

INVITATION FOR PANEL MEMBERSHIP

PANEL FOR HOUSING FIRST TENANCY SUPPORTS, PROPERTY SOURCING, INTAKE and RELATED SERVICES

Tendering Party	The Housing Agency is facilitating this procurement process on behalf of the Dublin Regional Homeless Executive (DRHE) for Housing First.
Contracting Authority –	Dublin City Council via the Dublin Region Homeless Executive on behalf of Dublin City Council, Dun Laoghaire Rathdown County Council, Fingal County Council, South Dublin County Council
Procedure:	Panel established for Tenancy Supports, Property Sourcing, Intake/Referral and related Services for the Housing First Programme in the Dublin Region with initial round of contracts and option to negotiate on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU Applicants should note that this Competition is being conducted under Regulation 74 of the European Union (Award of Public Authority Contracts) Regulations 2016 (the “Regulations”) and accordingly is subject only to limited aspects of the Regulations.
Duration of Panel	The panel will be established for ten (10) years. Initial contracts will be for up to a maximum of 7 years.
eTenders Ref	7188107
Issue Date:	12th December 2025
Closing Date for Queries:	12th January 2025 @5pm Irish Time
Closing Date / Time for receipt of Completed Applications for initial work:	23rd January 2025 @5pm Irish Time
Contact for Queries	Questions and Answers facility on www.eTenders.gov.ie

Submissions via:

eTenders only – you must upload your response as a **ZIP FILE** to protect the integrity of the file names

Please note that information relating to this Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie). Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility or liability for information relayed (or not relayed) via third parties and any errors or technical issues created via the online platform.

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Disclaimer

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The Contracting Authority reserves the right to discontinue the procurement process at any time.

1 Context and Background

1.1 About the Housing Agency

The Housing Agency is facilitating this tender on behalf of Local Authorities nationally. The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities (LA) and Approved Housing Bodies (AHBs) in the delivery of housing and housing services. The Agency also implements the Pyrite Remediation Scheme.

This competition relates to the requirements for Dublin Region.

A key aim of the Agency is to provide expertise and solutions to help deliver sustainable communities throughout Ireland. In this strategic period, we will deliver our purpose in three ways:

- Supporting stakeholders with evidence-informed insights and data to develop a sustainable Irish housing system.
- Enabling supply and demand solutions throughout the housing system.
- Ensuring the Agency and its stakeholders have the capacity and agility to respond effectively to challenges in the housing system.

Further information is available at their corporate website: <https://www.housingagency.ie/>

1.2 The Dublin Region Homeless Executive (Dublin City Council)

Dublin City Council through the Dublin Region Homeless Executive (DHRE) is the Contracting Authority, as the lead statutory local authority in the response to homelessness in Dublin and adopts a shared service approach across South Dublin County Council, Fingal County Council and Dún Laoghaire- Rathdown County Council. The DRHE coordinates and funds the provision of a response to people experiencing homelessness or at risk of homelessness.

The overall focus of homeless services is the prevention of homelessness, the provision of supported temporary accommodation and the supporting of households to progress to sustainable housing options.

1.3 Housing First

Housing First provides a comprehensive and holistic approach to addressing homelessness for people experiencing mental health, physical health, substance misuse, social, behavioural, and other challenges. The programme consists of three major components:

- Permanent, affordable housing;
- Mobile case management and treatment services (mental health, health, and addiction services); and
- A programme philosophy based on client choice and recovery.

Ireland's national Housing First programme is based on the Pathways Housing First, which is the model that has produced the research evidence for the effectiveness of Housing First.

The Housing First National Office (HFNO) based in the Housing Agency is responsible for coordinating and driving a national, cross-Government approach to Housing First, as set out in the 'Housing First National Implementation Plan, 2022-2026'.

Working in partnership with local authorities, HSE, NGOs and Approved Housing Bodies, the HFNO undertakes to:

- Support regional and local delivery of the Housing First programme;
- Oversee performance on the achievement of agreed Housing First targets; and
- Evaluate the processes used in implementing Housing First in Ireland.

For more information see [Housing First | The Housing Agency](#)

The Housing First model, as described in the Housing First National Implementation Plan, ‘offers the provision of immediate, permanent and affordable housing to tackle homelessness, and then provides the appropriate wraparound housing and health supports, and connections to community-based supports, to ensure people maintain their housing and improve their overall health and well-being. This support is time unlimited and provided for as long as required.

Housing First does not require individuals to resolve the issues that contributed to them becoming homeless before being provided with housing, but rather stable housing is seen as a basis for recovery and reintegration.’

Key principles of the Housing First model are:

1. Consumer Choice
2. Separation of Housing and Services
3. Matching Services to Client Needs
4. Recovery Focused Services
5. Social Inclusion and Scattered-Site Housing

Housing First is dependent upon both the provision of housing and intensive case management, and the provision of highly individualised health supports to the Housing First client to address their high and complex physical health, mental health and addiction needs. Intensive case management involves frequent visits to the client’s home to effectively support them in maintaining their housing.

This approach involves a consumer-choice driven, recovery orientation, and harm reduction philosophy, and employs motivational interviewing and goal-setting techniques. Housing First participants will have ready, time-unlimited access to support and treatment services for as long as the participant needs the support. If a tenancy breaks down, Housing First will continue to support the individual to another tenancy or alternative accommodation options.

1.4 Panel Context

This Panel is being established to address the existing tenancies who are being supported by Housing First in the Dublin region along with supporting new intake referrals and new tenancies as part of national targets. It will also seek to cater for future needs through the awarding of subsequent contracts if required for additional and unforeseen future needs.

Housing First contracts for the Dublin Region have been awarded under a previous competition (eTenders Resource ID 3867621) to three providers:

- Multidisciplinary Team (Health) – Ana Liffey and Coolmine Consortium
- Tenancy Supports - Depaul Ireland and Focus Ireland

Under the previous competition one Lot (the largest) was not awarded. This competition aims to establish a panel to meet the needs of that lot and longer-term needs and with additional targets to be addressed.

Both the Housing Agency and the Dublin Homeless Regional Executive and the wider stakeholder group have considered the feedback of the sector as part of consultations and contributions to the process thus far and adaptations have been made as a result. In addition, it is important to point that there are operational constraints and risks which also arise for the Contracting Authority, which we have had to take account of including the complexity of the services, complexity of contract management arrangements and the need to ensure continuity and sustainability of services for the vulnerable client group, while also providing value for money. To address this, we have attempted to create a process which is more aligned to the sector, service requirements, the needs of the target client group, value for money, and the needs of the Contracting Authority, stakeholder community and the wider eco-system of services, with more refined and simplified documentation and allow the sector to bid for this based on what realistic capacity they can put forward to address the Housing First service needs. See Section 2.3 below.

1.5 Housing First Funding

The costs of delivery of Housing First comprise the operational costs of providing housing and health supports to homeless individuals with complex support needs for whom Housing First can provide the necessary supports to remain in a tenancy. The housing support costs are met by Local Authorities under Section 10 of the Housing Act 1988 with health costs met by the HSE under Section 39 of the Health Act, 2004, and by the Department of Health.

The cost of providing the property is a separate cost, met from the various social housing capital and current funding schemes. Each of the nine homeless administrative regions have contractual arrangements in place for the delivery of the targets set out in the current National Implementation Plan. These arrangements were put in place by the local authorities and their regional HSE counterparts under guidance from the National Implementation Group and the National Director.

1.6 Housing Agency Vouched Maintenance Scheme

Property management and maintenance that falls within the remit of a property Landlord does not fall within the remit of these services. However, tenants have certain obligations in terms of maintaining a property in which they are a tenant, and to support Housing First clients uphold their obligations a vouched maintenance scheme has been put in place by the Housing Agency. The monies to discharge vouched maintenance expenses as part of Housing First tenancy support services will be financed by the Department of Housing, Local Government and Heritage.

The purpose of the vouched maintenance process is to support the sector in terms of risks associated with property management repairs, taking account of the vulnerable service user profile, and will be used as a key tool for data collection and analysis in relation to the needs of clients on the Housing First programme.

The Housing Agency will verify, process and validate the authenticity of costs experienced under Housing First maintenance and refurbishment costs in each tenancy. Validation/verification processes will also include the use of independent inspections to be

completed by Housing First appointed quantity surveyors. There will be an opening budget defined for a contingency fund.

Appointed service providers will be expected to procure the services of appropriately qualified contractors to carry out necessary maintenance work, and the need for the maintenance works to be carried out will be validated/vouched as part of the process. Value for money and quality should be key factors in the identification and appointment of such providers. It is also expected that appropriately qualified professionals would be used to carry out maintenance work, it will be executed to the relevant standards and procurement rules, and all other applicable legislative/regulatory requirements will be upheld and adhered to.

Appointed service:

Payments will be made on the invoices which can be validated/verified for compliance with due process. Payments will be subject to the usual regulatory/sectoral requirements including prompt payment obligations.

Workshops will be carried out, to support implementation of this process with appointed service providers.

1.7 Alignment with Dublin Region Assertive Street Outreach Service

The appointed providers acknowledge the complementary and overlapping roles of the Dublin Region Housing First Service and the Dublin Region Assertive Outreach Service. The Assertive Outreach Service is a separate service funded by the DRHE that engages in on-street contact with people sleeping rough, supports them into temporary accommodation, makes appropriate referrals to long term accommodation options, and ensures they are linked with other housing and health services appropriate to their needs. The appointed providers undertake to work in close co-operation with the Assertive Outreach Service. The Assertive Outreach Service, as the first point of contact for people who sleep rough in Dublin, will make referrals to the Housing First Service. The relevant Housing First provider(s) will engage with referrals to carry out assessments and determine eligibility. The Assertive Outreach Service team and the Housing First Service providers will liaise closely to ensure that service users continue to engage during the intake process for Housing First. Eligible Housing First service users will become the responsibility of the Dublin Region Housing First Service, which will engage with them directly, ensuring prioritisation for Housing First tenancies, and support them in their transition into tenancies.

2 Scope of Requirements

2.1 Overview

Dublin City Council through Dublin Region Homeless Executive (DRHE) seeks to establish a Panel for Housing First tenancy supports, property sourcing, intake and related services in the Dublin Region for adults (over 18 years of age) experiencing rough sleeping and people who are long-term users of emergency accommodation and who require a wraparound support to help maintain independent living in the community. This service user group must be affiliated with one of the four Dublin Local Authorities – Dublin City Council, Dun Laoghaire-Rathdown, Fingal, and South Dublin. The services will cater for single adults or couples, over 18 years of age. The

composition of households may change over time and participation with Housing First will continue for as long as the support is required.

