



Homes
England

Homes England Property and Financial Professional Services Framework 2022 - 2026

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

**Didcot Gateway (Land at Haydon Road, Station Road
and Lydalls Road)**

Property Agent to support Land Disposal

Issue Date: 06/07/2023

ProContract Identification Number: DN678013



Table of Contents

Introduction	3
Part 1 - Commission Requirements	4
1. Commission Background	4
2. Objectives	11
3. The Services	12
4. Key Deliverables	12
5. Site Information.....	14
6. Indicative Programme	14
7. Management.....	15
8. Key staff	16
9. Risks.....	16
10. Payment.....	16
11. Termination.....	17
12. Conflict of Interest	17
13. Confidentiality	17
14. Health and Safety	17
Part 2 - Instructions for Submitting a Response	18
1. General	18
2. Quality	19
3. Pricing	19
4. Evaluation	20
5. Documents to be Returned	20
6. Evaluation Criteria	21
7. Worked Example	25
Part 3 - Standard Forms.....	27
1. Response Form	27
2. Resource and Pricing Schedule	29

2



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 included at Part 3 and to return the Response Form and Resource and Pricing Schedule (Appendix A) 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 Homes England Property and Financial Professional Services Framework 2022 – 2026 to develop a marketing strategy, undertake marketing and dispose of three parcels of Homes England owned land (c.1 HA – c.144 homes) at the Didcot Gateway in South Oxfordshire. The successful Property Agent will act in an advisory and marketing capacity up to completion of the Agreement to Lease / Conditional Sale Agreement.

Homes England's land at Didcot Gateway ("the Site") is comprised of three parcels (Land at Haydon Road, Station Road and Lydalls Road) located in a prominent position to the south of Didcot Railway Station in Didcot, South Oxfordshire (see Figure 1.1 below). Didcot has excellent transport connectivity, with the railway station providing direct services to London, Swindon, Oxford and Reading. By road, Didcot is closely located to the A34, which is the main highway corridor from Oxford to the north, and the M40 which provides access to Southampton. This connectivity has catalysed the growth of leading employment centres for science and technology, for example Milton Park, Culham Science Centre and the Harwell Science and Innovation Centre, which are all located close to Didcot.

The land at Haydon Road parcel (to the west of the Site) is the former Julian's Garage site (0.6 hectares), which is bounded by Station Road to the north, Hayden's Road to the west and Lydalls Road to the south. The former garage building has been demolished and currently operates as a surface level car park.

The second parcel is the land at the former labour club (0.14 hectares), which is located at the junction of Station Road and Lydalls Road. This parcel has been cleared and is currently unoccupied.

The third parcel is the land at Lydalls Road (0.29 hectares) which comprises the former Jet Garage Filling Station and adjacent land (formerly occupied by two residential properties that have been demolished). The parcel is located to the east of Lydalls Road at the eastern end of the Didcot Gateway Site. The parcel has been cleared and is currently unoccupied.

The Site is included in the South Oxfordshire Local Plan as part of a wider Didcot Gateway allocation for residential development of 300 homes, and in the Didcot Garden Town Delivery Plan (adopted October 2017) as part of the "Station Gateway South Opportunity Area". The overall aspiration is to create an attractive and welcoming entrance to the town from the railway station by transforming underutilised brownfield land, and to contribute towards the aims and objectives of the Didcot Garden Town plan.

Figure 1.1 Site Plan



5

For clarity, references to Didcot Gateway in planning policy include the Site and all other land bound by Station Road, Haydon Road and Lydalls Road, this being: South Oxfordshire Housing Association offices, Lydalls Nursery School, Prince of Wales Pub, and Station Road Car Park. These sites are in third party ownership, and therefore do not form part of this commission.

Homes England completed Soft Market Testing in 2020 to inform the site planning and development strategy and to gauge Developer interest in the site. The key themes that emerged from this exercise were as follows:

- Highly sustainable location with excellent transport links to Oxford and London via Didcot Parkway station, together with easy access to town centre facilities and high-quality employment opportunities.
- Good opportunity to create a high-density gateway scheme which could incorporate a variety of uses including residential, retail, retirement, care.
- Good opportunity to deliver a Build to Rent or Affordable Housing scheme; particularly as there is a recognised shortage of both tenures in this location.
- A high proportion of apartments was preferred on the Land at Haydon Road parcel with a mix of apartments and houses on the smaller parcels.

