contact throughout the commission.

The appointed consultant will firstly need to support Homes England in undertaking soft market testing of developer appetite for the site, via DPS members. If the appointed consultant is aware of interest from developers who are not DPS members, this will be the time when these developers can be contacted and added to the DPS list.

The appointed consultant may also be required to organise and manage a number of site visit/open days for all parties during the soft market testing.

As part of this commission Homes England will then require the appointed agent to assist in the following stages:

Stage 1 – Soft Market Testing

- Undertaking soft-market testing with potential development partners to test the tender opportunity and delivery options, to help determine the optimum final ‘mix’ of the Agencies policy objectives to be secured.

Stage 2 – Expression of Interest (EOI)

- Advise on and discuss whether any indicative evaluation criteria should be provided at ITT stage.
- Preparation of the Expression of Interest document and provide support to Homes England in assessing the responses.
- Assist Homes England project manager, post EOI responses, in preparation of Gateway Paper approval with appropriate marketing recommendations and evaluation criteria to be used at ITT stage.

Stage 3 – Tender Pack (ITT) Preparation, Marketing, Evaluation and Selection, Homes England Board Approval

(If more than 6 bidders have provided a positive response to the EOI then the Call for Competition (CfC) process will be a two staged (2a & 2b) tender process. If less than 6 bidders respond, then the CfC process will be a single staged (2b) tender process.)

CfC - Stage 2a

- Develop in collaboration with Homes England the evaluation criteria to be adopted when marking the responses from interested parties.

- Preparation of a comprehensive Tender Pack for issue to bidders at the Invitation to Tender (ITT) stage including all technical and legal data (allowing for liaison as necessary and requested with Homes England's appointed internal and external legal and technical teams).
- Agree upfront a robust programme for the development partner selection process including the key stages, outputs and potential projected receipts.
- Manage the Stage 2a bidding process and respond to clarification queries from potential developers, including the provision of any supplemental information as may be required throughout ITT stage utilising the Homes England Pro-Contract or successor system.
- Provide support and advice when assessing returned bids. This is to include producing a detailed analysis of the financial returns.
- Ensure robust sign off processes for assessment, moderation, and client approvals for audit purposes.
- Carry out evaluation of the initial questions form the 2a tender process and assist in shortlisting bidders to support Homes England in the selection process.

CfC - Stage 2b

- If less than 6 parties are interested in the site then the CfC process will be single staged (2b) and will require the agent to develop in collaboration with Homes England the evaluation criteria to be adopted when marking the responses from interested parties.
- Preparation of a comprehensive Tender Pack for issue to bidders at the Invitation to Tender (ITT) stage including all technical and legal data (allowing for liaison as necessary and requested with Homes England's appointed internal and external legal and technical teams). Invite up to 6 bidders to complete the remainder of the Tender response.
- Manage the Stage 2b bidding process and respond to clarification queries from potential developers, including the provision of any supplemental information as may be required throughout ITT stage utilising the Homes England Pro-Contract or successor system.
- Provide support and advice when assessing returned Stage 2b tender bids. This is to include producing a detailed analysis of the financial returns.

- Evaluate the Stage 2b tender bids and assist in shortlisting bidders to support Homes England in the selection process.
- Ensure robust sign off processes for assessment, moderation, and client approvals for audit purposes.
- Preparation of a report detailing the marketing process and making a recommendation to Homes England as to the preferred development partner and where appropriate, an under bidder including Franking Valuation Advice of the recommended bid proposal(s) as representing best consideration reasonably obtainable.
- Support drafting of the internal Gateway 4 board paper to secure formal Homes England's approval to the selection of the preferred development partner(s).

Stage 4 - Preferred Partner negotiations up to Conditional Contract Stage

- Provide negotiation support to Homes England in concluding a conditional development agreement (Agreement for Lease(s)) with the selected development partner.
- Liaise and work in partnership with the appointed solicitors.
- Liaison with Homes England's legal and technical consultants as necessary in concluding the Agreement for Lease with the selected development partner.
- Advise, where requested, on any post-tender price adjustments sought during the negotiation of the Agreement for Lease.
- The Agent will also, where requested, confirm that the original Franking Valuation advice remains unchanged and that the final form of agreement as prepared by Homes England's legal team is in accordance with the Board Approval and previous supporting property advice.

Stage 5 – Post Conditional Contract Monitoring including Reserved Matters Application

- Where requested, support to Homes England in considering requests from the selected development partner for approval to draft planning application/s (from a property and valuation, rather than town planning, perspective)

General

- Regular client review meetings when required via a combination of Teams meetings and in-person meetings at the consultants' local office or at either Homes England's Coventry or (anticipated from Summer 2024) Birmingham offices.
- Provide a range of professional information, as requested by Homes England, in order to help prepare papers and reports.
- Liaison and partnership working with the appointed legal and technical consultants.