Applicants are expected to demonstrate an understanding of the Housing First model and how they would implement a robust strategic approach to Housing First which would be strongly informed by “A Housing First Manual for Ireland” written by Dr. Sam Tsemberis from the Pathways Housing First Institute. The manual sets out Irelands Housing First Strategy in terms of required implementation and the standard of fidelity to the programme. All providers must support and maintain fidelity to the Housing First approach as part of delivering services under the Housing First Programme.

Panel members must be capable of practicing the core principles of Housing First in conjunction with responding to a wide range of complex needs. The proposed team will be required to have the competencies and skills to deliver intensive case management and be able to build relationships with the target group whose needs may include enduring mental health problems, personality disorders, physical health issues, ongoing poly-drug use including alcohol, offending behaviour of all natures, physical and /or intellectual disability and challenging behaviour.

There is a HSE funded Housing First multidisciplinary team currently in place that will provide health supports for clients with challenging mental health, chronic health and addiction issues and it will also support individuals in accessing psychiatric treatment and rehabilitation. The Housing First multidisciplinary team includes suitably qualified staff in general nursing, psychiatric nursing, mental health, substance use/ addiction, and other specialisms that may be required.

Therefore, it is essential and expected that successfully appointed Housing First provider(s) will work in tandem with the Housing First Multidisciplinary team and other appointed providers to ensure that a wraparound Housing First services is delivered to all people under the Housing First program.

The DRHE will facilitate and coordinate weekly meetings/every two weeks in conjunction with the HSE for of all Housing First providers to ensure an open dialogue platform is created to ensure effective communication is in place and to explore additional supports required for tenancy management and sustainment.

2.2 Panel Specification of Requirements

Successful Panel members may be required to deliver one, some or all aspects of the following services as part of contracts to be offered under the Panel:

- i. Intensive Case Management (Visiting Support Team)
- ii. Ancillary Support Services (Peer Support and Community Integration)
- iii. Tenancy Sourcing and Delivery
- iv. Referral and Intake Services (Assessment of Needs and Supports)
- v. Any other related services

As part of delivery of the above services, inter-organisational co-operation with other service providers as part of the Housing First programme is critical. In addition, all service provider and must collaborate closely with multi stakeholders, DRHE, HSE, Dublin Local Authorities, Gardaí, Tusla, Dept. of Social protection, SafetyNet, Addiction services, other key statutory agencies

and voluntary homeless service providers. Consequently, applicants must demonstrate the ability to collaborate and support cohesive service delivery in the interests of Housing First clients.

Given the complexity of the services and client group which are the subject matter of this Panel, selected Panel members will be required to respond to specifications for specific contracts which fall within the above scope, which could be quite different from each other and may involve one element, some or all of the above depending on the needs of the Contracting Authority and budget available.

There are specifications below for the initial contracts to be responded to as part of the application to assess applicants for inclusion in the Panel and for the purposes of ranking and the awarding of contracts including initial contracts.

Appendix A and B must be completed by all Applicants and have been provided in Word versions.

2.3 Specification of Initial Contracts/ Applicants to Set out Capacity as part of Application Process

Qualifying for a panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded. However, it should be noted that this procurement process covers both the establishment of a Panel and the awarding of a bundle of initial contracts. It is intended that each contract awarded will be a contract with options to extended the initial contract and/or add additional capacity in line with regional housing first targets, for a maximum of seven years.

The Panel will be established with providers who qualify based on the selection (pass/fail criteria) and through application of the award criteria.

As part of the application process, applicant providers will be required to set out realistically what capacity they have to deliver the services and how scaling up of the services will be addressed to support the meeting of national targets.

2.3.1 Initial Contracts Specification

The following services will be part of the initial contracts to be awarded under the Panel:

- i. Intensive Case Management (Visiting Support Team)
- ii. Ancillary Support Services (Peer Support and Community Integration)
- iii. Tenancy Sourcing and Delivery

to meet the immediate required of:

No. of Tenancies to be Serviced for First 3 years - Existing & New Intake (based on national targets) – Accumulative		
Year 1	Year 2	Year 3
Existing Tenancies: 172 New Intakes:70	Year 1 Existing Tenancies plus New Intake of : 70	Year 1 & 2 Existing Tenancies plus New Intake of :70
Total: 242	Total:312	Total: 382

Note: contract extensions will be expected to maintain existing tenancies and meet similar annual targets for additional capacity. Housing First targets for all awarded contracts are

currently in line with the National Implementation Plan to the end of 2026. A new assessment of need will take place in 2026 and it is expected that an updated Plan will be published by the Department of Housing, Local Government and Planning before 2027. Targets are subject to change in line with the assessment of need.

As part of the application process, applicants will have to pitch a strategic and financial plan to deliver tenancy support services to take on between:

- A minimum of 96 existing tenants at the beginning of year 1, increasing this by at least 35 tenancies and by the end of year 1 of the contract, and then by 35 every year thereafter for the duration of the initial contract (3 years) and
- A maximum of approx. 172 existing tenancies at the beginning of year 1, increasing this by at least 70 tenancies by the end of year 1, and by 70 every year thereafter for the duration of the initial contract (3 years) to support at least 382 tenancies in total
- Panel Applicants will be required to include the number of housing units which they will be able to source to assist with the meeting of national Housing First targets and at a minimum should be no less than 20% of the new tenancies to be serviced as part of their initial application for the Panel

See Section 2.5 on Resourcing below set out more detailed requirements for specific roles and allocation/funding parameters which will apply and must be adhered to as part of the proposed team.

Example Case Study 1

If an applicant bids for 96 existing tenancies, to be increased by 35 new tenancies in the first year and then by at least 35 new tenancies for the 2nd and 3rd years of the contract; the applicant in that case would be expected to provide 21 housing units over the 3-year period. The minimum number of new tenancies and new housing units to be provided every year will apply for the full duration of the initial contract where contract options are utilised for up to 7 years.

A2c: Number of Tenancies to be Serviced/Number of Housing Units to be Provided (Initial Contracts ^[1])			
It is a minimum requirement that Panel Applicants clearly state how many tenancies they are offering to service and how many housing units they are offering to provide over the first 3 years of initial contracts which will be considered as part of ranking on the Panel and the award of the initial contracts under the Panel (refer to Section 3.6 of the Panel Invitation:			
	Year 1	Year 2	Year 3
No. of existing tenancies	96	131	166
No of new tenancies	35	35	35
No. of housing units to be provided by the Tenderer	7	7	7

^[1] This is an example of the A2c part of the Application completed in Section A to illustrate the above case study

Example Case Study 2

If an application bids for 172 existing tenancies, to be increased by 70 new tenancies in the first year and then by at least 70 new tenancies for the 2nd and 3rd years of the contract. The applicant in that case would be expected to provide 42 housing units over the 3-year period. The minimum number of new tenancies and new housing units to be provided every year will apply for the full duration of the initial contract where contract options are utilised for up to 7 years.

A2c: Number of Tenancies to be Serviced/Number of Housing Units to be Provided (Initial Contracts ^[1])			
It is a minimum requirement that Panel Applicants clearly state how many tenancies they are offering to service and how many housing units they are offering to provide over the first 3 years of initial contracts which will be considered as part of ranking on the Panel and the award of the initial contracts under the Panel (refer to Section 3.6 of the Panel Invitation:			
	Year 1	Year 2	Year 3
No. of existing tenancies	172	242	312
No of new tenancies	70	70	70
No. of housing units to be provided by the Tenderer	14	14	14

2.4 Description of Services Required under the Panel

The following sections set out what is expected as part of the delivery of the different services covered under the Panel, while Section 2.5 on Resourcing below sets out more detailed requirements for specific roles and allocation/funding parameters which will apply and must be adhered to as part of the proposed team.

The hours of operation of the Housing First services will be 8am to 8pm Monday to Sunday, with an emergency response service provided by the appointed service providers available outside these hours.

Please note that intake of services will not be part of the initial contracts. However, a contract for these services may be awarded under the Panel thereafter under the rules of the Panel. For continuity of service and to make the coordination of service providers effective and cohesive, it is expected that these services will be delivered by one intake team. It will be a requirement that the appointed provider will also be an appointed Housing First tenancy support provider .

2.4.1 Intensive Case Management/Visiting Support

Housing First service users will be offered intensive, time unlimited visiting supports principally to their home for as long as the participant requires). The intensive visiting support team will assist service users with setting up their homes, developing home making skills, sourcing, and

^[1] This is an example of this part of the application to be completed in Section A using the above case study

coordinating relevant agencies and services (e.g., landlords, Department of Employment Affairs and Social Protection, utility providers, health services), support with property management, and rent and behaviour management. Housing First is time unlimited and the complete withdrawal of supports, constituting a full exit from the programme, should only occur in very exceptional circumstances

The intensive visiting support team will maintain a client caseload of 1:12 depending upon the intensity of need, which can be discussed with the Contracting Authority.

Members of the intensive tenancy visiting support team must:

- Be capable of responding effectively to a wide range of high and complex needs.
- Be able to build relationships with the target group whose needs may include enduring mental health problems and personality disorders, physical health issues, ongoing alcohol and substance use dependence, offending behavior of all natures, disabilities, and challenging behavior
- Ensure an in-depth assessment of needs and a risk assessment is carried out, resulting in effective tailored support & risk plans are in place with regular reviews.
- Responsible for ensuring at least 1 house visit is carried out weekly unless agreed otherwise.
- Responsible for efficient and effective communication with project estate officers within local authority and AHBs, particularly if house visits are problematic and house visits are denied by tenants.
- Support Tenants to manage their own front door as a priority. Link tenants with key support services in the community e.g., Community Gardai, during the first week of their tenancy.
- Support Tenants to manage their housekeeping and communicate when a property is in need of intervention or requires landlord maintenance.
- Assist and empower Tenants to manage their tenancies with key interventions to support them and link them to other community resources.
- Support Tenants with their recovery focus and support their health needs by making referrals if required to the Multidisciplinary Team via the HSE.
- Support the HSE and Multidisciplinary Teams to connect Tenants with Primary Care Teams in the Community.
- Support Tenants in the payment of their rent and support them to address arrears with payment plans should the need arise.
- Provide advocacy and referrals to community services with the goal of supporting Tenants to integrate into their communities.
- Ensure a Care and Case Management approach is always taken, ensuring that PASS Case Notes are up to date, factual and inputted in a timely manner.
- Provide Out-of-Hours Support to Tenants when required.
- Support Tenants to be good neighbors and help address wider community issues as they arise, the Tenants wider environment is as important as their home
- Be able to gain a good understanding of the person's needs to communicate and seek support from the Housing First Multidisciplinary team that is in place and/or refer and seek the maximum support from other community services where required.

2.4.2 Ancillary Support Services

Peer Support:

Peer Support can be provided by a proposed team member who have lived experience of drug use/homelessness and who are in recovery and are in a position to provide appropriate supports based on their experience. The role of such team member is to build rapport with service users along with working in tandem with other members of the Housing First team as well as Housing First Multi-disciplinary team and community services to provide vital support to clients of the Housing First program. The FTE role can be fulfilled by multiple part-time staff.

