**Strategic Research and Economic Analysis Professional Services Framework**

**Further Competition Invitation to Tender (Stage 3 Over OJEU / Stage 1 Under OJEU)**

**Project case studies x5**

**Issue Date: 26/11/2021**

**ProContract Identification Number: DN584005**

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**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 launched its comprehensive Evaluation Programme in July 2020. This new suite of research activities comprises an ambitious set of studies to better understand the impact that the agency has through its market-facing interventions, and to learn lessons from delivery to date to inform future delivery. The Evaluation Programme will support Homes England in achieving its mission and strategic objectives (set out in its Strategic Plan for 2018-23[[1]](#footnote-2)), and importantly evidence how it is achieving them.

The main focus of the Evaluation Programme is on programmes/funds that have been mainly implemented since the start of the Strategic Plan period and are therefore well aligned with the agency’s mission and strategic objectives. However, it will be several years before it is possible to evidence substantive impacts from much of the activities delivered during this period.

To build a useful evaluation evidence base in the interim, it is therefore necessary to look back to initiatives substantively delivered before the Strategic Plan period. However, very little evaluation has been carried out on the agency’s interventions in the past decade. To remedy this, the agency commissioned the production of eight best practice case studies from across the agency’s range of interventions earlier this year. Following the completion of that work, this commission is for a further five case studies.

1. **Objectives**

At this stage, it is expected that the five additional case studies will focus on the following themes:

* Regeneration (x2)
* Sustainability (x2)
* Suite of projects where the agency did *not* intervene (x1)

The case studies, and the exact split by type, will be identified by Homes England, and confirmed with the supplier on appointment.

For the case studies where the agency intervened, the following research questions should be answered:

1. What impact did the project have? *These will vary by project, but could include effects on housing supply, places, the sector, the environment, unintended effects etc.*
2. What is the additionality and value for money of the project, and what market failures did the project address?
3. Lessons learned from delivery of the projects e.g. what worked well/less well, critical success factors, external influencing factors?

For the case study where the agency did not intervene, the focus will be on understanding what did happen with the projects in the absence of Homes England intervention, and consideration of how they may have progressed differently with the agency’s intervention, and lessons that can be learned as a result.

The commission will be overseen by Homes England’s Research, Economics and Analysis function.

1. **The Services**

The commission should include the provision of five in-depth case studies that answer the research questions set out above.

Homes England does not prescribe a specific detailed method, but expects the broad approach – which bidders must set out in Part 2 Section 6 – to include engagement with stakeholders across the agency, as well as government and industry as appropriate, and supported parties.

The proposed approach must consider the merits and feasibility of different approaches to ensuring the case studies are robust, albeit recognising likely data and information limitations, the varied nature of the projects to be covered by the commission, and the overall budget.

All case studies are expected to use available monitoring data, but bidders should also consider if and how they can make use of other existing data, studies and other information e.g. through GIS analysis and socio-economic data analysis.

1. **Key Deliverables**

Intermediate outputs for this commission include: a Project Initiation Document post-inception meeting, confirming the agreed approach; and research tools, which must be approved by Homes England before their use.

The end output from this commission will be a set of formal, concise case study reports in Word, that answer the research questions set out above. These should be accompanied by a PowerPoint document setting out: i) a summary of each case study (in a form that the agency will be able to pull out for use in separate documents); ii) a summary of the overall study process and approach. Each case study should include a project-specific logic model.

1. **Indicative Programme**

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

|  |  |
| --- | --- |
| **Key Delivery Milestones** | **Anticipated Date** |
| Commencement Date | 10/01/2022 |
| Inception meeting | 10/01/2022 |
| Project Initiation Document submitted to Homes England | 14/01/2022 |
| Draft case study reports submitted to Homes England | 25/02/2022 |
| Final case study reports submitted to Homes England | 25/03/2022 |
| Completion Date | 25/03/2022 |

1. **Management**

xx and xx will be the day-to-day contacts for the supplier.

The supplier will also need to work closely with programme delivery teams to source data and contact details for consultees.

The supplier will submit a Project Initiation Document, draft reports and final reports, as per the table above (5. Indicative Programme). The supplier must also provide fortnightly verbal/email progress updates to xx and xx, to ensure that any issues arising are highlighted, and can be rectified, promptly.

**Meeting Requirements:**

* **Start-up meeting**

The inception meeting for the study will be held in the week commencing 10 January 2022. It will be attended by the supplier, xx and xx. The purpose of the meeting will be to discuss and confirm the approach to the study, including key dates and project management arrangements.

* **Review meetings**

Further meetings will be held in the weeks following receipt of the draft reports and final reports, to discuss feedback on the outputs, and agree any potential changes to be made to the approach/reports.

* **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.

1. **Key staff**

The role of all staff involved in the study must be included in the Resource and Pricing Schedule. CVs should also be included for all staff alongside other bid documents.

1. **Risks**

The commission must be completed by year end. Bidders should recognise the risks around engagement of colleagues with this commission, and set out mitigation measures in Section 6.