5. Site Information & Planning position

Upton Lodge extends to circa 70 hectares in size and lies to the west of Northampton town centre, on the edge of the urban area. It forms part of the wider South-West District of Northampton, which is presently being developed as a major urban extension to the town. It is predominantly a greenfield site, but includes the former Farmhouse, an existing bungalow and a farm barns complex.

The site is allocated for residential development within the West Northamptonshire Joint Core Strategy (2014). It forms part of one of a number of large sustainable urban extensions to Northampton.

An outline planning application was submitted in 2017 for the development. The development proposed under application reference N/2017/0091 is as follows: -

“Residential development of up to 1,400 no. units, a mixed use local centre including appropriate retail, healthcare and community facilities, a new primary school, areas of public open space, play provision and structured landscaping, internal roads and all associated infrastructure, and demolition of existing shed at Upton Lodge Farm (outline planning application with matters of layout, appearance, landscaping and scale being reserved for subsequent approval).”

Please see below for a red line site plan:

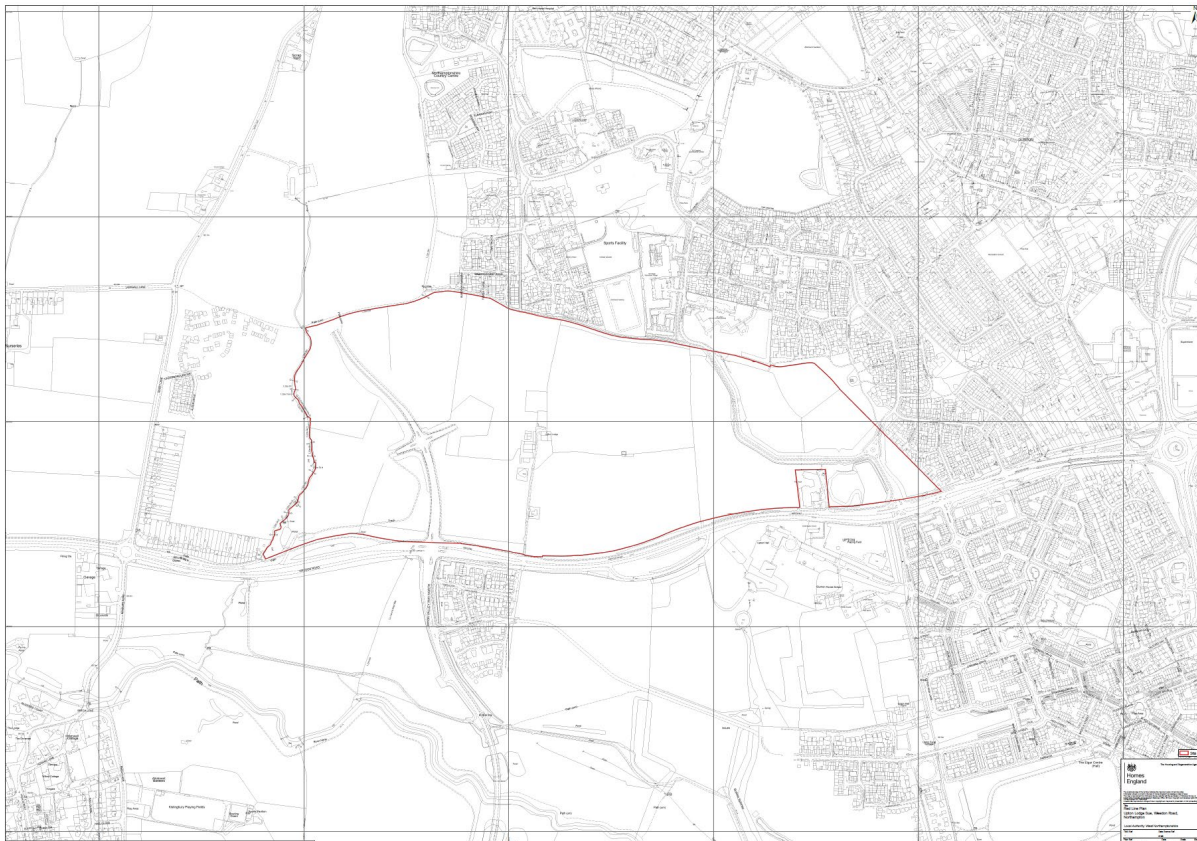


Figure 1: Site Boundary

A resolution to grant an outline planning permission was made in 2019 and updated in 2021.

We are hoping to sign off on the S106 Agreement in the coming months and are discussing the final points with the LPA.

Once completed, the S106 Agreement will require the developer to pay total financial contributions in the order of £10,500,000 the majority of which are required to be paid in line with the attached Contribution and Triggers table attached at Annex 1.

In line with the Agency's current strategic objective of facilitating the creation of the homes people need, we will be requiring that Upton Lodge provides a total of 35% affordable housing provision, rather than the 15% requirement set out in the draft S106 Agreement.

Once outline planning permission for 1400 homes has been issued, we intend to commence the formal disposal process (EoI). This is anticipated to start in *early Summer 2024*. Our aim is to secure a preferred developer and exchange conditional contracts (Agreement for

Lease(s)) on or before 30th April 2025. You are referred to the indicative programme set out at 8 below.

6. General considerations

The preferred developer will be responsible for delivering the site-wide and any off-site infrastructure that is required by the outline planning permission.

In selecting a development partner, Homes England will use standard evaluation templates with a focus on ensuring the selected development partner has a strong understanding of site constraints and opportunities, infrastructure and servicing obligations in relation to parcels to be 'handed back', design quality (Building For a Healthy Life (BFHL)), pace of delivery (with contractually agreed programme milestones) and the level of Modern Methods of Construction (MMC) that will need to be achieved. A scoring split of 70/30 (price/quality) is likely to be used, although this will be confirmed at Gateway 3 stage, having regard to the outcome of soft market testing and responses to the EoI.

The offer achieving the highest combined compliant score across both price and non-price elements will be considered as the winning bid and recommended for approval as Homes England's preferred developer.

The non-price component will be assessed before the price element and any submissions that are deemed non-compliant will be eliminated prior to the assessment of the price component.

The price component will be assessed with the highest compliant land price (NPV) offered being awarded the highest price score with all other bids adjusted proportionally.

It is anticipated that bidders will be expected to include in their submissions:

1. A layout plan for the site
2. A phasing and delivery plan;
3. Details of the design (including a Building for Healthy Life assessment) and local sustainability standards to be achieved;
4. Proposed location and number of the serviced parcels which are to be handed back to Homes England (if these have not been already stipulated in the ITT) together

with details of access, services connections and capacities that would be provided to each parcel;

5. Breakdown of how the proposed MMC level for the site will be achieved;
6. A planning strategy including appropriate housing mix;
7. Financial offer

7. Progress to Date

Homes England anticipates that outline planning permission for the Upton Lodge development will be achieved by the end of March 2024.

Homes England have historically completed the construction of (still unadopted) St. Crispin Drive running through the eastern side of the site, north to south and the majority of the Sandy Lane Relief Road (SLRR) which runs north / south through the western part of the site.

Updated technical due diligence is being procured and will inform the ITT issued. The technical information to be issued is likely to include the information detailed within Annex 2 to this tender document.

TLT will be appointed as the agency's legal advisors.

8. Indicative Programme

Suppliers should note the indicative programme dates when preparing their Programme information in the Response Form.

Key Delivery Milestones	Anticipated Date
Property Agent Appointment/Commencement Date	January 2024
Market Engagement/ Soft Market Testing	Feb 2024
Call for Competition Stage 1: Expression of Interest	March/April 2024
Approval of Tender Evaluation Criteria (G3 approval)	April 2024
Call for Competition Stage 2: Tender	June to September 2024
Tender Evaluation and Clarification	September/October 2024
Approval to dispose (G4 approval) and Financial Due Diligence	December 24/January 2025
Formal Appointment/ Standstill Period	January 2025

Contracting	January to April 2025
Exchange of Conditional Contracts	April 2025

9. Management of the Commission

For Homes England, the commission will be managed by a Senior Development Manager in the South Disposals team.

Other key members of the team will be:

- Colleagues in Homes England’s Master Development and Design Team and external Design Review consultants
- The Technical consultant team appointed by Homes England
- The appointed solicitors - TLT

Meeting Requirements:

- **Start-up meeting**

It is intended that a start-up meeting is held as soon as reasonably practical following selection of a preferred property consultant. Given the need to deliver this commission at pace, this is currently anticipated to be 1 week following confirmation of the appointment.

- **Review meetings**

In addition to the start-up meeting, it should be assumed that the property consultant will be required to attend four review meetings over the course of the commission. These will be a mix of virtual and in-person meetings to suit Homes England availability.

- **Poor Performance Meeting**

If there is identified (in Homes England’s judgement) poor performance and this 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 would 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 would be a maximum of two Poor Performance Meetings before termination of the commission.