For consistency across regions/providers please see below the role descriptor for a Housing First Peer Support Specialist:

Peer specialists or peer support staff are individuals who, at one point, overcame personal challenges in which they needed to obtain assistance and treatment in order to engage in personal recovery or to integrate into normative social roles. Examples of the challenges faced by individuals with lived experience include; mental health problems; problematic substance use; a history of prison custody, homelessness, domestic violence, physical or sexual abuse; and other challenges.

Main duties –

- **Provide Guidance and Support:** Offer information, encouragement, and mentorship to clients or service users in both individual and group settings, leading by example to support their mental health recovery journey.
- **Empower Participants:** Support participants in living independent, fulfilling lives by helping them set and achieve their personal recovery goals.
- **Collaborate with Services:** Work closely with mental health and recovery services, as well as other professionals to advocate for participants and ensure coordinated care and support.
- **Goal Development:** Collaborate with participants to create personalised recovery goals and assist them in implementing strategies to achieve these goals.
- **Share Lived Experience:** Share your own experiences with mental health challenges (where appropriate) to inspire and support participants in their recovery.
- **Empathy and Compassion:** Demonstrate understanding and empathy toward participants, helping them navigate their individual journeys toward mental health recovery.
- **Caseload Management:** Effectively manage a caseload of participants, ensuring regular follow-up and consistent support, including efficient scheduling and coordination of meetings.
- **Travel for Home Visits:** Travel to different locations, including participants' homes or public spaces, to provide in-person support as needed.
- **Facilitate Training:** Organise and lead one-on-one or group education sessions relevant to mental health and substance use recovery.
- **Family Liaison:** Maintain professional communication with participants and their families, providing support and updates when necessary.

- **Safe Work Practices:** Follow all safety guidelines and immediately report any incidents or concerns to relevant authorities.
- **Documentation:** Maintain accurate and up-to-date records, ensuring all documentation relevant to the role is completed in a timely manner.
- **Professional Development:** Participate in ongoing training, supervision, and mentoring to enhance skills and contribute to personal and professional growth.

Please see the Peer Support Toolkit developed by the Housing First National Office for more details in relation to recruiting a PSS, preparing your organisation, training and supervision, support and retention, community inclusion and social integration, and sample application forms and job descriptions.

Community Integration:

Community Integration will involve a team member who is able to effectively and efficiently develop successful pathways into community services, social enterprise opportunities, training, education and employment aligns with the client's capacity, preferences, assets and personal development goals. The aim of such a role is to create these pathways for the person to be able to uphold obligations to their neighbours and community, fully participate and integrate meaningfully in the community and wider society.

For consistency across regions/providers please see below the role descriptor for a Housing First Community Integration Worker:

A Community Integration Worker supports clients to integrate and participate fully and meaningfully in the community and wider society; developing successful pathways into community resources, social enterprise opportunities, training, education and employment as aligns with the individual's preferences, assets and personal development goals.

Main duties –

- Promoting the social inclusion of Housing First clients into local communities through effective use of community development principles and practices.
- To support and facilitate clients to access a range of opportunities in their local community
- Connecting people to non-medical sources of support or resources in their community.
- Utilise the HSE social prescribing program, which addresses health influenced by social factors like poverty and isolation, by connecting individuals to non-clinical community supports that enhance overall well-being.
- Develop and maintain positive working relationships with all stakeholders and develop productive positive working networks within the wider community
- To develop individualised plans around personal development, accessing training, employment and enjoyable/productive meaningful use of time based on the on unique attributes, preferences and aspirations of the individual.
- Ensure support plan outcomes are focused on the development of a socially valued role.
- Support with accessing local groups and activities for example, sporting, music, arts and cultural activities, green space or gardening, debt advice or budgeting, physical activity and leisure, library membership, volunteering, housing maintenance and more
- To establish and maintain positive, trusting relationship with the person being supported, that is based on respect, equality and that promotes independence.
- To ensure all person specific entitlements and opportunities are utilised to their maximum

benefit.

- To develop strategic links, collaborations and robust pathways with relevant external stakeholders and agencies focusing on various levels of participation & sustainable social role development.
- To ensure a health, safety and welfare of self, colleagues, and clients is a priority at all times.
- To understand the barriers that exist to integration and explore appropriate mechanisms to overcome these barriers.
- Assisting in addressing any issues / concerns / grievances / complaints that arise in interactions with public services;

2.4.3 Tenancy sourcing and delivery

Applicants must demonstrate capacity to utilise Housing schemes available to them, seek access to housing units from other housing providers (voluntary housing sector/local authorities) and the open market to support the progression of the target group into appropriate long-term housing and to facilitate households who have experienced tenancy breakdown.

In addition, Applicants are required to include the number of housing units which they will be able to source to assist with meeting the national Housing First targets and at a minimum should be no less than 20% of the new tenancies to be serviced as part of their initial application for the Panel.

For example, if an application bids for 96 existing tenancies, to be increased by 35 new tenancies in the first year and then by at least 35 new tenancies for the 2nd and 3rd years of the contract. The applicant in that case would be expected to provide 21 units over the 3 year period. The minimum number of units to be provided every year will apply for the full duration of the initial contract where contract options are utilised for up to 7 years.

Applicants must demonstrate the ability to deliver on these commitments.

2.4.4 Referrals/Intake Services

Panel members who are successfully appointed to deliver these services must ensure the intake case management team has resources to manage the intake of new Housing First clients. This will involve assertively engaging with the client in a variety of environments. This cohort will be agreed with the DRHE, Local Authorities and other stakeholders in line with the Housing First Criteria and data from PASS.

The Dublin Assertive Outreach Team, is the first point of contact for people who are rough sleeping and have a vital role in making referrals to the Housing First programme . Consequently, the Assertive Outreach Team and appointed Housing First Intake Team will liaise and work in tandem to ensure that service users continue to engage during the intake process for Housing First.

A referral sub group will be established to review HF referrals and the suitability for the programme. This group will be formed and facilitated by the DRHE in conjunction with other relevant stakeholders who will be invited to attend the sub-group.

Once the referral is agreed by the sub group, the Housing First intake team will carry out an assessment ensuring all relevant information is gathered, a risk assessment is completed, determining if the person is suitable for the Housing First programme and that the client has an understanding of the programme.

No automatic exclusion criteria will apply, other than local authority housing criteria and core Housing First criteria, as specified in the Housing First Model (willingness to pay rent, commitment to engage and a minimum of 1 visit per week).

The hours of operation of the Housing First - Intensive Case Management and Intake Service will be 8am to 8pm Monday to Sunday, with an emergency response by Housing First staff team members available outside these hours.

The Intake Team will be required to:

- Work in tandem with the Dublin Outreach teams in a variety of settings, including street work in order to ensure a robust collaborative assertive engagement is delivered to people who are entrenched rough sleepers and or in emergency accommodation.
- Participate with Dublin Outreach Housing First Coordinator, Local Authorities, HSE and other relevant stakeholders regarding new intake participants.
- Work with all Statutory and other NGO Organisations to support information gathering and preparation for a new tenancy.
- Work with the Prison and Probation Services in terms of linkages with in-reach into the various Prisons with prospective Housing First Tenants.
- Carry out assessment for Housing First suitability in a variety of settings through referrals made by DRHE and sources agreed with DRHE including social inclusion teams, drug and alcohol outreach team, hospitals, care setting and prison.
- Ensure that service users and service providers have a good understanding of what housing first is and will clearly communicate suitability of potential service users.
- Assist eligible rough sleepers to register with the relevant Local Authority, ensuring prioritisation for Housing First tenancies and supporting people in their transition to tenancies.
- Assist and refer people to a variety of support services to ensure biopsychosocial needs are being supported.
- Where extreme weather / incident events occur, assist in supporting people who would be vulnerable and require rapid interventions.

2.5 Resourcing Requirements and Parameters

The Contracting Authority requires Applicants to propose a team to be put in place who would provide the following services based on the number of tenancies the Applicant is proposing to service and property units they will source and provide directly themselves as part of their Application (Section A1c):

- i. Intensive Case Management (Visiting Support Team)
- ii. Ancillary Support Services (Peer Support and Community Integration)
- iii. Tenancy Sourcing and Delivery

2.5.1 Housing First Service Model/Staff Rota

The Housing First is a Monday to Sunday 8am-8pm visiting support Service, supported by on-call service that provider cover over a 24 hours period 365 days a year.

Panel Applicants must provide a sample weekly staff Rota from a service perspective showing how many staff will be available to cover the service for 7 days 8am-8pm supported by an on-call service provision for outside of these hours and weekends to ensure full coverage. There should also be an emergency maintenance service in place, to deal with situations that need to be dealt with outside of usual hours e.g. smashed windows, changing locks etc. This maintenance aspect of the service does not need to be priced as it is now covered provision for full recoupment of vouched maintenance costs. See section 1.6 above.

2.5.2 Proposed Team

Applicants must provide an organogram for the proposed Team and provide the relevant qualifications/professional competencies that are required for each proposed team member as part of their response.

At a minimum the proposed team should comprise of:

- a) A dedicated Service Manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.
- b) An alternative Manager who will be available in the absence of the dedicated Service Manager, this person should also have the authority to deal with all matters in relation to the contract.
- c) Intensive Case Managers (ICM) for visiting supports: it is expected that the minimum education standard for ICM posts will be Level 7 Degree in Social Care or similar field or equivalent¹/CORU registered. Based on an allocation of 12:1 (client: ICM)
- d) A Peer Support Specialist(s) – please note that this cannot be greater than 1 FTE, however it can be less depending on no. of tenancies/properties to be provided
- e) A Community Integration Officer – – please note that this cannot be greater than 1 FTE, however it can be less depending on no. of tenancies/properties to be provided
- f) A Property Sourcing/Management Officer – – please note that this cannot be greater than 1 FTE, however it can be less depending on no. of tenancies/properties to be provided

Please note:

- 1. For Peer Support Specialists, Community Integration Officer and Property Sourcing, the actual allocation of funding for these roles will be based on review of tenancies being awarded under initial contracts and may result in funding for part-time roles e.g. a successful application may be given funding.5 of FTE of a Peer Specialist.
- 2. Completed CV's or job descriptions where relevant which will set out the proposed standard for experience and qualifications for the nominated roles of the Service Manager (or equivalent), Team Leader, Intensive Case Manager, Peer Support Specialist, Community Integration Role and Property Sourcing/Management Office or equivalent.
- 3. It is expected that all Team Members will have a minimum of a Class B Driving License, exceptions must be agreed with Contracting Authority.
- 4. The effect of TUPE, if and when it occurs, will determine the final requirement for non-TUPE staff – TUPE data will be provided to the lead group of tenderers, and final agreements will be negotiated based on the information made available at that time.

