

Procurement Decision Record (PDR): Above £30,000 – Award Stage

Key for completion – who's responsible for what

Procurement & Contracts team
Client team
Finance

Award Stage Identifiers

P&CM Lead Officer:	Aaliyah Daniels
Procurement Decision Record (PDR) Number:	1271
PDR Creation Date:	19/06/2025
Procurement Code (DN#):	DN783368

Associated Identifiers

Was a PDR to Procure created?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
• PDR Procure #	
Was a PDR to Define created?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
• PDR Define #	

Summary Award Stage Information

Contract (Project) Title:	Housing Related Support Single Homeless Pathway (Purbeck Road)
Description of subject matter: • <i>NB this information will be published in the public domain</i>	Purbeck Road has 7 self-contained units. The service is for people with a long-term history of rough sleeping who have struggled to move into stable accommodation as they still have significant support needs and this is to prevent them returning to rough sleeping.
Is this a Corporate Contract?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Project Type:	Services
Contract Length (months):	24
Contract Length: is length optimised to prevent avoidable recurrence?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Planned contract start date:	01/04/2025
Has the council procured this compliantly before?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
• If yes, then DN number of previous contract:	DN650432

Client Information

Service Unit:	Housing & Communities
Department:	Housing Options & Partnerships

Client Officer Name:	Kim Ward
Service Director Name:	Kelly Deane

Supporting Documents

Is there an Officer Decision Record (ODR) signed by the CFO that approves this proposed spend?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, then attach it
Are there Cabinet / CMB papers signed by the CFO that approves this proposed spend?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, then attach it

Procurement Route

Above threshold - Open	<input type="checkbox"/>
Above threshold - Competitive Flexible	<input type="checkbox"/>
Framework – Further Competition - if yes above then complete:	<input type="checkbox"/>
• Framework Owner	
• Framework Name	
• Lot Reference	
Framework – Direct Award - if yes above then complete:	<input type="checkbox"/>
• Framework Owner	
• Framework Name	
• Lot Reference	
Regulated below threshold – openly advertised	<input type="checkbox"/>
Regulated below threshold – targeted 5 (minimum) suppliers	<input type="checkbox"/>
Light Touch (LT) route – if yes then complete:	<input type="checkbox"/>
• LT	<input checked="" type="checkbox"/>
• LT User Choice	<input type="checkbox"/>
Provider Selection Regime (PSR) route - if yes then complete:	<input type="checkbox"/>
• DA Process A	<input type="checkbox"/>
• DA Process B	<input type="checkbox"/>
• DA Process C	<input type="checkbox"/>
• Most Suitable Provider Process	<input type="checkbox"/>
• Competitive Process	<input type="checkbox"/>

BCP's Financial Regulations, Part G, Regulation 5

Standard competition requirements not followed as they would likely cause harm to health or property.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
• If yes above, then justify why	
A particular supplier is required because competition is absent for technical reasons.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

<ul style="list-style-type: none"> If yes above, then justify why 	<p>Purbeck road was pilot service that commenced in 2023. Previous PDR's 218/520. During the last 2 years it's shown to be an effective accommodation solution for some of BCP's most hitherto challenging and long-term cases. Purbeck Road have demonstrated very high rates of sustainment, where these cases previous accommodation options have failed resulting in cyclical homelessness at high human and financial cost to the council.</p> <p>Housing is commencing a commissioning and reprocurement of all the Housing Related Support Services. A draft BCP Specialist & Supported Housing Strategy is expected to be considered by Cabinet in January 2026, with a Re-commissioning Plan/Strategy being implemented upon approval.</p> <p>This PDR is for 24-month contract extension so the service can continue whilst the work is undertaken. If the contract is not extended, this would result in the need to purchase alternative services at very short notice, which would not be economically viable and could present risks in terms of client safety. This could also result in the decline of some service users due to lack of consultation and disruption to their support.</p>
Payments in advance for goods, services or works.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> If yes above, then justify why 	Existing contract payment schedule allows for payments to be made quarterly in advance.
Spot-purchase (i.e. off-contract) when buying against a compliantly procured contract was an option.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> If yes above, then justify why 	

Bid Evaluation	
How many bids did you receive?	N/A
How many bids from SMEs?	
How many bids from VCSEs?	
Names of all bidders:	1.
Names of any bidders rejected and reason(s) for rejection:	1.
Names of any bidders rejected due to abnormally low tender:	1.
Did the tender involve a presentation / interview stage?	Yes / No
Names of bidders invited to the presentation / interview stage:	1.
Quality Evaluators: Names	1.
Price Evaluators: Names	1.
Were all evaluators given clear instructions on how to score bids?	Yes / No
Were any significant clarifications required on the bids?	Yes / No
<ul style="list-style-type: none"> If yes, then describe and confirm issues have been resolved. 	