- Lack of new and affordable properties close to town centre as most new stock is located on the outskirts of the town.
- The opportunity to bid on a Subject to Planning basis would enhance interest.

These headlines serve to emphasise the unique opportunity created by the Didcot Gateway site, this being the chance to embed much needed housing in a highly sustainable and prominent location within a town centre that has further untapped development potential. Homes England submitted an outline planning application for the Site (ref. P22/S0491/O) in February 2022 for the following:

"Outline planning application (with all matters reserved except for access) for the demolition of existing structures and redevelopment for up to 144 dwellings, hard and soft landscaping, parking and all associated engineering works. (as amended & amplified by documents received 12 December 2022 and 16 May 2023)."

Subject to securing Planning Permission, the Site will form the first phase of regeneration at the Didcot Gateway, acting as a catalyst for future development (comprising other uses including commercial) to come forward across the wider Didcot Gateway Site.

The illustrative masterplan and building heights parameter plan submitted as part of the planning application are shown at Figures 1.2 and 1.3 respectively.

The Site is split into two distinct parts with their own individual character and composition which responds to their respective surroundings and constraints. Land at Haydon Road to the west forms the larger development parcel and main "gateway" site, which addresses the railway station directly. Therefore, the aim is to create a landmark-scale development in this location with a strong frontage onto Haydon Road and Station Road, with building heights up to 7 storeys to the north of the site, stepping down to a maximum 4 storeys towards Lydalls Road.

Land at Station Road and Lydalls Road to the east are the two smaller parcels which are separated by Lydalls Road and have an important role to play in terms of signalling the entrance to the "station quarter" and providing legibility towards the town centre. A landmark building of up to 4 storeys is proposed at the junction of Station Road and Lydalls Road, with housing on the eastern parcel (former Jet Garage) continuing the residential frontage along Lydalls Road.

Figure 1.2 Illustrative Masterplan



Figure 1.3 Building Heights Parameter Plan



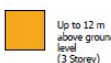
Site Plan - Height Parameter Plan
1:500

LEGEND

Height Bands



Height Bands



The exact housing composition and tenure mix is to be confirmed and is subject to a Reserved Matters application. However, the indicative housing mix based on the submitted illustrative layout is as follows:

Dwelling Size	Number of Dwellings
1-bed	92
2-bed	46
3-bed	6
Total	(up to) 144

A target 40% affordable housing is proposed which accords with local planning policy requirements.

The following CGI images provide an illustration of the development proposals in context:

Figure 1.4 Land at Haydon Road (view of station frontage)



Figure 1.5 Land at Haydon Road (aerial view from south west)



Figure 1.6 Junction of Station Road and Lydalls Road (from Cow Lane)



Figure 1.7 Land at Station Road and Lydalls Road (aerial view from north east)



2. Objectives

Homes England is intending to commence the Stage 2 formal marketing process (see below for further information) by [REDACTED] to enable a conditional (subject to Reserved Matters Approval only) disposal by the [REDACTED]. This programme is based on current assumptions regarding timescales for obtaining outline planning consent for the proposed development. Opportunities to accelerate these timescales will be considered.

For the benefit of this ITT, it is assumed that the site will be marketed via Homes England's Delivery Partner Dynamic Purchasing System (DPS). However, the suitability of this route and the DPS minimum pass/fail standards related to Build Pace and MMC should be tested as part of a new Soft Market Testing exercise.

Homes England's DPS approach to the disposal of land commences with a Soft Market Testing exercise with DPS Panel Members and Non-Panel Developers. This is used to raise awareness of and gain Developer insight to the opportunity to ensure that our proposals and proposed disposal strategy are market facing. As explained above, a Soft Market Testing exercise was previously completed in 2020 to inform the site planning and development strategy and to gauge Developer interest in the site. Due to the time elapsed since the original Soft Market Testing exercise it is considered prudent to undertake refreshed engagement. We are keen to engage with any potentially interested Developers through Soft Market Testing and encourage Non-Panel Developers to join the DPS Panel in advance of the formal Call for Competition – Stage 1 exercise commencing.