¹ E.g. CORU registered

2.5.3 Service Manager

The dedicated Service Manager will work directly with the DRHE nominated resource(s), on all matters that directly relate to the delivery of the service, to ensure the smooth day to day operation and must provide “real time” responses to issues arising. It is expected that any problems which arise are resolved with the appropriate DRHE nominated resource as quickly as possible. Where an issue arises with a resource provided by an appointed provider, the DRHE nominated resource shall inform the Service Manager and agree with them a course of action, however, the Contracting Authority reserves the right to seek removal of the resource from the Contracting Authority’s service.

It is expected that the Service Manager will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary. Supplier performance will be continually monitored over the term of the contract. Quality of service, cost competitiveness and turnaround time for specified tasks or requests will be the main criteria for measuring performance.

2.5.4 Allocation of Tenancies/Ratios

The Contracting Authority will allocate tenancies through the initial contracts to be awarded upon establishment of the Panel. Managers and Team leaders should ensure that caseloads are evenly distributed to ICMs to ensure there is a balance across the caseloads. Where situations arise regarding a tenancy that may require additional resources / supports due to level of complex need this can be raised with the Contracting Authority who will review the case based on receipt of a report from the Housing First Manager along with the Housing First Multi-Disciplinary Team which would outline the level of need and requested resources to support and maintain the tenancy.

2.5.5 Team Leader Ratio

The Contracting Authority finds the ratio of 1:8 for Team Leaders to be an acceptable ratio to provide an important support layer as part of intensive case management of the HF case load.

2.5.6 Community Integration Workers

The Contracting Authority is of the view that for the purposes of achieving the maximum benefit from the role of Community Integration Worker (CIW) for services users, this post should have a geographical remit, which will require development. Panel Applicants must price for one community integration worker and based on the number of tenancies, the allocation of Community Integration Workers will be based on the number of tenancies awarded per contract and may be allocated on the basis of part-time hours due to the level of tenancies e.g. .5 of FTE or less. See Section 2.4.2 above for Role Descriptor.

2.5.7 Peer Specialists

The use of Peer Support Specialists is considered an important skill set within the Housing First Team. Panel Applicants must price for one peer support specialist based on the number of tenancies. The appointment of Peer Specialists will be based on awarded of contract and may be allocated on the basis of part-time hours. e.g. .5 of FTE or less. Please include the rationale and

relevant sectoral pay scale in the notes as part of the pricing schedule See Section 2.4.2 above for Role Descriptor.

2.5.8 Property Acquisition Officer/Property Monitoring

As part of a proposed Housing First team per provider this should include a member(s) of staff who is/are responsible for the sourcing of properties and monitoring/management of the tenant properties from the perspective of the tenant (not the landlord) to include but not limited to:

- property monitoring, upkeep, and review
- household set up.
- dealing with day-to-day requests in relation to property upkeep
- liaising with the relevant stakeholders and carrying out relevant duties including the agreed property maintenance approval process.

2.5.9 Changes in Personnel

Applicants must indicate how they will minimise disruption to the service delivery when changes to personnel occur.

Notification must be sent in writing to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written advance approval of the Contracting Authority, at least three (3) weeks prior to the proposed change. Replacement personnel must be of equal or better standing than the personnel originally nominated in terms of qualifications and experience.

2.6 Service Mobilisation

The existing tenancies need to be secured and supported in an efficient and effective manner and the sooner the service can commence and complete the transition the better it is for existing tenants. Applicants must set out a clear and robust plan which sets out the risks and clear mitigation strategies to commence and complete the transition as quickly and as effectively as possible. Applicants should demonstrate agility and take account of the need to onboard staff in tandem with the transitioning of tenancies. To ensure continuity/stability of care for the housing first existing tenants, Panel applicants will need to set out an effective time/line project plan for transition of existing tenants. It would be expected that the service mobilisation plan should have a timeline of between a 3 to 6 month period.

In order to ensure a smooth transition for existing tenants / intake clients and to minimise the impact of a contract change, there will need to be a robust and comprehensive handover conducted in a timely manner ensuring continuity of care to all clients under the housing first programme.

Appointed providers will be required to have sufficient staffing for the handover and participate with the previous contract holder to ensure an orderly handover is carried out as efficiently as possible.

In the interests of Housing First clients, there is preference for sustainable models that create greater levels of expediency in terms of the transition of existing tenancies.

Applicants should also clearly address the following in their response, how:

- resourcing and recruitment needs will be addressed as part of resourcing/scaling up service. On this basis, Applicants are required to put forward a recruitment plan to demonstrate their ability to source the necessary staff for their proposed team. This recruitment plan should underpin the approach to pricing and should take a best value for money approach.
- The full scheme of harm reduction strategies/protocols and tools should be utilised to support low threshold tenants with complex needs which make up a large cohort of the clients base.
- Hybrid working arrangements, if permitted at organisational/service level, will be managed as part of the delivery of the services to ensure the necessary level of quality of the service received by Housing First clients is assured. It is considered that due to the nature of these services, onsite working is more operationally appropriate.
- The new housing units will be sourced to meet targets set by the Contracting Authority, including those to that must be sourced and supplied by the Applicant. This should include how this strategy will be resourced, along with associated risks and proposed mitigation measures.
- you will work effectively and collaboratively with the MDT (Health Supports) provider for all tenancies as part of the methodology to service delivery. Tenancy support services will work together effectively with the relevant AHB in the interests of the tenant, including where the service provider will be the potential provider of both e.g. ICM is made aware when the relationship between the tenant and the AHB is becoming fraught and eviction is being considered.

2.7 Contract Management

The nominated contract manager shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

Appointed providers will report and be accountable to the Contracting Authority and is obliged to provide the reports as required on the outcomes for the target group. The PASS CRM System is the recording platform selected by Local Authorities nationally to be used in recording tenancy and client / service user data, this will be the only method accepted to monitor this element of service contract provision and must be usable and accessible by the appointed providers.

As part of contract management there must be engagement with DCC to effectively plan for and manage challenges related to service delivery. This includes strategies for filling vacant posts, utilising agency staff, modifying existing roles, or creating new roles to address gaps. No new posts can be created as part of these services without prior approval from DCC.

Appointed providers will provide performance management reports as directed by the HFNO. DHLGH, DoH, HSE and other statutory bodies as required. A Housing First Monitoring Report will be completed and submitted to the Contracting Authority 7 days in advance of the scheduled Monitoring Meetings with the HFNO. A copy of the form has been provided with the procurement documents.

The following are Key Performance Indicators

1. The Provision of Housing Units
2. Property Management
3. Intensive Case Management

4. Intake (Quarterly Reporting Requirements)
5. The Planning Provision, Management and Utilisation of Staff
6. Health and Engagement with MDT
7. Critical Incidents:
8. Peer Support
9. Community Integration
10. Graduation and Disengagement from the Housing First Programme

Metrics will be devised to measure the KPIs as part of data collection/monitoring and review. Please note KPIs and associated metrics may be amended or added to during the life-time of the contract as part of contract management. PASS is the base line for all homeless data, other KPI's will be require as per the Housing First Monitoring form (published within the procurement documentation) which has case studies to support and highlight possible gaps in systems and service provision.

NOTE: Panel Applicants should note that contract management activities will be non-billable.

2.8 Sustainability

The Contracting Authority is committed to the principles of sustainability and climate action including promoting the circular economy and positive social outcomes through its activities, and it encourages the implementation of sustainability principles in its procurement practices and throughout the delivery of all contracts.

2.9 Costs

The Contracting Authority currently cannot make more than 10% contribution to the indirect overhead costs. Indirect costs need to remain within this amount in the Pricing Schedule. The pricing schedule must include total indirect costs, and the formula will allow only 10% to be included.

Please also note targets are projected so resourcing and therefore payments will reflect actual tenancies being serviced by the appointed service provider and that increased resourcing, and payments will correlate to increases in the number of tenancies being serviced as additional tenants are assigned to the providers

2.8.1 Pricing Schedule (Two Versions to be Submitted)

Applicants will be required to complete the Housing First Dublin Panel Pricing Schedule **twice** (**separate Excel Spreadsheet x 2**):

1. **For Evaluation purposes:** based on a minimum allocation of 96 existing tenants at the beginning of year 1, increasing this by 35 tenancies by the end of year 1 and then by 35 tenancies for each subsequent year for the duration of the initial contract (3 years). It should also include the sourcing of at least 21 housing units over a 3-year period. This allows for an evaluation of all applications under cost on a 'like by like' basis.
2. **For Contractual purposes:** based on the number of the tenancies that have actually been pitched for as per Section 2.3.1 which will form the basis of negotiation meetings/contractual agreements e.g. 172 existing tenancies plus targets (70+70 +70) and should include the sourcing of at least 42 housing units. Whatever rates are used in the first pricing schedule for the minimum allocation for evaluation purposes, will have to be used in this pricing schedule for the actual number of tenancies/housing units to

be serviced and provided. Where there are discrepancies the lower pricing rates will be applied to both.

For both versions Applicants should not price for more than:

- 1 FTE Peer Support Specialist only
- 1 FTE Community Integration Officer only
- 1 FTE Property Sourcing/Management Officer only

However, please note that you can price for less than this 1 FTE for these roles as part of what you are actually pitching for, e.g. .5 of FTE Community Integration Officer if this is enough based on no. of tenancies to be serviced. In addition, the actual allocation of funding for the above listed roles will be based on review of tenancies being awarded under initial contracts and may result in funding for part-time roles e.g. a successful application may be given funding .5 of FTE of a Peer Specialist.

TUPE may have an impact on pricing. TUPE data where applicable will be circulated and the impact of obligations arising under TUPE will be taken account of as part of negotiation/ updated pricing for contracts to be awarded.

2.8.2 Office Space

Please note for pricing Office Space, it is recognised that additional office space will be required to accommodate the Team providing services to the Housing First programme as it grows. To ensure cost effectiveness Tenderers are asked to cost for office space on the basis of the following:

- The service is predominately an outreach service
- All staff will not need access to desks/computers at the same time.
- There will be a staggered onboarding of staff over the duration of the contract
- Staff will need access to meeting space that can accommodate team meetings.
- The use of existing infrastructure should be optimised before seeking additional office space.
- Office space must have the capacity to facilitate HF tenants dropping into the office
- Long term solutions that will offer more value over the life of the contract should be prioritised over short-term solutions which will end up costing more over the life of the contract.
- All new leases must to be approved in advance by the Contracting Authority before being entered into.

If the Housing First team are located with another aspect of their service where the office space is already funded, that the costs of including the Housing First team should be apportioned for this funding. The same methodology to apply for new office space. Any revision to allocation methodology to be notified to DRHE. The DRHE may choose to review existing leasing arrangements in such circumstances

2.8.3 Further Pricing Guidance

There is a further pricing guidance document within the procurement documentation which has been published eTenders and which must be adhered to by Applicants.

