

**Request for QUOTE**

**Project: Homelessness System Review**

**Dept/Section Communities/Housing Advice Service**

**Project Owner Samantha Shimmon**

**Estimated/Required Start date 18th August 2025**

**Contract Duration – as stated for both potential phases**

**Phase one (the review) – to be completed by 31st March 2026**

**Phase two (drafting of homelessness and rough sleeping strategy and potential implementation of key initiatives) – to be completed by 31st December 2027**

**Project Number: Supplied by procurement**

**Date and time of return 18th July 2025**

1. **Introduction**

This procurement exercise is being run by Cambridge City Council. Evaluation of all submissions, all appointments of suppliers, and management of any awarded contract will be by the commissioning Council. At the award of this contract a named contract manager will be given to the supplier, and they will be responsible for the management of this contract through to its conclusion.

The work relates to Cambridge City Council’s duty under the Homelessness Act 2002 to have in place a homelessness strategy based on a review of all forms of homelessness in its district. Its current Homelessness Strategy cover the period 2021 to 2026. Consequently, the City Council is running a procurement exercise to contract out:

1. A review of homelessness in its district

and, depending on the how well the contractor has met the City Council’s expectations in carrying out the review and, if applicable, the submission of a final quotation for (please note this is not a promise of work at this stage):

1. The drafting of a homelessness and rough sleeping strategy for the period 2026 – 2031
2. Support to initiate the implementation of key findings from the review as reflected in the new strategy
3. **Timescales**

The timescales for this quote are below and a response is required by :

* Request for Quote issued – 13/06/2025
* Lines of communication open – 13/06/2025
* Lines of communication close – 7/07/2025
* Deadline for return of tenders – 5pm 14/07/2025
* Sign off on successful bidders / notification to bidders – 01/08/2025
* Contract Commences – 18/08/2025

Cambridge City Council reserves the right to amend timescales due to unforeseen circumstances. In the event of timescales being revised all bidders will be notified in advance.

1. **Questions and Answers**

Bidders are able to seek clarification or explanation of the details of this RfQ and are asked to submit them via the Proactis portal.

Responses to any questions will be given (via the portal) within 48 working hours. (It should be noted that questions around the specification will be sent directly to the project owner/project initiator who would be responsible for ensuring a timely response.)

Questions raised and answers given may form part of the final contract.

1. **Overview of Requirements and Specification**

This project will be judged on the framework price of a 30% Price and 70% Quality.

The contractor is required to submit a quote for carrying out the homelessness review, taking account of the specification for the project. The contractor is also required, at this stage, to provide a separate*, indicative*, cost for producing a homelessness strategy based on the findings from the review and for assisting the City Council with the implementation of some of the key objectives within the strategy.

If the successful contractor meets the expectations of the City Council in completing the homelessness review, they will then be invited to submit a formal quote, of which we are not obligated to award, based on the findings of the review and on a more detailed specification for :

1. Drafting a homelessness and rough sleeping strategy for 2026 – 2031
2. Support to initiate the implementation of key findings from the review as reflected within the subsequent strategy objectives

Below are the requirements that will assist you in completing your submission for this work. The criteria for assessing your bid will be in Terms and Submissions, Section 5 Quality and Section 6 Pricing

Requirements for the project – the full specification for the project is attached.

This initial phase of the contract will be for a single piece of work (the homelessness review) and should commence no later than 18th August 2025 and be completed no later than 31st March 2026.

The second phase of the contract (the production of a homelessness and rough sleeping strategy and assisting the City Council with the initial implementation of some of its key initiatives), if applicable, should commence no later than 1st May 2026 and be completed no later than 31st December 2027.

1. **Terms and Submissions – Quality Questions**
2. Please provide an outline of how the project will be delivered. Ensure you consider all the prerequisites laid out in the specification and requirements and overview above. Please ensure that, as a minimum, your response addresses the following:

* A review of the current strategic landscape
* Demand analysis
* Legal and policy context
* System and stakeholder mapping and assessment
* Service user pathways
* Housing availability and affordability
* Rough sleeping
* Partnership working
* Data collection and analysis
* Funding review

(30%) 1500 words

1. Please detail how you will manage the project works as a whole and how you will ensure you can meet the specified completion response/start dates. Please address in particular:

* How you intend to resource the project
* How you will engage with partners in carrying out the review

(30%) 1000 words

1. Please provide an outline of your organisation’s experience in delivering the overall requirements outlined in the specification and overview above. Please provide details of 2 contracts of this kind that you have previously fulfilled.

(35%) 1000 words

1. Please detail how will your organisation deliver measurable social value through this contract.

Please see information on Match My Project (MMP) in section 10, which may assist you with your response.

(5%) 500 words

All quality narrative submitted will be judged using the following criteria:

|  |  |
| --- | --- |
| **Quality Scoring Scale** | |
| **10 marks** | **Excellent Response.**  \* The response is comprehensive in all areas  \* The Bidder demonstrates an excellent understanding of the requirement  \* The Bidder demonstrates a very high level of skills/abilities to meet the requirement  \* The response provides very high confidence that the Bidder will deliver the service as per standards listed in the service specification. |
| **8 marks** | **Good Response.**  \* The response covers all areas  \* The Bidder demonstrates high level of understanding of the requirement  \* The Bidder demonstrates high level of skills/abilities to meet the requirement  \*The response provides high confidence that the Bidder will be able to deliver the service as per standards listed in the service specification |
| **6 marks** | **Satisfactory Response.**  \* The response covers most areas  \* The Bidder demonstrates an acceptable level of understanding of the requirement  \* The Bidder demonstrates an acceptable level of skills/abilities to meet the requirement  \* The response provides acceptable confidence that the Bidder will be able to deliver the service as per standards listed in the service specification. |
| **4 marks** | **Partially satisfactory response**  \* The response is missing some areas  \* The Bidder demonstrates poor understanding of the requirement  \* The Bidder demonstrates poor level of skills/abilities to meet the requirement  \* The response provides some confidence that the Bidder will be able to deliver the service as per standards listed in the service specification |
| **2 marks** | **Poor Response**  \* The response is missing most areas  \* The Bidder demonstrates no understanding of the requirement  \* The Bidder has provided no evidence of skills/abilities to meet the requirement  \* The response provides no confidence that the Bidder will be able to deliver the service as per standards listed in the service specification. |
| **0 marks** | **No response**  no response at all or insufficient information provided in the response such that the response is totally un- assessable and/or incomprehensible |

