

Report of^[x1]: Head of Community Housing & Community Development

To^[x2]: City Executive Board

Date^[x3]: 11th June 2008

Item No^[EM4]:

Title of Report ^[x5]: Housing Advice Contract: Request for delegated authority



Summary and Recommendations



Purpose of rep^[x6]: Request for delegated authority for officers to accept the lowest or most economically advantageous tender.

Key decision^[x7]: Yes

Board member^[x8]: Councillor Ed Turner

Report Approved by:

Board member: Councillor Ed Turner

Legal & Democratic^[x9] Services: Jeremy King

Finance & Asset Management: Sue Smart

Policy Frame^[x9]k^[x9]: This report reflects the Council's vision in that it contributes to reducing social exclusion; service improvement and value for money



Recommendation(s)^[x10]:

City Executive Board is requested to agree that: the Executive Director for City Regeneration is given delegated powers to award the contract to the tenderer who offers the most economically advantageous tender.



Introduction

1. Under s179 of the Housing Act 1996, the Council has a legal duty to "secure that advice and information about homelessness and the prevention of homelessness is available free of charge to any person in their district".

2. This duty is discharged by the Housing Options team in the performance of its daily duties but there is a need to supplement this to provide an independent advice service to all the citizens of the City.

3. Executive Board agreed on 17 March that this service would be fulfilled through an open competitive tendering process with an estimated value of £80,000 per year. The contract will run for a 2-year period with the option of an extension for 1 year. The emphasis of the re-tendered service will be on the prevention of homelessness.

Tendering

4. The tendering process, in accordance with EU regulations, is well underway. The intention is to commence the contract from 1st August 2008 , which means the process is under a tight schedule and deadline. The tendering schedule is appended.

5. In order to meet this schedule and commencement date it will be necessary for officers to be given delegated authority to agree and accept the tender.

6. The tender will be accepted on the basis that it is most economically advantageous to the Council.

7. The experience of the previous tendering exercise in 2004 shows that tenderers will want to negotiate over price and level of service provided.

Recommendations

8. City Executive Board is requested to agree that:

The Executive Director for City Regeneration is given delegated powers to award the contract to the tenderer who offers the most economically advantageous tender.

Name and contact details of author^[x11]:

Kevin O'Malley, Principal Housing Facilitator

Tel. 01865 252659

ko'malley@oxford.gov.uk

Background papers^[x12]:

None



Tender Milestones

HOUSING ADVICE CONTRACT

1st August 2008 to 31st July 2010 (option of up to 1 year extension)

- Stakeholder Meeting 18th April 2008
- Advertise Contract 2nd May 2008
- Send Out Tender Documents 2nd May – 24th June 2008
- Tenders to be received 25th June 2008
- Evaluate Response Deadline 4th July 2008
- Tender Presentations 15th July 2008
- Agreement of who to award to 15th July 2008
- Alcatel Letters 16th July 2008
- Award Letter 27th July 2008
- Award Tender 27th July 2008
- Contract Start Date 1st August 2008