2.8.4 Vouching

As part of the contract management the vouching of expenditure pursuant to the pricing schedule may be requested subject to the ceiling of prices submitted with priority areas to include:

- o Travel
- o Recruitment
- o Telephone / Broadband
- o Training
- o Other care cost
- o Properties, leases & set-up costs

Panel Applicants are also required to provide a price breakdown in terms of the composition of each of the cost items with the rationale/assumptions upon which the pricing for the item is based in the 'comments' column of the pricing schedule.

3 Admission to the Panel, Duration and Awarding of Contracts

3.3 The Initial Application Process / Initial Contracts

There will be an initial call for applications as per the dates on the front cover which will be subject to an initial deadline to allow for processing of applications for the purposes of ranking and the awarding of initial contracts.

Where the needs of the Contracting Authority cannot be met through the successful members of the existing Panel, the Panel may be reopened at intervals over its lifetime for new applicants and a reordering of ranking may occur at these intervals based on the outcome of subsequent evaluations, which may be applied for the awarding of subsequent contracts under the Panel. Where it is being re-opened all members will be notified and a Prior Information Notice will be published on eTenders / OJEU to ensure all interested parties are duly notified.

Applications submitted prior to the initial deadline can be considered as part of ranking and the award of initial contracts. Applications submitted after the deadline will only be considered as part of a reopening of the Panel/call for new providers at the discretion of the Contracting Authority.

3.4 Duration of the Panel and Initial Contracts

The panel will be established for **ten (10) years**.

The Contracting Authority will determine initial contracts to be awarded once the Panel has been established.

Initial contracts under the Panel for the provision of tenancy support and tenancy/property sourcing services will be Tenancy Supports and Sourcing services for a period of three (3) years with the option to extend for a further 2 periods of up to 3 years, up to a maximum duration of seven (7) years in total, subject to annual, periodic, and other reviews, at the sole discretion of the Contracting Authority. In circumstances where insufficient qualified members emerge, the Contracting Authority reserves the right to award multiple contracts to a single provider.

Additional contracts may be awarded under the Panel. It should also be noted that contracts awarded under the Panel(s) may extend past the life of the panel.

3.5 Estimated Value of the Panel

The level of expenditure cannot be guaranteed in any given year. The total estimated value of contracts which could be awarded under the Panel over 10 years is between €80,000,000 and €99,000,000. This estimated value is linked to CPI indexation and may increase in line with this indexation pursuant to Article 72(3). Any additional spend will be subject to budgetary approval protocols which apply to the Contracting Authority.

It is emphasised, however, that these figures provided are strictly for indicative purposes only as there is no guaranteed expenditure under the Panel.

3.6 Estimated Value of Initial Contracts

The likely value of initial contracts in their totality which may be awarded under the Panel is between €56,000,00 and €69,300,000 over 7 years. This estimated value is linked to CPI indexation and may increase in line with this indexation pursuant to Article 72(3). Any additional spend will be subject to budgetary approval protocols which apply to the Contracting Authority. However, please note depending on the response, ranking and capacity of Panel members

contracts may be divided into different values within this overall estimated value as per Section 3.8 below.

It is emphasised that these figures provided are strictly for indicative purposes only and individual contract values could fall outside of the indicative bands in particular where they may be of an extended nature. It is also emphasised, that there is no guaranteed expenditure under this agreement.

3.7 Admission to the Panel

Applicants who meet the minimum qualifying requirements will be placed on the panel subject to verification of self-declared information. In addition, Applicants must also agree to the terms and conditions of the panel as set out in Contract of Service.

3.8 Awarding of Initial Contracts

Successful applicants will be ranked based on their response against the award criteria. Initial contracts will be awarded based on the following:

- On the ranking of panel member, based on the award criteria
- The capacity/scalability of the Panel applicants/members
- Access to resources/existing resources/the level of investment already made which can be leveraged by the Panel applicant/member
- Existing commitments of Panel applications/members
- The urgency of services to be provided
- The need to ensure value for money
- The need to ensure service continuity and sustainability
- The needs of the client group
- The application of resourcing ratios to the number of tenancies
- The degree of assistance being offered in terms of securing housing units to meet national targets for Housing First.
- The need to award the initial contracts such that it results in the smallest number of providers in which investment will need to be made to meet the immediate requirements and ensure value for money
- The need to award contracts such that it results in the smallest number of providers to manage and co-ordinate services between to ensure operational efficiency and service cohesion
- The outcomes of negotiations held with top ranked Panel applicants/members. This could impact ranking.

Consequently, initial contracts will be devised and awarded on the basis of the above and once the requirement is met no further contracts will be awarded.

For example, and subject to the above, if the immediate requirement can be met by the first ranked Panel member no further initial contracts will be awarded, and equally if the immediate requirement can only viably be met through awarding contracts to the top three (3) ranked Panel members then this approach will be taken. The level and quality of the response from the sector will have an impact on this. Please note also on the basis of the above criteria, that contracts with reduced or increased amounts of tenancies and targets may be awarded to that pitched by applicants.

Applicants are reminded that they may rely on the resources of other entities (3rd parties) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required (see Section 3.13 below).

3.9 Awarding of Subsequent Contracts under the Panel

After the awarding of initial contracts, where the need to award additional contracts arises over the duration of the panel they may be awarded in accordance with the criteria as set out under Section 3.8 above.

However, the Contracting Authority reserves the right to conduct a mini-competition with three (3) or more panel members at their discretion.. In the case of mini tenders, panel members shall be invited to tender, and contracts will be awarded to the most economically advantageous tender evaluated through the application of the award criteria as set out herein and adapted as necessary for the specific mini-competition.

The selection of those to be invited to tender will be based on the criteria in Section 3.8 above. Please note for the award of subsequent contracts e.g. it may be a requirement that those invited are already providing certain services to ensure continuity of service, effective contract management/provider co-ordinator, value for money etc.

3.10 Right to Negotiate prior to Awarding Contracts

Following the initial evaluation of responses the Contracting Authority reserves the right to:

- (a) move straight to a contract award decision, without negotiation
or
- (b) negotiate with all Panel Applicants
or
- (c) apply the successive reduction rule to invite **the top scoring Panel Applicants** from the evaluation of applications for Panel Membership/Responses to Initial Contract Requirements from the competitive set that can meet the immediate requirement in its totality to the negotiation stage. This could be confined to a single provider or be with a number of providers depending on the response of the sector/nature of the responses. The Contracting Authority reserves the right to invite additional top scoring Panel Applicants to ensure the immediate service requirements can be met while taking account of the considerations/criteria as set out herein in Section 3.8 above. For example, the need to award contracts such that it results in the smallest number of providers in which investment will need to be made to meet the immediate requirements and ensure value for money

Note: a similar process will apply to mini-competitions.

Where negotiation meetings take place, all aspects of the submission may be discussed, including costs. Those tenderers will subsequently be afforded an opportunity to submit a Best and Final Offer (BAFO), which will be assessed against the award criteria.

It should be noted that the Contracting Authority reserves the right to award the initial contracts / subsequent call off contracts (where relevant) without recourse to negotiations.

3.11 Right to use Different Types of Contracts and Contracting Models

The Contracting Authority reserves the right to:

- not award contracts under the Panel
- award a fixed term contract,
- award a contract(s) with options

3.12 Right to Contract outside of the Panel

The contracting authority also reserves the right to contract with individuals outside of the panel to include the use of other Frameworks or go back to the market, ensuring compliance with public procurement on all occasions.

3.13 Contract for Service/Service Level Agreement (SLA)

Please refer to the draft Contract for Service with draft KPI's. In addition, the Contracting Authority may also utilise an SLA for more operational details to support the operation of the contract for service and the implementation of the agreed policies, procedures and protocols within the Contracting Authority. However, service providers are expected to comply with all the relevant policies, procedures and protocols for managing the Housing First programme and any changes or requests by the Contracting Authority including those imposed by any new business systems requirements on delivery and will implement these changes without prejudice, during the period of the contract.

3.14 Statutory Instrument 131/2003 and possible TUPE

Tenderers are advised that in the event of significant transfer of undertakings, businesses or parts of businesses, the provisions of SI 131 of 2003 *European Communities (Protection of Employees on Transfer of Undertakings – TUPE) Regulations 2003* may apply. The successful tenderer will therefore be required to indemnify the contracting authority fully in respect of any losses, damages, costs or expenses of any kind incurred arising from their compliance with the TUPE Regulations.

Tenderers will be required to inform themselves by their own enquiries as to the potential applicability of the TUPE Regulations and to take this factor into account when preparing their tenders, which will be deemed to include all the potential costs likely to be incurred as a result of any ensuing obligations under TUPE.

It should be noted that, in nominating resources, tenderers must assume that TUPE may not apply and therefore tenderers must provide full details of their own proposed resources for the provision of the service when responding to relevant award criteria.

Applicants must complete in their submission Appendix A Schedule 3 - Declaration re Acquired Rights in the TRD, an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

To this end, all applicants shall confirm in writing their full and unreserved commitment to applying in full the terms of the Charter on Incorporating Acquired Rights (TUPE) into Contract Award Procedures 2010, as contained in **Appendix 8 – CHARTER ON INCORPORATING ACQUIRED RIGHTS (TUPE)** of this Tender Document. Written agreement to the terms of the Charter must be submitted by signing and returning the declaration contained in **Appendix 8A** in the Tender Response Document.

3.15 Applications from SMEs/Consortia and Reliance on the Capacity of other Entities

Applicants are reminded that they may rely on the resources of other entities in order to meet criteria and/or deliver elements of the contract requirements on condition that they can prove to the satisfaction of the Dublin City Council that they will have these resources at their disposal when necessary.

Therefore, an Applicant may consist of a grouping of any number of economic operators² where a group come together in whatever form i.e. consortium, joint venture, subcontractors etc. to submit an application in response to this Panel Invitation. Regardless of the legal relationship between them, the Contracting Authority will deal with all matters relating to this competition through the entity the “Prime Applicant” who will carry overall responsibility for the performance of any contracts awarded under the panel, if successful and irrespective of whether or not some tasks are to be performed by a subcontractor or other consortium member.

The Prime Applicant must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact authorised to represent the Applicant and to whom all communications shall be directed. Correspondence from any other person (including from any subcontractor) **will not** be accepted or responded to.

The Prime Applicant must also identify in their application form all other entities upon whose resources/expertise they may be relying upon to qualify and/or deliver any aspects of services under contracts which may be awarded under the Panel.

Where the Applicant consists of a grouping of economic operators and the Applicant is subsequently successful in being awarded a contract the Contracting Authority may require the other members to enter into a formal arrangement that can support the provision of collateral warranties to the Contracting Authority for their contractual performance.

