

**Corporate Procurement**

**SCOPE AND SPECIFICATION**

**NWCE 9BWQYF Strategic Housing Delivery Partner/s**

**1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2017**

**Providers are required to read this document and any attachments thoroughly before completing the online questionnaire,**

***COMPLETION OF ONLINE QUESTIONNAIRE***

**The closing date is 2 pm 03 December 2013**

<http://www.the-chest.org.uk>

***CONTACT AND QUERIES***

If any provider wishes to raise any queries which may have a bearing on the offer to be made or have any specific questions regarding this process, please liaise with Wirral Council Corporate Procurement **via The Chest** at the earliest opportunity, and in any case **not later than 12 noon, 3 working days prior to the closing date**. Questions raised after this time may not be responded to. Providers must ensure anonymity when raising questions.

Providers are advised that where such enquiries have been made, and it is appropriate to do so, the Council will distribute to all providers a copy of the enquiry and the written reply, with anonymity preserved, via The Chest. It is the provider's responsibility to ensure that they check for any new information.

**PLEASE DO NOT CONTACT OFFICERS VIA ANY OTHER METHOD AS A RESPONSE WILL NOT BE PROVIDED.**

***USING THE CHEST***

User guides are available on The Chest under the 'Help' section. In the event of any TECHNICAL problems using The Chest, please contact:

[nwsupport@due-north.com](mailto:nwsupport@due-north.com)

Telephone: 0845 293 0459 (08:30 - 17:30)

## Submission Information

1. Your organisation is invited to tender for Strategic Housing Delivery Partner/s
2. Those responding must read all instructions and complete and return the following via The Chest:
  1. The Wirral Online ITT document.
  2. Read and accept the terms and conditions of contract. All suppliers must note the dates with particular reference to the planning timetable. Suppliers should also note that payment of the contribution will be on the completion of the nomination agreement and not before.
3. The response to the invitation, including all of the above documentation must be returned online via the following method:-

**The Chest - at:** <http://www.the-chest.org.uk>

4. Your response of the above is to be received no later than 2pm hours on the 03 December 2013. **FAILURE TO DO SO WILL INVALIDATE YOUR TENDER.**
5. If any tenderer wishes to raise any queries which may have a bearing on the offer to be made or have any specific questions regarding this tender pack, please liaise with Wirral Council Corporate Procurement via the "Questions & Answers" section within The Chest at: <http://www.the-chest.org.uk>, at the earliest opportunity, and in any case not later than 12 noon on 29 November 2013. Tenderers are requested to ensure anonymity when raising questions.
6. Tenderers are advised that where such enquiries have been made, and it is appropriate to do so, the Council will distribute to all tenderers a copy of the enquiry and the reply, with anonymity preserved, via The Chest at: <http://www.the-chest.org.uk>.
7. If you experience any technical problems using The Chest, please email: [nwsupport@due-north.com](mailto:nwsupport@due-north.com) or telephone: 0845 293 0459.
8. Tender submissions deemed to be poorly presented will risk being removed from the evaluation.
9. Additional support sheets will be accepted but must be clearly referenced and easy to follow. Please ensure any responses to individual nursery settings areas are referenced with your organisations name.

10. The tender document will be considered confidential and not disclosed to any third party without written permission from the Authority.
11. Offers must NOT comprise of Sales material that is unreferenced or meaningless to the submission of this tender.

**1.1 Introduction**

Wirral is a Metropolitan Borough of Merseyside in the North West of England with a population of approx 300,000 over 60 square miles. Further information about Wirral is available on our website ([www.wirral.gov.uk](http://www.wirral.gov.uk)).

**Strategic Housing Delivery Partner**

Wirral Borough Council is seeking **Strategic Housing Delivery Partners** to contribute toward delivery of a minimum of 100 Extra Care Housing units between 2014-2017. These can be new build, remodeled, refurbished, or a mixture. Provisional geographical target areas for delivery are:

- South West Wirral
- Birkenhead & Tranmere
- Wallasey

It may be unlikely that a single organisation can deliver the extra care housing programme in the volume required for this commissioning. It is envisaged that Wirral Council could potentially work with a number of partners and even a consortium of partners to deliver extra care for the future.

We wish to work with organisations or consortia which:

- Have the organisational, professional, financial and technical standing to deliver
- Will bring to developments the latest practice and expertise in the field.
- Will work collaboratively with us on specification developments
- Have identified or acquired property opportunities
- Are committed to building and investing in Extra Care Housing in Wirral
- Will deliver energy efficient, high quality, accessible homes which maximise the independence of people with social care needs
- Listen to and engage with communities to create vibrant neighbourhoods

In return for a percentage contribution per unit, Wirral Council will undertake to make appropriate nominations to the scheme(s) which the registered provider will accept.

All proposed schemes must be deliverable within the period 2014 – 2017.

Please read the Model for Extra Care Housing in Wirral before completing the method statements and pricing submission

On a site specific basis and for each scheme you proposed, please provide:

- a) detailed timeline of the development proposal (s)
- b) Alternatives and options for development sites
- c) Expected payment schedule.

The above is for information only.

**INTERVIEW – For the purpose of moderating scores if necessary.**

**Note:** Questions relating to all areas in the invitation to tender **may** be explored. The purpose of your interview is to clarify and verify the content of your tender.

The interviews will not be scored.

**The proposed date for Clarification interviews is Tuesday 10 December 2013. Further details will be issued nearer the time.**

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## SECTION 3 EVALUATION

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The award of this Contract will be on the basis of the most economically advantageous tender taking into consideration the following award criteria:

Price            70%  
 Quality         30%

Method Statement 1	30%
Method Statement 2	30%
Method Statement 3	5%
Method Statement 4	10%
Method Statement 5	5%
Method Statement 6	10%
Method Statement 7	5%
Method Statement 8	5%

The scoring mechanism for scored questions in this tender will be as follows:-

Score	Rating	Definition
0	Unacceptable	Nil response or no relevance to the requirement
1	Poor	Response has insufficient relevance and provides no detail or explanation of how the requirement will be met
2	Inadequate	Response has partial relevance and addresses some aspects but with deficiencies with the detail or explanation of how the requirement will be met
3	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
4	Good	Response has significant relevance and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
5	Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. Response adds value and may contain innovative solutions

**3.1 Online Supplier Questionnaire**

Providers are required to complete the online questionnaire on The Chest and attach any associated documents **to the relevant Supplier Online Question**. If they are not attached to the relevant question, they may not be considered in the score. Please note, standard information on non contract specific questions may be saved on the Chest for up to 1 year. It is the supplier's responsibility to ensure that the information is up to date and relevant for any other tender process they may participate in during that period.

It is the providers responsibility to ensure that they **read the full questions, including description and supplier help on the ONLINE VERSION and any attachments**. Responses to questions should be provided online, on The Chest.

Please note any word/character limits. Please ensure that your responses are concise and contain the requested information, even if there are no word limits. Do not include any unnecessary attachments unless specifically asked for as they may not be considered.

Please note that user guides are available on how to view/complete online questions under the "Help" section on The Chest. If you are still unable to view/complete online questions after reading this, please contact Support on:

Email: [nwsupport@due-north.com](mailto:nwsupport@due-north.com)  
Telephone: 0845 293 0459 (08:30 - 17:30)

Please note that the information in the online supplier questionnaire will form a critical part of the selection process. Failure to provide responses to compliance questions and scored questions may result in your submission being rejected and therefore not invited to the tender stage.

It is important to note that the provider's response to these sections will form part of the tender submission, and if accepted, will form part of the contract specification.