Evaluation matrix: insert clip below showing the price – quality summary and overall rankings:	
Have you deviated from any of the procedures set out in the Contract Notice or Prior Information Notice?	
	Yes/No
<ul style="list-style-type: none"> If yes above, explain why you have deviated? 	

Award Recommendation	
Name of the successful bidder(s):	St Mungos
Address of successful bidder(s):	3 Thomas More Square, Tower Hill, London E1W 1YW
Contact name of successful bidder(s)	Laura Shovlin – Laura.Shovlin@MUNGOS.ORG
Reasons why successful bidder's tender was selected	Existing provider performing to contract.
Percentage of the contract to be sub-contracted (where known):	
Names of sub-contractors (where known):	
Is the successful bidder(s) a SME?	No

Pricing and financial impact (all values excluding VAT)	
Price used for tender evaluation purposes	£
Annual revenue impact (if applicable)	£251,884
Estimated whole life contract value (i.e. incl all extension options)	£503,786
Value of commitment at contract signing	£503,786

Compliance checks		
Stage 1 – Preliminary Compliance Check completed including debarment check	N/A	
Stage 2 – Evaluation of Bidders’ responses to the SQ completed	N/A	
Financial Appraisal in accordance with Financial Risk Appraisal Assessment:	No Check	<input type="checkbox"/>
	Credit Check	<input checked="" type="checkbox"/>
	Full Financial	<input type="checkbox"/>
Did the Financial Appraisal confirm it was okay to proceed?	N/A	
• If no above, then describe issue(s) and any decisions made:		

Justification & Approval (including conflicts of interest)

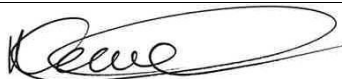
Lead Client Officer


Conflicts of Interest Declaration(s)	I confirm that all individuals that could influence a decision made by or on behalf of BCP Council in relation to this procurement have completed Conflicts of Interest Declarations. Such individuals include, as applicable, the project management team, the senior responsible officer, the budget holder, the commercial director, members of the management board, commercial staff, specification writers, people who will assess tenders, contractors, external experts, private sector secondees and consultants, non-executive board members, special advisers and Members.
Does this spend need to happen now?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Does spend need to happen to this value?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If yes above, then cross-reference statutory requirement to do this.	Duty on Local Authority outlined in Part 7 of the Housing Act 1996 to prevent homelessness whenever possible and to provide support to those who are already homeless and secure suitable accommodation.
If whole life contract value is greater than £5M then name of contract manager responsible for reporting supplier performance against pre-defined KPIs to Procurement for inclusion in BCP's UK9 Notice.	
Signature:	<i>Kim Ward</i>
Print Name:	Kim Ward
Date:	24/06/2025

IT Authorisation (where relevant)	
Comments:	
Signature:	
Print Name:	
Date:	

Other Authorisation (where relevant)	
Comments:	
Signature:	
Print Name:	
Date:	

Director	
Comments:	


Signature:	
Print Name:	Kelly Deane
Date:	25/06/2025

Lead Procurement Officer	
Conflicts of Interest Mitigation(s)	I confirm that all interests identified in the Conflicts of Interest Declarations have been or will be mitigated.
Contract Performance Notice (UK9)	I confirm that where the whole life contract value is greater than £5M I have reported the name of the allocated contract manager to procurementcompliance@bcpcouncil.gov.uk to enable mandatory reporting.
Comments:	
Signature:	
Print Name:	Aaliyah Daniels
Date:	19/06/2025

Accountancy Control (all values excluding VAT)

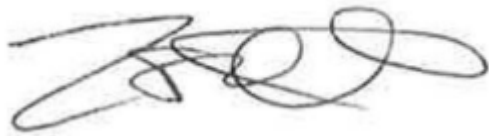
PROCUREMENT	Define Stage	Procure Stage	Award Stage
Budgeted (i.e. annual) £			£ xxx
Estimated whole life contract value (inc extensions) £			£503,786
Forecast Pressure or Saving (+ive means saving; -ive means pressure)			£ xxx

	Funding from Revenue budget £	Funding from Capital budget £	Funding from Grant £	Funding from HRA £	Total Funding
Amount £	£	£	£503,786	£	£
Main Account			61401		
Cost Centre(s)			PG4000		
Additional Analysis					
Project Code					
Name of grant awarding body			Rough Sleeping Prevention and Recovery Grant		


Comments:	Fully funded through Rough Sleeping Prevention and Recovery Grant - revenue
Signature:	
Print Name:	Michelle Matthews
Date:	25/06/25

Compliance Control

Procurement and Contract Management approval (Head of Service)

Comments:	Approving on behalf of Stuart Bickel (on leave)
Signature:	
Print Name:	Zoe Snell
Date:	09/07/2025

CFO approval

Comments:	
Signature:	
Print Name:	Adam Richens
Date:	08/07/2025