² ‘Economic operator’ means any natural or legal person or public entity or group of such persons and/or entities, including any temporary association of undertakings, which offers the execution of works and/or a work, the supply of products or the provision of services on the market; (Art 2(10) of Directive 2014/24/EU).

4 Instructions to Applicants

4.3 Completing the Panel Application Form

When completing the Panel Application Form in the Appendices to this Document, Applicants should note the following conditions:

NOTE:

Applicants are **prohibited** from editing or deleting text in the forms provided. Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Application Form if required. The amendment of text may result in an applicant being eliminated from the process. Where text changes are required, these must be raised in advance with the Contracting Authority, who will amend as appropriate and upload an updated set of documentation on eTenders for general consideration by all interested parties.

All questions must be completed in full and without reference to other documents or other parts of the Application Form.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Application Form is aimed solely at determining the suitability and choice of Applicants for entry to Panel and the awarding of contracts. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

The Application Form must be completed in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in Euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail, or to explain adequately any relevant matters, may result in such data or information not being taken into account during the evaluation process.

Applicants for qualification may include individuals, partnerships, limited companies, groupings, or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality in order to enter into the contract.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of The Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture, Applicants must ensure that all the relevant information is provided and where necessary provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Panel Application Form or to request additional information from a Service Provider after the date for submission of completed Panel Application Forms has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

Applicants are strictly prohibited from discussing any aspect of their application to the Panel Application Form with other Applicants or otherwise exchanging information or colluding in respect of the project. Any Applicant who fails to comply with this requirement may be disqualified.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by The Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

4.4 Requests for Clarification/Queries

An application means the submission by an Applicant of a completed Panel Application Form and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement or omission (negligent or otherwise) in this Document, or any other information given to Applicants.

All queries should be submitted on or before the date on the front cover to enable clarifications to be issued to all interested Applicants prior to the initial deadline date for the receipt of initial applications.

Requests for additional information and clarification on any matters must be made by via the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the etenders website.

4.5 Accessing Documents and Submission of Applications (eTenders)

4.3.1 Accessing documents (eTenders)

To download all documents associated with a particular Call for Tender (CfT), Economic Operators must express an interest in the Call for Tender by associating a user from your organisation with the CfT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. To do this you must do the following:

- a) Log-in to the system;
- b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop-down menu
- e) Complete the “Association with the CfT” tab.
- f) This will then provide you with a link to “Tender” under the Show CfT Menu

4.3.2 Submission of Applications (eTenders)

The Contracting Authority is using the postbox facility on eTenders. It is the responsibility of Applicants to use the tender facility correctly, which includes taking responsibility for the safe and timely delivery of their response.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the initial closing date/time stated. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic tender facility, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new eTenders platform prior to the closing date.

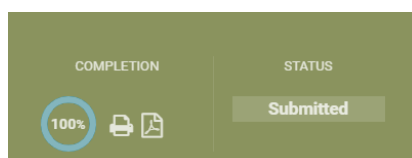
The Contracting Authority will not be responsible if an economic operator fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read by Dublin City Council.

In order to facilitate assessment, Applicants are kindly requested to submit a single attachment inclusive of the completed Application Form(s)/ tender(s) and all related appendices. The preferred method for submission is a Zip file in order to protect the integrity of file names.

Economic Operators should note the following when making their submission:

- There is a maximum upload limit of 500MB per submission
- After submitting a response, the response may be modified and re-submitted as many times as may be necessary.

In responding to respond to a tender without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above and an email directly to the inbox of the person who uploaded and submitted the response, you have not complied with the requirements for submissions and you **HAVE NOT** submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of eTenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline if they wish to be considered for the initial work to be awarded under the Panels.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via

- Phone +353 818001459,
- Email irish-eproc-helpdesk@eurodyn.com or
- Select 'Contact Us' on the home page.

4.6 Opening of Responses

Applications will be opened in a closed meeting after the initial closing date for receipt of Applications in the presence of such persons as The Contracting Authority, at its absolute discretion, considers appropriate. Applicants will not be present at the opening of applications.

4.4.1 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is stressed that the Contracting Authority does not seek clarification where any of the pass requirements set out in the Panel Application Form have not been met.

Therefore, Applicants should pay particular attention to ensure that their applications contain all the required information as even small administrative errors (such as failure to sign or date a declaration) may not be clarified by the Contracting Authority where the required information forms part of the pass requirement.

4.4.2 Interference

Any effort by the Applicant to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation, and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.4.3 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

4.4.4 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any Applicant that makes any change to its composition after submission of an Application. However, Applicants are entitled to reapply on basis of a new membership structure in the case of consortiums or groupings. It should be noted that lead applicants cannot submit under more than one application.

4.4.5 Sufficiency & Accuracy

Panel Applicants will be deemed to have examined all the documents submitted and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of the application/tender.

Panel Applicants are cautioned to check the accuracy of their submission. A response found containing any clerical errors or omissions may, at the sole discretion of the Contracting Authority, be referred back to the Applicant/tenderer for correction. Any subsequent adjustment(s) must be confirmed in writing.

The Contracting Authority reserves the right to disqualify incomplete responses.

While Panel Applicants are requested to ensure they have included all of the information requested as part of this process, excess documentation which hinders the evaluation process and should not be submitted.

4.4.6 Published Panel Documents - Ambiguity, Discrepancy, Error, Omission

If you consider that you are missing any documents which would prevent you from submitting an Application, please email the contact detailed above as soon as possible.

Applicants shall immediately notify Dublin City Council via eTenders should they become aware of any ambiguity, discrepancy, error or omission in the published Panel documents. Dublin City Council will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Panel Documents.

The Contracting Authority reserves the right at any time, to update or amend the information contained in the Panel document as the Panel remains open for its lifetime.

4.7 Notification of Evaluation Outcome

All Applicants will be informed of the outcome of their proposals following evaluation and any necessary clarifications. Potential outcomes can be:

- a) Letter of Intent of admittance to panel.
- b) Letter relating to award of a contract meeting the initial requirement.
- c) Letter of Regret as application is unsuccessful

In the case of contracts of a value of >€25k, awarded under the Panel, award notices will be published via eTenders.

4.8 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, The Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

4.9 Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be **exclusive of VAT**.

A schedule of payments will be agreed with the successful panel member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by The Contracting Authority is normally Electronic Funds Transfer.

4.10 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the applicant and The Contracting Authority or employees of The Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to The Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the panel. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

4.11 Freedom of Information Act

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to The Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.12 Tax Clearance Compliance

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Applicant shall be required to supply its Tax Clearance Access Number and Tax Reference Number, where relevant, to facilitate online verification of their tax status by The Contracting Authority. By supplying these numbers, the successful Panel member, acknowledges and agrees that The Contracting Authority has the permission of the successful panel member to verify its tax cleared position online. <mailto:nonrestaxclearance@revenue.ie>

4.13 Withholding Tax

Payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

4.14 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to The Contracting Authority.

The contract[s] awarded on foot of this process will be governed by Irish law.

4.15 Brand Names, etc.

Please note in relation to this document; where reference is made to a particular make, source, process, trademark, type or patent that this is not to be regarded as a de facto requirement. In all such cases, it should be understood that the reference in question is accompanied by the words "or equivalent".

4.16 European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section A of the Application Form. However, the Contracting Authority requires evidence via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.

Progression to panel will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority when requested. Failure to provide appropriate evidence within the required timeframe specified will result in the Applicant being deemed inadmissible for the panel but may apply again over the lifetime of the panel.

5 APPLICATION APPENDIX A: PANEL FOR HOUSING FIRST TENANCY SUPPORTS, PROPERTY SOURCING, INTAKE and RELATED SERVICES

Contracting Authority:	Dublin City Council
Procedure:	Panel established for Tenancy Supports, Property Sourcing, Intake/Referral and related Services for the Housing First Programme in the Dublin Region with initial round of contracts and option to negotiate on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU Applicants should note that this Competition is being conducted under Regulation 74 of the European Union (Award of Public Authority Contracts) Regulations 2016 (the “Regulations”) and accordingly is subject only to limited aspects of the Regulations. It should be noted that the process involves the establishment of a Panel and the award of an Initial Round of Contracts.
Duration of Panel	The panel will be established for ten (10) years.
Name of Applicant	
Date	

Please note an Application must consist of completed and submitted:

- **Appendix A**
- **Appendix B**

Two completed pricing schedules

ALL Appendix A CRITERIA ARE PASS/FAIL CRITERIA

A1a. APPLICANT SUMMARY

Weighting: Pass/Fail only.

Pass requirement: Applicants must complete this section.

Applicant Name:			
Address:			
Eircode/Postcode:			
Position:			
Telephone:			
Email:			
Website (if applicable)			
Type of Organisation (Company, Partnership, Sole Trader, Charity, Social Enterprise etc.			
Legal Structure Registration Details (Company No, Charity No. etc or equivalent			
Date of Establishment			
VAT Registration No (if applicable)			
Artistic Disciplines (list all that apply)			
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC ³	Yes	No	

³ *Definition as per 2003/361/EC The company of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR50million, and/or an annual balance sheet total not exceeding EUR43million.

A1b Relying on the Capacity of other Entities.

Panel Applicants can rely on the capacity of other entities. If the Applicant/Tenderer wishes to rely on the capacity of other parties including sub-contractors to meet criteria and/or deliver elements of the contract, full details should be provided below.

Are you relying on the capacity of other entities to meet requirements of this Application/Tender/deliver elements of services if successful:

Yes

No

Details and contributions of Third parties (if applicable):

Official name & address of entity

Role of Entity

Selection/Award criterion where Applicant is relying on their resources to qualify and/or Service/element to be delivered by third party

I confirm that the following entities have agreed to be included in the response for this competition and that if successful that the listed entities are available to deliver the services when required and all relevant details will be provided on behalf of the entities e.g. Tax Clearance, Article 57 Declarations. In addition, we understand we must explain Under Criterion B how these subcontractors will be utilised and managed and include them as relevant in the Resource Schedule and CVs. Finally, I confirm I have the authority to sign on behalf of the Prime Applicant:

Signed:

Name in Capitals:

Role:

Date:

A1c Number of Tenancies to be Serviced/Number of Housing Units to be Provided (Initial Contracts)

It is a minimum requirement that Panel Applicants clearly state how many tenancies they are offering to service and how many housing units they are offering to provide over the first 3 years of initial contracts which will be considered as part of ranking on the Panel and the award of the initial contracts under the Panel (refer to Section 3.8 of the Panel Invitation):

	Year 1	Year 2	Year 3
No. of existing tenancies			
No of new tenancies			
No. of housing units to be provided by the Tenderer			

Self-Declaration Form (A2-A4)

A2 Tax Compliance

Weighting: Pass/Fail

Pass Requirement: Tenderers must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

Option 1:

I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html	Yes	No
	☐	☐
To this end, please confirm:		
Tenderer's Name:		
Tenderer's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents ⁴)	Yes	No
	☐	☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

Option 3:

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request.	Yes	No
	☐	☐

AND (if applicable)

Tax Compliance Declaration of Third Parties

I confirm I will ensure that all relevant Third Parties associated with this tender will be in a position to comply with the Tax Compliance obligations and will provide evidence of same promptly when requested	Yes	No
	☐	☐

⁴ Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Applicants have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx>. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A3 Financial Capacity

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	Yes	No
I confirm that our turnover exceeded €8,000,000 per annum in one of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply evidence of financial standing promptly when requested to verify the tenderer party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below. If turnover figures for 2024 are unavailable, please use 2023, 2022 and 2021 and provide an explanation as to why 2024 figures are not available and when they can be expected.		
Turnover Relating to Lead Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€
Reason if 2024 not available		
Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2024	Turnover in Financial Year 2023	Turnover in Financial Year 2022
€	€	€
Reason if 2024 not available		

A4 Insurances

Declaration to raise insurances when required:

I confirm that if successful in any contracts under the Panel, where the insurance levels required below are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place promptly for the purposes of delivering services under the Panel.