11

Following the completion of the Soft Market Testing exercise, Expressions of Interest will be sought from DPS Panel Members (including any newly qualified members). This is a formal stage of the DPS process known as the Call for Competition – Stage 1. Bidders that do not express and interest at this stage will be unable to participate in the Developer tender process.

Following Homes England's approval of the disposal strategy and evaluation criteria, those Developers who expressed an interest in the Call for Competition – Stage 1 will be invited to tender to enter into a 999-year Building Lease with Homes England for the Site. Where there is a high level of interest at Stage 1, the Call for Competition – Stage 2 tender process will be adopted which comprises of a two-stage approach. Stage 2a will enable bidders to submit responses to an initial tender set of questions for evaluation. The highest scoring bidders (up to a maximum of 6) will then complete the remainder of the ITT process (Stage 2b). Evaluation of the tenders will be undertaken in line with the Evaluation Criteria issued to Developers as part of the ITT Pack. A 70% price 30% quality scoring ratio forms the basis of the tender evaluation and preferred Developer selection stages alongside pass/fail questions related to Building for a Healthy Life, Build Pace and MMC.

The contract documents employed will be the Homes England Standard Agreement for Lease and Building Lease.

3. The Services

Homes England wishes to appoint a Property Agent to develop a marketing strategy, undertake marketing and dispose of three parcels of Homes England owned land (c.1 HA – c.144 homes) at the Didcot Gateway in South Oxfordshire. The successful Property Agent will act in an advisory and marketing capacity up to completion of the Agreement to Lease / Conditional Sale Agreement.

Upon securing resolution to grant outline planning consent [REDACTED], Homes England shall instruct their technical consultants to gather all relevant site information and create a comprehensive technical pack for the disposal procurement including technical due diligence and site surveys.

The successful Property Agent will work with Homes England to prepare and publish a DPS-compliant Invitation to Tender that comprises of a comprehensive development brief, technical pack and tender response requirements. The draft Agreement for Lease and Building Lease will also be included.

Upon completion of the tender process, Homes England intends to select our Preferred Developer and enter in to an Agreement for Lease, conditional on Reserved Matters Planning Approval only and subsequently, an unconditional Building Lease.

4. Key Deliverables

The appointed agent will be required to advise Homes England on the presentation of the site to the market, production of the briefs at each stage of the disposal procurement, liaising with prospective purchasers through the marketing period, agreeing the best structure for the leasehold, and assist where required with Developer negotiations.

Based on the objectives of this commission, Homes England will require the appointed Property Agent to:

Stage 1

- Identify a lead contact and maintain this throughout the commission.
- Undertake a review of the existing site information in conjunction with Homes England's appointed technical consultants and advise on any additional surveys required to support the marketing of the site, having regard to both proposed timescales and Homes England's wish to minimise post tender price adjustments.
- Support Homes England in conducting a Soft Market Testing exercise with DPS Panel Members and Non-Panel Developers.

The Housing and Regeneration Agency

- Agree upfront a robust programme for the Developer selection process including the key stages and outputs.
- Assist with the preparation of the Invitation to Tender Pack and the Tender Evaluation Criteria.
- Manage the Call for Competition – Stage 1 exercise via Homes England’s e-Tendering system, ProContract. Where more than six Expressions of Interest are received, provide support in shortlisting bidders.

Stage 2

- Manage the Call for Competition – Stage 2 exercise including responding to bidder queries and providing supplemental information as may be required via Homes England’s e-Tendering system, ProContract.
- Support and advise Homes England in the production of responses to Tender Clarification questions.
- Liaise with bidders during the marketing stage, managing requests for site visits, preparation of responses to queries, provision of any supplemental information as may be required, and assistance with Developer clarification meetings (Mid-/Post-Tender Interviews).
- Support and advise Homes England in the assessment of submitted tenders, to include a detailed analysis of the financial returns.
- Ensure robust sign off processes for assessment, moderation and client approvals for audit purposes.
- Prepare a Franking Valuation report detailing the marketing process undertaken, the outcome of each stage and your Preferred Developer and Under Bidder recommendations to Homes England. This should include a detailed analysis of the completed Tender Evaluation exercise which provides commentary on both financial and non-financial aspects of the Tenders received.

