

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Housing Environmental and Economic Development

Tendering Committee: 7 December 2010

**Subject: Tender for the Services of an Independent Tenant Adviser during
the Council's partial stock transfer**

1. Purpose

- 1.1 This report seeks to advise the Committee of tenders received and to seek appointment of a consultant to act as Independent Tenant Adviser to tenants included in the Council's partial stock transfer project.
- 1.2 To provide the Committee with the comments provided by tenants in respect of the awarding of the contract

2. Background

- 2.1 At its meeting on 5 May 2010, HEED Committee approved the Partial Housing Stock Transfer strategy, which proposes the transfer of around 5,000 properties to a locally based Housing Association(s) subject to an independent ballot(s) of tenants.
- 2.2 Tenants play a crucial role in the transfer process. In addition to consultation throughout the transfer process, they must be given the opportunity to influence the transfer proposals. The Scottish Government cannot consent to a transfer unless the majority of tenants voting in the transfer ballot support the proposals.
- 2.3 The complexity and intensity of the stock transfer process makes it essential that tenants have access to independent advice. All tenants affected by the stock transfer proposals should be able to make an informed choice at ballot on whether they wish to remain tenants of West Dunbartonshire Council or transfer to an alternative landlord.
- 2.4 The role of the Independent Tenant Adviser (ITA) is to provide impartial, objective information and advice on the full range of issues included in the transfer proposal(s). The ITA also plays a key role in ensuring that tenants are actively involved in the process and that their views are represented. In a partial stock transfer, the ITA's role extends to providing information and advice to tenants remaining with the council.
- 2.5 A tendering exercise to engage the services of qualified and experienced consultants to act as Independent Tenant Adviser was therefore approved by the Tendering Committee on 7 September.

3. Main Issues

3.1 Tenders were invited to be returned by 25 October 2010.

3.2 From the 16 consultants expressing an interest, 6 consultants returned a priced tender document, those being:-

1. ODS Services Ltd,
2. TPAS Scotland,
3. PPCR Associates Limited,
4. Tenants Information Service,
5. Open Communities Ltd,
6. PS Consultants and Training Services Ltd

3.3 The evaluation panel included three tenant representatives. Prior to assessment tenants were fully briefed on the processes associated with procurement, in particular the requirement to provide fair and equal consideration of all bids in line with the specification outlined in the tender brief. The feedback from tenants included:

- Welcomed the opportunity to assess the bids and score 70% of the qualifying criteria.
- Applied the process of scoring and evaluation rigorously.
- Pleased with the standard of the bids received and the clear commitment to tenant involvement expressed by all the bidders.
- Welcome the anticipated early appointment of the Independent Tenant Advisor.

3.4 All six consultants' tenders were subjected to the selection process which was defined within the contract documentation. All six consultants were found to have met the Council's minimum requirements, and the tenders were subsequently assessed in accordance with the price/quality evaluation as defined in the contract documents.

3.5 The scoring for the price/quality evaluation was 70% for quality of submission and 30% for cost.

3.6 The final scoring is summarised in the Statement of Tender appendix 1.

4. People Implications

4.1 There are no personnel issues.

5. Financial Implications

5.1 The cost of awarding the contract to the highest scoring consultant, following the tender evaluation is £61,100, which can be accommodated, within the HRA and HRA reserves.

It is anticipated that the commission would run to 2012, at which time transfer is planned to take place subject to a ballot of tenants.

6. Risk Analysis

- 6.1** Failure to appoint an ITA would result in the Council not being able to comply with the requirement to provide independent advice to tenants during the course of the proposed partial stock transfer process.

7. Equalities Impact

- 7.1** No significant issues were identified in a screening for potential equality impact of this report.

8. Conclusions and Recommendations

- 8.1** The process has identified a consultant who can provide an Independent Tenant Adviser service based on the most economically advantageous tender.
- 8.2** The Committee is invited to approve the award of this contract to Tenants Information Service in the amount of £61,100.00.

Elaine Melrose

Executive Director of Housing Environmental and Economic Development

Date: 25 November 2010

Person to Contact: Finian McElhinney - Stock Transfer Project Manager,
Garshake Road, Dumbarton, G82 3PU, telephone
01389 737874, e-mail: finian.mcelhinney@west-dunbarton.gov.uk

Appendix: Statement of Tender

Background Papers: None

Ward Affected: All

Statement of Tender

Contract: Tender for a Consultant to provide the Services of an Independent Tenant Advisor during the Council's partial stock transfer.

	Weighting	ODS Services Ltd	TPAS Scotland	PPCR Associates Limited	Tenants Information Service	Open Communities Ltd	PS Consultants and Training Services Ltd
quality	70%	42.0	56.8	33.0	62.6	28.1	52.2
price	30%	2.2	17.4	15.2	16.3	21.5	17.4
total	100%	44.2	74.3	48.2	78.9	49.7	69.5
	RANK	6	2	5	1	4	3