

Housing First Dublin Region Panel Application

Pricing Guidance Notes

The following guidance should be utilised by Applicants as part of completing Pricing Schedules.

Recruitment

It is permitted for this tender to provide for direct service specific recruitment costs as a direct cost. HR services which do not fall within this, are considered to be an indirect cost. The total figure for indirect costs must come within the 5% formula which applies to Section 10 funding.

Training

This cost item should cover the total cost of training staff over the duration of the initial contract including onboarding of staff. Panel Applicants are required to provide a list of all training to be provided identifying internal and external training provision. Please note continued professional development and learning opportunities will be provided by the Housing First National Office through CoPs, training, events and conferences delivered on an ongoing basis – this will supplement the induction and training processes offered by each HF Service Provider to their own staff.

Electricity and Heating

This cost item should cover the electricity and heating of the office space for the Housing First team.

Telephone & Broadband

This cost item should cover:

- the provision for broadband and telephone service for the office space for the Housing First Team.
- the cost of providing the Housing First Team with mobiles and network access.

IT Costs

This cost item should cover:

- office set up for I.T. equipment and related services e.g. licenses, for staff providing tenancy support, property sourcing and intake/referral services to the Housing First programme.. The provision of I.T. equipment for Housing First staff i.e. laptops including peripherals.

Travel

This cost item should cover travel for Housing First outreach staff (below manager level) within the Dublin region [not transporting clients]. It is important to note that individual staff members cannot be in receipt of both the annual allowance for work related travel using public transport and for travel using their own vehicle at the same time. Housing First Outreach staff means staff that have to travel as part of carrying out their role i.e. ICMs, Peer Specialists and Community Integration officer and should be priced based:

- use of staff's own vehicle for 3 trips per day to visit Housing First clients of 10km each and a return to base journey of 10km using civil service travel rates. This should be based on the number of tenancies pitched for and is based on the rate for a medium sized car.
- an annual public transport budget for staff using this mode of travel e.g. leap cards

However, it is recognised that at times managers will need to travel as part of delivery of services, please include reasonable provision for this within pricing, to include the application of shared transport as the first port of call when possible. Please include underlying assumptions for costing included for manager's travel.

Transport

This cost items should cover transport costs associated with Housing First staff transporting Housing First clients or accompanying Housing First clients on public transport and should be based on the number of tenancies pitched for. It should include 1. Provision for fuel, tax, insurance, CVRT and maintenance costs associated with the two vehicles and professional cleaning needed from time to time. It should also include a budget for public transport which may arise in emergency situations and where the vehicles are in alternative use.

Cleaning

This cost item should cover the cleaning including bin charges for Housing First staff office only.

Other Care Costs

This cost item should cover a hardship fund. The hardship fund should cover:

1. Emergency situations where a Housing First client needs emergency items to be subsidised such as food, clothes or travel expenses.
2. Planned activities which are designed to support the Housing First client becoming more empowered/autonomous and integrated into the community. In this regard, the travel costs associated with the HF client taking part in the activities should be covered by the client.