Stage 3

- Prepare Heads of Terms.
- Provide negotiation support to Homes England during Agreement for Lease and Building Lease negotiations with the Preferred Developer and ultimately support the completion of these documents.

General

- Run bi-weekly progress update meetings in Bristol (or virtually via MS Teams).
- Provide information, as requested by Homes England, in order to support the preparation of approval papers and reports.
- Provide advice to Homes England on any risks associated with the disposal strategy and bidder responses received.
- Liaison and partnership working with the appointed legal and technical consultants.

5. Site Information

For further information on the site and our development proposals, please refer to the submitted outline planning application ([P22/S0491/O](#)).

6. Indicative Programme

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

Key Delivery Milestones	Anticipated Date
Appoint Property Agent	██████████
Commence Soft Market Testing	██████████
Soft Market Testing responses received	██████████
Issue Call for Competition – Stage 1 to the DPS Developers via ProContract	██████████
DPS Call for Competition – Stage 1 responses received	██████████
Homes England Board Approval – G3 Approval of Disposal Strategy and Tender Evaluation Criteria	██████████
Issue Call for Competition – Stage 2 to DPS Developers who responded positively to the DPS Call for Competition – Stage 1	██████████

Call for Competition – Stage 2 responses received	██████████
Complete Tender Evaluation	██████████
Homes England Board Approval - G4 Approval to Dispose to the Preferred Developer	██████████
10 Day Standstill Period	██████████
Enter into Agreement for Lease with the Preferred Developer	██████████

7. Management

The Homes England Development Manager will manage the Supplier day-to-day and will be responsible for providing any further instructions to the supplier.

In working on this disposal, the Supplier will be expected to collaborate with all other members of the Homes England consultant team, which includes multi-disciplinary, master planning and legal representatives.

Meeting Requirements:

- **Start-up meeting**

The commission start-up meeting will be held within the first week following appointment. All key personnel who will be involved in this project are expected to attend. The aim of the start-up meeting will be to introduce the Developers, provide an update on the project, its current status and disposal programme, set out key actions and establish next steps.

- **Review meetings**

The Supplier will be expected to host bi-weekly progress meetings (the need / frequency of meetings may change to reflect services being undertaken), to update the Development Manager on progress and any anticipated risks. At each review meeting, the parties will agree the next steps and actions required. Meetings will be via Teams and in person, as deemed most appropriate.

- **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. Following this meeting, the Supplier would be expected to prepare a Rectification Plan that covers what improvements / modifications they will implement going forwards. There will be a maximum of two Poor Performance Meetings before termination of the commission.

8. Key staff

The key staff at Homes England for this commission are as follows:

- [REDACTED]
- [REDACTED]
- [REDACTED]

9. Risks

The Supplier will be required to provide advice to Homes England on any risks associated with this commission, the disposal strategy, and bidder responses received, and will work closely with the Development Manager to identify risks and risk mitigation measures.

[REDACTED]

The latest project risk assessment will be shared with the appointed Agent.

10. Payment

We would anticipate that fees will be paid upon completion of each stage detailed in part 4 of this ITT (Key deliverables) on a pro rata basis. The fixed fee for each stage will be the amount set out in column K of the Resource and Pricing Schedule at Appendix A.

11. Termination

Should performance during the period of this appointment prove unsatisfactory further to exercising 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 the Supplier 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

- 1.1 The Further Competition deadline is **13:00** on **07/08/2023** 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.
- 1.2 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.
- 1.3 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 Supplier's 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.
- 1.4 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.
- 1.5 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.
- 1.6 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

The Housing and Regeneration Agency

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.

1.7 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 a tender response is acceptable will be final.

1.8 Tender responses must be written in English.

1.9 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.