Yes

No

Insurances in place:

Insurance Type	Level Required	Levels in Place	Details of Excess	Expiry Date
Employers Liability	€13 million			
Public Liability	€6.5 million			
Professional Indemnity	€1 million			
Cyber Liability	€2 million			
I confirm that I will provide the following promptly on request: Evidence of insurances in place And/or Letter from Insurance Broker confirming that the required insurance forms and levels can be put in place if successful			Yes	No
Please note that Insurances provided by vendors must be authorised for this jurisdiction and increased or additional insurances to those listed above may be required for individual contracts under the Panel which are considered by DCC to have a higher risk profile.				
Authorised Signatory:				
Name in Block Capitals:				
Position				

A5 - Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57) –**Weighting:** Pass/Fail**Pass requirement:** Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		Yes	No
1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1h	- is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or		

	negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
Declaration re Statutory/Regulatory Obligations			
We confirm that we are fully compliant with the following or equivalent in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	All relevant regulatory and legal requirements that apply to the applicant at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for any contracts which may be awarded, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.			
Please check the relevant box (Yes/No):		Yes	No
I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.		☐	☐
Declaration of Compliance of Third Parties (if applicable):			
I declare that none of the exclusions specified in any or all of the above Declarations apply to any third party associated with this application e.g. other entities being relied upon to qualify/service elements for contracts. The Contracting Authority may seek evidence of compliance at any stage and as the Lead Applicant I will ensure and record all Declarations are completed by all relevant third parties.		Yes	No
		☐	☐
This Declaration is made for the benefit of the Contracting Authority. I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief and if there is any change in the applicability of exclusionary grounds, I will bring this to the attention of the Contracting Authority immediately. I understand that the provision of inaccurate or misleading information in this Declaration or the omission/withholding of relevant information will lead to my organisation/third parties being excluded from this competition/Panel and I am signing on behalf of:			

Name of Economic Operator:	
List relevant 3 rd Parties as per list provided in the application above	
Authorised Signatory:	
Name in Block Capitals:	

A6 Technical Resources

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to the required level of technical resources as indicated below:

Financial Management System

Tenderers to describe solution.

HR System

Tenderers to describe solution.

Data Management Reporting System (Mandatory use of Pathways Accommodation Support Service (PASS) System)

Tenderers to describe solution.

Successful service management and delivery:

Outline how your organisation would mobilise to provide the new Housing First Service Contract in this region as a new or existing service provider to provide minimal disruption to the existing Housing First clients.

Tenderers to describe solution.

Case Management and Interagency working:

What existing networks and connections have you in place with the relevant External Stakeholders, (e.g., Local Authorities, Health Services, Criminal Justice Services and Addiction Services), probation, and local authorities in relation to resettlement and community integration of offenders.

Tenderers to describe solution.

Employment opportunities, training and upskilling, social value clauses / provision:

How does your organisation deliver Community Benefits and Social Enterprise opportunities to contribute to the achievement of outcomes that will benefit the Housing First and wider community

Tenderers to describe solution.

Housing Delivery:

Set out how you will meet property sourcing commitments. and the inhouse or external property sourcing expertise that will be relied upon.

Tenderers to describe solution.

Staff:

What current provisions have you in place for:

- The induction of staff to the proposed team

What arrangements are in place for training, continuous learning, supervision, self-care and health awareness, staff cover, lone working, on call.

Tenderers to describe solution.

Tenant Support:

Detail your exit structure for a Housing First tenant should the tenancy be surrendered or breakdown and advise how the client would be referred or supported following this exit.

Tenderers to describe solution.

A7 Previous Experience

Weighting: Pass/Fail

Minimum requirement to remain eligible in the competition: Applicants should refer to contracts within the last three years which demonstrate that they have been successfully delivered services of a comparable nature, scope, scale, and complexity up to a maximum of 3. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of this Panel/ initial contract.

The contracts listed should be chosen to demonstrate your organisation's skills, efficiency, experience, and reliability in the relevant areas of expertise. All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Applicants must ensure that they provide sufficient information to allow the Contracting Authority to judge the similarity of these contracts to the services required.

Applicants are reminded that they may rely on the resources of other entities (3rd parties e.g. subcontractors) on condition that they are fully described, and that Applicants can prove that they will have these resources at their disposal when required.

Applicants will be assessed holistically based on the totality of their previous experience put forward as part of their response to this criterion. Previous experience should reflect the scale of delivery, the Applicant wishes to be considered for.

Reference Contract #1 [repeat table up to a maximum of 3 reference contracts]			
Client Name:			
Contact Name:			
Contact email:			
Delivery Date:	From		To
Contract Value:	€		Period value refers to
Role / identification of 3 rd parties involved in supporting the event			
Number of clients to be serviced		No. of actual clients	
Describe the deliverables and impact of the contract?			
Describe the mobilisation process utilised.			
Describe the Case Management and Interagency working that applied.			
Describe the crisis interventions, safeguarding and harm reduction responses that were utilised.			
Describe how Housing Delivery and how inhouse or external property sourcing expertise was applied			
Tenant Support Describe the exit structure you would recommend for a tenant, where the tenancy was surrendered, or breakdown occurred and where the client was referred/supported following this exit			
Describe any intake services provided			
Describe any peer support/community integration provided as part of the previous contract			
Any other relevant information			

A8 Health & Safety**Weighting:** Pass / Fail

Minimum requirement to remain eligible in the competition: Applicants must demonstrate compliance with all the relevant Health & Safety legislation and staff and systems in place which support their health and safety compliance at client events. The Contracting Authority reserves the right to seek further information to verify compliance.

Do you comply with the Safety Health & Welfare at Work Act 2005?	Yes		No	
Manager responsible for Health & Safety:				
Health & Safety management	Externally Certified		In-house	
If externally certified, please provide the following information [repeat where necessary]:				
Name of Certification Body:				
Date of most recent certification:				
Scope of Certification:				
I confirm that evidence of compliance will be provided promptly on request.	Yes		No	
Please describe your approach to the management of specific Health & Safety requirements around management of events.				

A9 Quality Assurance				
Do you operate a quality management system?	Yes		No	
Name of Manager responsible for Quality				
If 3 rd party certified, please provide the following information:	Date of most recent certification			
	Scope of Certification			
	Name of Certification Body			
	Evidence will be provided on request	Yes		
		No		
If in-house, please provide summary of system:				

A10: Child and Vulnerable Adult Safeguarding, Health & Safety, and Security Declaration

Weighting: Pass/Fail

Pass Requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude non-compliant applications under any heading.

The Contracting Authority may require members to meet vetting requirements of Dublin City Council arising thereof.

I agree to undergo Garda Vetting for Dublin City Council	Yes	☐
I have already received Garda Vetting for Dublin City Council and will submit same upon request (please specify here date of your Garda Vetting declaration)	Yes	☐
Date:	____/____/____	

The Contracting Authority may require new members to meet additional requirements pursuant to child/vulnerable adult safeguarding, health and safety, and security arrangements.

I agree to undergo and meet any additional requirements as specified by the Contracting Authority and will ensure compliance by all relevant 3rd parties.

Name of Applicant	
List relevant 3 rd Parties/subcontractors as per list provided in the application (Section A1b) as this declaration must also apply to these parties:	
Signature	
Date:	

6 APPLICATION APPENDIX B: PANEL FOR HOUSING FIRST TENANCY SUPPORTS, PROPERTY SOURCING, INTAKE and RELATED SERVICES

Contracting Authority:	Dublin City Council
Procedure:	Panel established for Tenancy Supports, Property Sourcing, Intake/Referral and related Services for the Housing First Programme in the Dublin Region with initial round of contracts and option to negotiate on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU Applicants should note that this Competition is being conducted under Regulation 74 of the European Union (Award of Public Authority Contracts) Regulations 2016 (the “Regulations”) and accordingly is subject only to limited aspects of the Regulations. It should be noted that the process involves the establishment of a Panel and the award of an Initial Round of Contracts.
Duration of Panel	The panel will be established for ten (10) years.
Name of Applicant	
Date	

Please note an Application must consist of completed and submitted:

- **Appendix A**
- **Appendix B**

Two completed pricing schedules

Response to Qualitative Award Criteria

The Award Criteria will be applied to establish ranking on the Panel, ranking of Panel members which will be used to determine the award of contracts as per Section 3 herein.

Criterion A	Weighting	Maximum Marks	Minimum Marks – 50%
	25%	2500	1,250
Title	Methodology for Delivery of the Service Addressing the Scope of Services for the Indicative Contract		
Description	Applicants must clearly and comprehensively demonstrate their methodology for the delivery of the Housing First services as per Section 2 of the Panel Invitation subject to the response provided to Section A1c (no. of tenancies to be services and properties to be provided) to include: (i) Intensive assertive case management to people who are rough sleeping and in tenancy, (ii) Effective assessment and implementation of support plan incorporating a bio-psychosocial model of practice while adhering to the Housing First Principles. (iii) Effective measures that will be used to manage and deal with Crisis Tenancies along with conflicts that arise in the community. (iv) the delivery of strong practice development plans for tenant settlement, sustainment and integration into the community for people who will require stabilisation of chaotic behaviour relating to mental ill health, physical health, and anti-social behaviour into the community, (v) Strategies to achieve priority objectives of engagement with people who are rough sleeping and in tenancy, building rapport and advocating for housing, (vi) strategies to ensure that the service is inclusive and accessible to all who require it and how they will respond to potential language barriers. (vii) strategies to ensure co-operation and collaboration with other Housing First service providers, interagency and wider stakeholder collaboration in the interests of clients (viii) operation of sectoral case management protocols and innovative responses to overcoming systemic blocks. Include a relevant case study. (ix) A comprehensive response in meeting the complex needs of <u>people</u> who require enhanced and coordinated multiagency supports. Include relevant case studies for a person who is rough sleeping and a person in tenancy. (x) Proposals and approaches to work with service users with high and complex needs ensuring safeguarding and risk assessment approaches are adhered too. (xi) Approaches to stabilisation and harm reduction methods along with the ability to administer Naloxone.		