Bidders are also required, in Section 6, to set out any other risks that they identify with their approach, and their methods for mitigating them.

1. **Payment**

xx

1. **Budget**

xx

**Other Requirements**

1. **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.

1. **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.

1. **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.

**Part 2 - Instructions for Submitting a Response**

1. **General**

1.1 The Further Competition deadline is **17:00** on **24/12/21** 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. 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.
	2. **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.**
	3. 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.
	4. 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.
	5. 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 20 (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.
	6. 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.
	7. Tender responses must be written in English.
	8. 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.
	9. Homes England reserves the right to cancel this Further Competition process at any time.

# Quality

* 1. A Response Form template has been provided in Part 2 to respond to the Quality questions detailed in Section 20 (Evaluation Criteria). The Response Form must be **completed and returned** as part of the tender response.
	2. 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).

# Pricing

* 1. 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.
	2. The pricing approach for this Further Competition is lump sum fixed fee.
	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.
	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 of the services.
1. **Evaluation**
	1. 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 20 (Evaluation Criteria) below and the scoring approach is detailed in Section 25 (Worked Example). Scores will be rounded to two decimal places.
	2. 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.
	3. Award decisions will be subject to the standstill period if over the EU Services threshold. Unsuccessful Framework Suppliers will be provided with their scores and feedback to explain the award decision
2. **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 CVs for staff proposed to undertake this commission (no more than 2 pages each)

# EVALUATION CRITERIA



|  |
| --- |
| Quality will account for 80**%** 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 | **Understanding of Project Requirements****PAGE LIMIT:**Maximum 3 A4 pages, 11-point Corbel font, 2,000 words | Set out how, through reviewing legacy projects, the agency can demonstrate that it has delivered in the past against its current mission and strategic objectives, and can learn lessons to inform ongoing delivery.Set out the value that the agency may derive from understanding what has happened on projects where the agency did not intervene, and how this study will add to this understanding.Set out how this commission could add to the agency’s evidence base on “what works” in intervening in the housing market. | 15% |
| 2 | **Technical Merit of Proposal** **PAGE LIMIT:**Maximum 5 A4 pages, 11-point Corbel font , 3,000 words | Detailed method and approach, explaining how the commission will be undertaken, and how the research questions will be answered.Consider how a consistent overall approach will be taken, but also how the exact methods/approaches might vary for each different type of project.In particular, consider the specific challenges of completing the case studies on projects that the agency did not take forward, and how these would be addressed.The proposed method should be as robust as possible, while being proportionate and cognisant of potential data limitations and the varied nature of projects that will be reviewed.Identification of information requirements and how these will be fulfilled.*Supported by examples that demonstrate the ability of the supplier to successfully apply these methodological approaches (within the 5-page limit).* | 50% |
| 3 | **Resourcing and management****PAGE LIMIT:**Maximum 4 A4 pages, 11-point Corbel font, 2,500 words | Who will undertake the study and why have they been chosen?Identify key members of staff and allocation (including time) to tasks.What experience/expertise will these team members bring to fulfilling these tasks?How will the study, study team and subcontractors be managed?Who will be responsible for reporting to the Client and attend client meetings?Identify risks to the schedule, budget, and to the study more generally, including its outcomes. What impact might each of these risks have, and how will these risks be mitigated?*Please provide a Gantt Chart setting out timeframes for delivery of the tasks, including in relation to milestones and completion date (within the 4-page limit).**Supported by resourcing information provided in Resource and Pricing Schedule (separate to 4-page limit).**Supported by CVs for key members of staff (to be provided separately to 4-page limit – no more than 1 page each).* | 15% |

|  |
| --- |
| Price will account for 20% 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 | 20% |

1. **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 | 58 |
| 2 | 4 | 50% | 10 | 40 |
| 3 | 3 | 15% | 3 | 9 |
| Supplier B | 1 | 5 | 15% | 3 | 15 | 67 |
| 2 | 4 | 50% | 10 | 40 |
| 3 | 4 | 15% | 3 | 12 |
| Supplier C | 1 | 2 | 15% | 3 | 6 | n/a (fail)\* |
| 2 | 1 | 50% | 10 | n/a |
| 3 | 2 | 15% | 3 | 6 |

\* 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 20) |
| Supplier A | 350 | 350/350 = 100% | 100%\*20 = 20 |
| Supplier B | 700 | 350/700 = 50% | 50%\*20 = 10 |
| 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 | 58 | 20 | 78 | 1 |
| Supplier B | 67 | 10 | 77 | 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] |

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. Understanding of Project Requirements** |
| **2. Technical Merit of Proposal**  |
| **3. Resourcing and management** |

# 3.2 RESOURCE AND PRICING SCHEDULE

Excel spreadsheet to be embedded by Supplier in response

enquiries@homesengland.gov.uk

0300 1234 500

gov.uk/homes-england

1. Homes England Strategic Plan 2018/19 – 2022/23 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752686/Homes_England_Strategic_Plan_AW_REV_150dpi_REV.pdf> [↑](#footnote-ref-2)