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

2. Quality

2.1 A Response Form template has been provided in Part 3 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.

2.2 Suppliers must provide information on proposed staff in the Response Form (Part 3) and the Resource and Pricing Schedule (Appendix A). 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

3.1 A Resource and Pricing schedule has been provided with this Further Competition ITT (Appendix A) which must be completed and returned as part of the tender response.

3.2 The pricing approach for this Further Competition is lump sum fixed fee.

3.3 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.

3.4 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 services. The day rates submitted by Suppliers in their tender return will be checked to ensure that they do not exceed the Framework Contract rates.

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) and the scoring approach is detailed in Section 7 (Worked Example). Scores will be rounded to two decimal places.

20

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)

The Housing and Regeneration Agency

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 of Proposal</p> <p>Methodology:</p> <p>Explain how this commission will be undertaken.</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. 	15%

The Housing and Regeneration Agency

	<p>PAGE LIMIT: Maximum 3 A4 pages, 12-point Calibri Light font</p>	<ul style="list-style-type: none"> • 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. • Other commentary on the brief. • Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed. 	
2	<p>Understanding of Project Requirements</p> <p>Demonstrate your relevant experience, understanding of project requirements and programme, in particular how you can add value to the process.</p> <p>PAGE LIMIT: Maximum 3 A4 pages, 12-point Calibri Light font</p>	<ul style="list-style-type: none"> • Supported by relevant examples and case studies that evidence your experience of marketing and disposing of similar sites and your experience of Building Lease disposals. • Information and evidence to support knowledge and experience of the local property market. • Provide examples of related experience that demonstrates how you can add value to the process. 	15%
3	<p>Staff and other Resources</p> <p>Identify key staff who will be involved in this commission and the amount of time that each team member will spend working on the commission.</p> <p>PAGE LIMIT: Maximum 2 A4 pages, 12-point Calibri Light font (excluding CVs)</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. • How much time will each team member spend working on the commission? 	10%

The Housing and Regeneration Agency

		<ul style="list-style-type: none"> • Supported by resourcing information provided in Resource and Pricing Schedule • Supported by CVs for key members of staff. CVs are not included in the page limit. 	
4	<p>Management and Communication</p> <p>Detail how you will manage this commission and your approach to communication.</p> <p>PAGE LIMIT: Maximum 1 A4 page, 12-point Calibri Light 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</p> <p>Detail the timeline of activities and key milestones to clearly address how this commission will be delivered, including potential to accelerate the indicative disposal programme.</p> <p>PAGE LIMIT: Maximum 1 A4 page, 12-point Calibri Light font</p>	<p>Please provide a programme to demonstrate the timings for key milestones to be completed, with reference to the indicative programme included at Section 6, Part 1 of this Further Competition ITT.</p> <p>Identify risks which may affect the programme or costs, what impact they may have, and any opportunities for mitigation.</p>	5%

The Housing and Regeneration Agency

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%

The Housing and Regeneration Agency

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	15%	3	9	31
	2	4	15%	3	12	
	3	3	10%	2	6	
	4	2	5%	1	2	
	5	2	5%	1	2	
Supplier B	1	5	15%	3	15	41
	2	4	15%	3	12	
	3	4	10%	2	8	
	4	3	5%	1	3	
	5	3	5%	1	3	
Supplier C	1	2	15%	3	6	n/a (fail)*
	2	1	15%	3	n/a	
	3	2	10%	2	4	
	4	2	5%	1	2	
	5	2	5%	1	2	

* in the example above Supplier C's pricing will not be scored

The Housing and Regeneration Agency

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	31	50	81	1
Supplier B	41	25	66	2
Supplier C	n/a	n/a	n/a	n/a

Part 3 - Standard Forms

1. Response Form

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

The Housing and Regeneration Agency

To enable Homes England to evaluate your tender, we require Suppliers to respond to the questions below whilst making reference to the evaluation section in Section 6 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. Understanding of Project Requirements

28

3. Staff and other Resources

4. Management and Communication

5. Programme

2. Resource and Pricing Schedule

The Resource and Pricing Schedule template can be found at Appendix A.

The Excel spreadsheet is to be embedded by the Supplier in their response to 3. "Staff and other resources" and submitted as an unlocked Excel Worksheet with the Response Form.