

Francesca Gasparro
London Borough of Camden
Procurement Corporate Services
3rd Floor
5 Pancras Square
London N1C 4AG
www.camden.gov.uk

Date: 21st August 2015

Dear Sir/Madam,

RE: INVITATION TO QUOTE FOR RESIDENT VOLUNTEER/LIVE IN SUPPORT AT BELSIZE ROAD

On behalf of Camden Council, I invite you to provide a competitive quote and response to our requirement. Competitive quotes are invited subject to the instructions. The Council has submitted its terms and conditions.

This Invitation to Quote consists of the following documentation:

- Invitation to Quote
- Specification of requirements (project brief)
- Instructions
- Terms and Conditions (Consultancy)

These documents must be treated as private and confidential and may only be used by your organisation in connection with this ITQ.

Suppliers may not submit multiple bids.

Yours faithfully,

Francesca Gasparro

Learning Disabilities Strategic Commissioner

RESIDENT VOLUNTEER SPECIFICATION

1. KEY INFORMATION

Camden Council in partnership with Atlantic Housing is refurbishing several blocks of studio flats in Belsize Road. It is anticipated that the studio flats will be ready for occupancy in November 2015. The flats will mostly be made available to those on the general housing register; however a number of these flats will be occupied by adults with learning disabilities, autism or a history of mental ill health and are ready to live independently.

The Council is seeking to commission a service whereby a staff member will be provided with accommodation at Belsize Road in exchange for, supporting a number of the residents living there. The Council foresee the service to be in place for a two year pilot period. The Council would expect the successful provider to actively engage in the evaluation of the service provided.

The successful organisation is required to:

- *Arrange and find a suitable volunteer*
- *Ensure that appropriate safeguards are in place to ensure the continuing suitability of the volunteer*
- *Provide supervision and support to the volunteer for the two year period*
- *Set out clear expectations of the volunteers*
- *Ensure that arrangements are in place to replace the volunteer in the event that the current one leaves*

Quotations are welcome from organisations who can demonstrate the following:

- ✓ Experience in providing this or a comparable service
- ✓ Experience in working with vulnerable adults

The attached documentation provides information on:

- Background context
- Service Information Procedures – clarification of the process and requirements
- Terms and Conditions

*Please note that quotations exceeding **£80,000 for the 2 year contract period or £40k p.a.** cannot be considered.*

2. BACKGROUND

The accommodation block in Belsize Road comprises of 6 separate blocks of flats in a terrace. Within each block there are 6 self-contained studio flats.

The property, land owned by Transport for London (TfL) is leased to Camden Council until 2030. After TfL requires the land and buildings back, the lease will not be renewed. For this reason Camden Council only has use of the building for its residents for a further 15 years.

The Council has an agreement in place with housing management agent, Atlantic Housing, to refurbish the property and provide housing management for the 15 year period. Therefore

the accommodation usage has a fixed timeline and cannot be used as long term or permanent.

Project Objectives

The project has the following objectives:

1. To undertake to put in place a management arrangement to effectively deliver the service
2. To have a robust arrangement in place to deliver this by no later than August
3. To ensure a volunteer is in place throughout the 2 year contract term
4. To safely oversee the management of this post
5. To engage with the Council in the monitoring and evaluation of this project

Project Outcomes

Principle Outcome:

- ✓ That the people who live in Belsize Road are supported to maintain their tenancy
- ✓ That they have the opportunity to develop the skills that enable them to become as independent as possible, and that these skills can be utilised in order that they could move on to fully independent living
- ✓ That they have the chance to build positive relationships with others in the block that build personal independence and foster collective resilience
- ✓ That they have the opportunity to develop networks in the community
- ✓ That people are encouraged and enabled to make a positive contribution to their community.

3. SERVICE INFORMATION

This new opportunity in Camden to provide a service and accommodation for adults in the borough, offers an opportunity to work in innovative ways. For this reason we are commissioning this service as a pilot for a two year period in order to give both the Council and the provider a chance to evaluate what works well and what does not. This evaluation is intended to inform the service provided beyond 2017. For the same reason the Council does not intend to tightly specify what the service looks like, and how it will be delivered and managed.

Details of work required

The staff member is expected to carry out some duties for those living in Belsize Road. In exchange, Camden Council will make one of the flats at Belsize Road available for the staff member.

We do not want to tightly define how the service is delivered, however we envisage that this is likely to be a community or resident volunteer. Therefore the staff member is referred to as a volunteer throughout this specification.

Key Milestones

There will be review points agreed as part of the contracting process. Bidders are required to suggest these as part of their quotation.

Project Management

The day-to-day management of the project will be undertaken by the provider, with a key day-to-day contact in Camden.

What we will provide

Camden Council will manage the referral route into the accommodation and assess people's suitability for the service.

4. QUOTATION PROCEDURE

Your quotation should include:

- Relevant experience
- Proposed methodology
- Proposed timeframes
- Breakdown of costs
- Information on the organisation

5. TIMESCALES

Our timescales for this work are as follows:

Deadline for RfQ submissions	11 th September 2015
Evaluation of RfQ commences	16 th and 17 th September 2015
Organisations notified of outcome	23 rd September
Implementation Meeting	28 th September 2015

6. EVALUATION CRITERIA

Submissions will be evaluated against the following criteria:

1. Relevant expertise and track record in this area (45%)
2. Understanding of the need for this piece of work and our goals, and objectives for the work and quality of methodology (45%)
3. Total Cost (10%)

We anticipate that there will be experience of provision of a comparable service within the market and therefore welcome innovative bids and ideas.

Please note that quotations exceeding £80,000 for the 2 year contract period or £40k p.a. cannot be considered.

Quotations must be submitted by email to Francesca Gasparro (Learning Disabilities Strategic Commissioner) - Francesca.Gasparro@camden.gov.uk by 12 noon on 11th September 2015

Submission of hard copies is not required.