1. **Pricing**

The contractor is required to submit a quote for carrying out the homelessness review, as detailed above, based on a completed project.

The contractor is also required to submit an indicative cost for drafting a homelessness and rough sleeping strategy based on the findings of the review and a more detailed specification to be issued subsequently, if applicable.

Please complete the table below and submit your pricing with your proposal. This should show the total cost (excluding VAT) and will represent the maximum payments that will be made during the contract terms.

|  |  |  |
| --- | --- | --- |
| **Phase** | **Requirement** | **Total cost** |
| Phase 1 – the homelessness review  (25%) | Cost of project completion: Please include a breakdown of your costs, e.g. e.g. project management, labour costs, data gathering and analysis, partnership work, administrative costs, reporting etc. |  |
| Phase 2 – drafting a homelessness and rough sleeping strategy and assisting with the implementation of key objectives  (5%)  Please confirm the period of time you will hold this quote for. | Indicative cost for project completion: Please include a breakdown of your costs, e.g. project management, labour costs, data gathering and analysis, partnership work, administrative costs, reporting etc.  These costs are indicative because we appreciate that it is not possible to provide a definitive cost for drafting a strategy until the review is complete or for assisting with the implementation of key objectives until these have been identified within the strategy. |  |

Scores will be assigned as laid out below. Tender Price by measuring each price against the lowest compliant price submitted in line with the criteria laid out in the pricing.  The lowest priced offer will achieve the maximum score and any prices above the lowest will be allocated a score based on the following formula:

|  |  |  |  |
| --- | --- | --- | --- |
| Price Score = | Lowest tender price | x | [30] |
| Your tender price |

For example, based on a notional figure of £1,500 for the lowest tender price, scores would be awarded as follows:

|  |  |  |
| --- | --- | --- |
| Supplier | Tender Price | Price Score awarded (30%) |
| A | £1500 | 30 |
| B | £1750 | 25.71 |
| C | £2000 | 22.5 |
| D | £1550 | 29.03 |
| E | £1850 | 24.32 |

As part of your submission please complete the following form and upload with your submission documents.

1. **Information Specific to this Opportunity**

To: Cambridge City Council

Reference – RfQ for Homelessness System Review

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 1 | Name, position and address of principal contact to where any future correspondence is to be sent in connection with this matter |  |
| 2 | Contact telephone and e-mail |  |
| 3 | Full name of organisation in whose name the tender would be submitted |  |
| 4 | Address |  |
| 5 | Proof of insurances for  **Public Liability £5m**  **Product Liability £2m**  Should include a standard one-year warranty of defects. Please state expected lifetime of product and ongoing maintenance requirements.  **Employers Liability £5m**  **Professional Indemnity £2m**  **NB** should you not have insurance at this level please confirm your current insurance values |  |

|  |  |
| --- | --- |
| Role |  |
| Name |  |
| Signature |  |
| Date |  |
|  |  |

1. **General Information**

Cambridge City Council is not bound to accept any of the proposals submitted. If there are concerns over any aspects of a bidder’s proposal, the Council reserves the right to choose the next best placed supplier. Any concerns will be notified to the bidder in advance of any decision, to allow the opportunity for further clarification.

Bidders shall accept and acknowledge that, by issuing this RfQ, the Council shall not be bound to accept any offer or bid and reserves the right not to conclude a Contract for any or all of the requirements as stated in the RfQ documents for which priced submissions are being invited.

The Council reserves the right to amend, add to or withdraw all or any part of this RfQ at any time during the procurement exercise.

This a simple single stage process. You may only make a single submission. Your submission will be reviewed by one or more officers of the Council who will make a decision on the appointment. This decision is final.

The timetable above gives expected/indicative timeline for the appointment. The Council has every intention of staying within these time scales however, it does reserve the right to vary any part of the schedule should there be a requirement to do so. Should this happen, you will be kept fully informed.

The Council may undertake independent financial checks to ensure the suitability of the bidder.

1. **Check List for uploading**
2. Document detailing how you will deliver the requirements (see section 5)
3. Pricing for the work (see section 6)
4. Information sheet signed (see section 7)

Please ensure that all these documents are uploaded by the closing date and time.

1. **Social Value**

The Council is committed to ensuring that all procurements consider the economic, social and environmental well-being of the City and surrounding area. As such, we require all Bidders to incorporate our commitment (which can be reviewed at the hyper-link below), in their submissions, through avenues such as (but not limited to):

[Social Value Framework - Cambridge City Council](https://www.cambridge.gov.uk/media/twobc2e0/social-value-framework.pdf)

**Match My Project**

[Match My Project](https://www.cambridge.gov.uk/match-my-project) is an online platform which Cambridge City Council is using as a key delivery mechanism for social value, where businesses can find, and support Cambridge based community projects.

Community organisations post projects/resources or requests that they need support with on the platform. Businesses can filter these and request to match with those that they would like to help support. The link above provides more information about the platform and how to access it, but if you would like to discuss it in more detail, please contact [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk)