

TORBAY COUNCIL

Part 5 Mandatory Criteria

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
(ProContract)**

Applicant Name

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Stage Two Award

A Mandatory Pass / Fail Criteria - Applicable to All Lots

The questions within this section shall be assessed on the basis of pass or fail. Applicants who fail one or more questions within this section will be excluded from further participation in the Tender process.

Question Number	Question	Response
A1 Property Standards These questions relate to section B1 of Part 2 Specification.		
A1.1	<p><u>Ownership</u></p> <p>Please confirm that you will comply with the requirements set out in section B1 of Part 2 Specification in relation to Ownership. Specifically - The provider must be the owner, leaseholder or managing agent of the properties subject to this framework contract. The provider will ensure that properties included within this contract meet the quality standards as set out in this service specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No
A1.2	<p><u>Standard of Accommodation – Housing Health and Safety Rating System HHSRS</u></p> <p>Please confirm that you will comply with the requirements set out in section B1 of Part 2 Specification. Specifically - The provider will complete a Housing Health and Safety Rating</p>	Yes / No

Question Number	Question	Response
	<p>System (HHSRS) self-assessment for each property before its use within the framework contract and a copy will be provided to the Council.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Contract awards will also be subject to satisfactory property visits. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	
A1.3	<p><u>Planning, Licensing and Permissions</u></p> <p>Please confirm that you will comply with the requirements set out in section B1 of Part 2 Specification. Specifically - the provider will need to be able to demonstrate that each property has the appropriate planning permission, a HMO license where applicable as well as any appropriate permissions such as permission to sub-let from provider/landlord or mortgage provider.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No

Question Number	Question	Response
A1.4	<p><u>Core Tourism Investment Area</u></p> <p>Please confirm that you will comply with the requirements set out in B1 of Part 2 Specification. Specifically - the provider is required to check the map provided at Appendix 2 and ensure any properties offered within the Core Tourism Investment Area comply with all planning permissions where relevant.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No
A1.5	<p><u>Houses of Multiple Occupation (HMO)</u></p> <p>Please confirm that you will comply with the requirements set out in section B1 of Part 2 Specification. Specifically – the provider must ensure that the property complies with the amenity standard which can be found in the Appendix 5</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No / N/A

Question Number	Question	Response
A2 Fire Safety		
A2.1	<p>Please confirm that you will comply with the requirements set out in section B2 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided</p>	Yes / No
A3 Gas & Electric Checks		
A3.1	<p>Please confirm that you will comply with the requirements set out in section B3 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No

Question Number	Question	Response
A4 Security		
A4.1	<p>Please confirm that you will comply with the requirements set out in section B4 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No
A5 Climate Emergency and Energy Efficiency		
A5.1	<p>Please confirm that your organisation can satisfy all of the requirements set out in section B5 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet. the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit your environmental policy and action plan to evidence compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Yes / No

Question Number	Question	Response
A6 Health and Safety		
A6.1	<p>Please confirm whether you will comply with the requirements set out in sections B6 of Part 2 Specification and the requirements of Appendix F Council Health and Safety Policy Statement.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Yes / No
A7 Invoicing		
A7.1	<p>Please confirm whether you will comply with the requirements set out in section B7 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No

Question Number	Question	Response
A8 Disaster Recovery and Business Continuity Plans		
A8.1	<p>Please confirm that you will comply with the requirements set out in section B8 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Within three months of Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No
A9 Exit Management		
A9.1	<p>Please confirm whether you will comply with the requirements set out in section B9 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Where an Applicant fails to provide an Exit Management Plan in accordance with the requirements set out in section B5 Exit Management of Part 2 Specification the Call-Off Contract may be withdrawn or terminated.</p>	Yes / No

B Discretionary Pass / Fail Criteria - Lot 1 Only

The questions within this section apply to Lot 1 only and shall be assessed on the basis of pass or fail. Applicants who fail one or more questions within this section may, at the discretion of the Council, be excluded from further participation in the Tender process.

Question Number	Question	Response
B1 Data Protection, Information Sharing and Information Security		
B1.1	<p>Please confirm whether you will comply with the requirements set out in section C1 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Yes / No
B2 Risk Assessment & Management		
B2.1	<p>Please confirm that you will engage and respond to the Councils process of Risk Assessment & Management as set out in section C2 of Part 2 Specification and detail how you will use the information shared.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement and the evidence provided in the response box to support your assessment. Your written response will be evaluated using the zero to five scoring matrix (section C4.2 of Part 1 Information). A score of three (3) or more will be considered a Pass and a score of two (2) or less will be considered a Fail. You will be evaluated against your ability to:</p>	Yes / No

	<ul style="list-style-type: none"> Engage with the Council risk assessment and management process; How you will use the information shared; and How you will respond to any concerns or changes to presentation that may impact on the assessment and management of risk associated with a placement. <p>Evidencing Compliance</p> <p>Evidence of compliance must be provided in the Response / Evidence box below.</p> <p>Page Limit: Maximum 250 Words in Arial 12</p>	
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Response / Evidence:

B3 Incident Reporting

B3.1	<p>Please confirm that you will comply with the requirements set out in section C3 of Part 2 Specification.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No
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B4 Safeguarding		
B4.1	<p>Please confirm that you will comply with the requirements set out in section C4 of Part 2 Specification</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No
B5 Performance Management & Reporting		
B5.1	<p>Please confirm that you will comply with the requirements set out in section C5 of Part 2 Specification</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No