10. Risks

At this current time the outline planning permission is outstanding and there is a resolution to grant the outline pp, subject to the completion of the S106 Agreement.

Delivery and Commercial risks will be identified and discussed with the selected Property Consultant

11. Payment

Payment will be on completion of the tasks within each stage of works (1 – 4) and the fee tender provided should be completed taking this into account.

Other Requirements

12. Limitation of Liability

The selected property consultant is expected not to limit the extent of their professional liability to Homes England to any lesser level than the position set out in the Property Framework of which they are a member.

13. Termination

Should performance during the period of this appointment prove unsatisfactory following the Poor Performance meeting provisions set out in the Management of the Commission section above, Homes England may 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 only for services completed at that point.

14. 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.

15. 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.

16. 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 1pm on 31st January 2024 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 out in Section 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 2 to respond to the Quality questions detailed in Section 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 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

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 pricing approach for this Further Competition is:

- lump sum fixed fee;
 - please can you confirm how you proposed to split the fee down for each of the stages of the ITT including the SMT;
 - Stage 1: Soft Market Testing;
 - Stage 2: Expression of Interest;
 - Stage 3: Tender pack (ITT) preparation, marketing evaluation and selection, Homes England Board Approval;
 - Stage 4: Preferred Partner negotiations up to contract stage;
 - Stage 5: Post contract monitoring including Reserved Matters application.

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 6 (Evaluation Criteria) below and the scoring approach is detailed in Section 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.

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 **40%** 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 of Proposal</p> <p>Provide a statement to explain how this commission will be undertaken, in particular how you can add value to the process.</p> <p>PAGE LIMIT: Maximum 3 no. A4 pages, 11-point Corbel font</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 • 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 	15%
2	<p>Relevant Experience</p> <p>Provide recent relevant examples of the successful disposal of residential sites.</p> <p>PAGE LIMIT: Maximum 4 no. A4 pages, 11-point Corbel font</p>	<ul style="list-style-type: none"> • Provide relevant examples of successful and proactive disposal of residential development sites of a similar nature. • In particular provide specific examples of successfully supporting Homes England in the marketing of sites to DPS (or DPP3), providing a similar range of services. • Examples of local market knowledge /experience • Link to the Proposed Staff and Management Arrangements below clearly explaining how the proposed team members have been involved in the examples of Relevant Experience. 	10%
3	<p>Proposed Staff</p>	<ul style="list-style-type: none"> • Who will undertake the commission and why have they been chosen? • Identify key members of staff and allocation to the required services 	5%

	<p>Provide details of key staff members and how the commission will be resourced.</p> <p>PAGE LIMIT: Maximum 2 no. A4 pages, 11-point Corbel font (excluding CVs)</p>	<ul style="list-style-type: none"> • 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 	
4	<p>Management Arrangements</p> <p>Provide details of how the commission will be managed including any sub-contractors</p> <p>PAGE LIMIT: Maximum 1 no. A4 pages, 11-point Corbel font</p>	<ul style="list-style-type: none"> • How will the commission be managed? • 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 site visits / client meetings? • Communication strategy • Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed 	5%
5	<p>Programme/Timescales</p> <p>Please provide details of how the programme and timescales will be achieved, including commentary on associated risks and mitigation measures.</p> <p>PAGE LIMIT: Maximum 2 no. A4 pages, 11-point Corbel font</p>	<ul style="list-style-type: none"> • When will the commission be complete? • When will key milestones be complete? • What is the programme for the required services? • Are any programme dates we have given achievable? • Identify risks which may affect the programme or costs, what impact they may have, and any mitigation. 	5%

Price will account for 60% 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	60%

7. Worked Example

How your quality 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	25
	2	4	15%	3	12	
	3	3	5%	1	3	
	4	2	5%	1	2	
	5	2	5%	1	2	
Supplier B	1	5	10%	2	10	31
	2	4	15%	3	12	
	3	4	5%	1	4	
	4	2	5%	1	2	
	5	3	5%	1	3	
Supplier C	1	2	10%	2	4	n/a (fail)*
	2	1	15%	n/a	n/a	
	3	2	5%	1	2	
	4	3	5%	1	3	
	5	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

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	25	50	75	1
Supplier B	31	25	56	2
Supplier C	n/a	n/a	n/a	n/a

Part 3

3.1 RESPONSE FORM

Framework:	Property Professional Services Framework
Project Title:	Upton Lodge, land to the north of the A4500, Upton, NN5 4UU
ProContract Identification Number:	DN [insert]
Supplier:	[insert]
Date:	[insert]
1. Technical Merit of Proposal	
2. Relevant Experience	
3. Proposed Staff	

4. Management Arrangements

5. Programme/Timescales