	(xii) The ability to respond to out of hours client emergencies, extreme weather events, and other events that occur which require an emergency response . (xiii) The approach to actively sourcing appropriate long-term housing options through relevant housing funding and support schemes in order to provide all types of housing tenures and to provide the specified no. of housing units to be provided by the applicant themselves (xiv) Innovating plans in responding to the needs of the target group while in cooperating peer support involvement, (xv) Demonstrate and provide a comprehensive case study of your exit plan for a Housing First tenant whose tenancy was no longer sustainable in the community. (xvi) Harm reduction approaches to working with people who are sex working or seeking to stop. Strategic measures and approaches to people who are experience or have experience domestic gender based violence. (xvii) Outline & demonstrate how the ICM team will ensure that the Multi-disciplinary team are aware of the health needs of the tenants and people on the intake team in order to ensure the health needs of the person is supported This criterion will be assessed on the totality of the response. The response to this requirement is limited to twenty (20) A4 pages, Font Size 11.
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Please use this free text page(s) (i.e., don't type in the box) for your response.

Criterion B	Weighting	Maximum Marks	Minimum Marks – 50%
	20%	2,000	1,000
Title	Quality and Expertise of the Team, Resource Planning, Sourcing, Management and Retention Strategies		
Description	Applicants must outline in detail their proposed team and their plan for securing personnel as part of Resource Planning, Sourcing, Management and Retention Strategies. This plan should include an overview of resource allocation [use resource allocation table template included below] highlight existing staff nominations, complete with their CVs of proposed staff to fulfil the roles below. (Use CV template provided below) (not to exceed two (2) A4 pages, font size 11) = Where roles are not being filled from existing staff, Applicants should provide a detailed job specification (not to exceed two (2) A4 pages, font size 11) for such roles they would use to recruit suitable staff if not filled by TUPE staff transferring from the incumbent supplier. Foreach of the required nominated resources indicate clearly the required level of qualifications and previous experience to successfully deliver the required services for: - Service Manager, or equivalent; - Team Leaders; - Intensive Case Managers; - Peer Support Specialists; - Property Sourcing Officers; - Property Officer; and - Community Integration Role, or equivalent. Provide details of: - Continuous staff training and professional development programmes. - Staff retention policies should show examples of retention tools and incentives used by the tenderer (not to exceed two (3) A4 pages, font size 11). Applicants must also provide/address the following as part of their response: - A recruitment plan to demonstrate their ability to source the necessary staff for their proposed Housing First tenancy supports team. This plan should underpin the approach to pricing and should take a best value for money approach. - How the tenderer will provide proposed arrangements and clear communication regarding staff changes, induction and integration of new staff members into service delivery and maintaining continuity of service;		

	iii. How the tenderer will include clear optional protocols of escalation procedures, both internally and to the DRHE in responding to crisis events and situations; iv. A clear description of management and governance structures for the service; v. Outline staffing levels and demonstrate how your service will manage the uptake of exiting tenancies to ensure tenancy management and continuity of care; vi. How an effective team-working and team/client integration will be established and maintained amongst all resources; vii. How the tenderer will scale up or down resources in response to demand, in particular how resources will be made available at short notice relating to either replacement or additional short-term resource requirements (for example, in the case of illness/leave, planned/unplanned events, emergency event, staff unavailability due to training), and how the Tenderer will assist with an unplanned event and answer queries outside of agreed working hours; and; viii. Outlining how management & team leaders will provide leadership, drive of the housing first program and support the team in the delivery of the service. Taken on board the needs of the staff while ensuring a culture of learning, staff development and emotional wellbeing to optimize quality improvements of service delivery; ix. Information that demonstrates the tenderer's ability to meet the business needs of the services while operating a blended working model if applicable. This criterion will be assessed on the totality of the response. The response to this requirement is limited to 20 x A4 pages, Font Size 11. Not including CVs and Job Specifications.
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Resource Allocation – each identified person (existing or potential) must be supported by a CV or a Job Specification			
Name	Role	Full-Time / Part-Time	Proposed Estimated hours per week

Curriculum Vitae		
Please provide a biographical summary for each of the key personnel it is proposed will be responsible for and involved in the overall delivery and co-ordination of the services required. The template below should be used for each member of the proposed team.		
Name	Click here and insert response	
Position in Firm	Click here and insert response	
Area of expertise	Click here and insert response	
# Of Years qualified	Click here and insert response	
# Of Years at current grade	Click here and insert response	
Educational/Professional/Training Record		
Description	Year Obtained	Accreditation Body
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Employment Record		

Employer	Period	Position and Key Expertise
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
Please describe this individual's specialist knowledge and expertise taking account the range of specialist services outlined in Appendix A at Section 2.3.		
Click here and insert response		
Provide an overview of key relevant project experience, which supports suitability for the individual for the role appointed to support the Contracting Authority.		
Click here and insert response		

Please use this free text o page(s) (i.e., don't type in the box) for your response.

Criterion C	Weighting	Maximum Marks	Minimum Marks - 50%
	20%	2,000	1,000
Title	Mobilisation of existing tenancy, and Effective Scaling up for new tenancies.		
Description	Applicants must set out a clear and robust plan with an underpinning methodology for mobilising the services. Applicant must set out clearly how they propose to take on existing tenancies along with taking on new tenancies while ensuring smooth transition and minimal disruptions to existing tenancies while taking on new tenancies. The plan should be devised such that Applicants will be in a position to take on tenancies once awarded the contract. The service mobilisation plan should include timelines and staged deliverables and resourcing requirements taking account of both existing investment, resources and other contractual commitments which the Applicant has that can impact on delivery of the plan, to provide assurance to the contracting authority that what is being proposed is realistic and sustainable. The response should also highlight key risk areas and proposed mitigation strategies and address the commencement of the initial service operational and administrative requirements. Please note: The recruitment plan proposed under Criterion B should be aligned to the service mobilisation plan. This criterion will be assessed on the totality of the response. The response to this requirement is limited to five (5) A4 pages, Font Size 11.		

Please use this free text page(s) (i.e., don't type in the box) for your response.

Criterion D	Weighting	Maximum Marks	Minimum Marks – 50%
	10%	1,000	500
Title	Demonstrated Understanding of the Contracting Authority's Requirements and Proposed Contract Management Approach		
Description	Applicants should clearly and comprehensively demonstrate how they will manage the Contracting Authority's account to ensure that all service requirements are met. The response must address: (i) How the proposed management model will operate to achieve a smooth day-to-day relationship between the Contracting Authority and the successful tenderer. (ii) Details of the tenderers back up/alternative arrangements that will be implemented in the event of absence by the Service Delivery Manager assigned to this account. (iii) Proposed mechanisms for measuring and reporting on the defined KPIs. (iv) The Applicants understanding of the principles of Housing First and fidelity to the model. This criterion will be assessed on the totality of the response. The response to this requirement is limited to six (6) A4 pages, Font Size 11.		

Please use this free text page(s) (i.e., don't type in the box) for your response.

Criterion E	Weighting	Maximum Marks	Minimum Marks
	5%	500	N/A
Title	Sustainability & Social Value		
Description	The Contracting Authority encourages the implementation of sustainability principles in its procurement practices. Tenderers must demonstrate how they will support and implement environmental and sustainable efficiencies in its practices and in the delivery of this Service. As part of the sustainability agenda, tenderers must also identify how they would deliver Community Benefits and Social Enterprise opportunities through this public contract to contribute to the achievement of outcomes that will benefit the Housing First and the wider community. This criterion will be assessed on the totality of the response. The response to this requirement is limited to four (4) A4 pages, Font Size 11.		

Please use this free text page(s) (i.e., don't type in the box) for your response.

Form of Tender – Services – Cost Criterion F (20% weighting)

To:	
From:	
Re:	

I/We have examined the procurement documentation and hereby offer to provide the services in accordance with the details contained herein and associated documents uploaded to the Tender documents section of the competition on eTenders.

NOTE: Tenderers are required to complete the Housing First Dublin Panel Pricing Schedule. The amount to be inserted below, should reflect the total amount proposed in the Pricing Schedule as per the instructions in Section 2.9. The calculation of the pricing schedule will take precedence should a conflict arise.

FEE	Total Fee proposed. (Excluding VAT)
Total Notional Fee for delivery of the first 36 months of the Initial Contract outlined in tender document. <i>(To include all expenses).</i>	€ 0.00

I/We confirm that I/we:

- Will keep this offer for the contract for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for the duration of the first 36 months of the contract subject to any regulatory price changes approved,
- Have read and thoroughly examined the Tender Document,
- Have read the attached General Terms and Conditions for the Purchase of Services,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded between the Contracting Authority and the Tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,

- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- As a condition of award, it shall be the successful tenderer's sole responsibility to ensure they have taken account of all obligations under the Contract including supply chain and related risk factors.

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:		Fax:	
Email:		Date:	

Schedule 1 – Applicant/Tenderer’s Declaration re Services Contract Terms & Conditions

See attached PDF document –Draft HF DHRE Dublin Panel Initial Contract within the Tender Documents

I/We confirm my/our acceptance of the attached **Dublin Regional Homeless Executive (Dublin City Council)** Draft Services Contract Terms & Conditions should my/our tender be successful. I/We acknowledge and agree that **Dublin Regional Homeless Executive (Dublin City Council)** will not enter into negotiations in respect of this Draft Services Contract Terms & Conditions and confirm that I/we will not seek to amend the Draft Services Contract Terms & Conditions.

If I am signing this document on behalf of a company or other form of organisation, I hereby confirm that I am authorised to sign this document on behalf of such company/organisation and I have full power and authority to bind the company/organisation to the terms of this document and in particular Appendix 3.

Signed by the Applicant/ Tenderer	
For and on Behalf of	
Date	

Schedule 2 – Applicant/Tenderer’s Declaration re Acquired Rights

Contracting Authority:	Dublin Regional Homeless Executive (Dublin City Council)
Competition:	Provision of Housing Supports – Tenancy Sourcing and Management
From:	[insert name]

All Tenderers	Yes	No
I/We confirm that I/we fully and unreservedly commit to applying in full the terms of the Charter on Incorporating Acquired Rights (TUPE) into Contract Award Procedures (July 2010) as contained in Appendix 8 of the Invitation to Tender Document.		
I/We undertake to comply fully with the provisions of Council Directive 2001/23/EC on the approximation of laws of the Member States relating to the safeguarding of employees’ rights in the event of transfers of undertakings, business or parts of undertakings or business, as implemented in Irish law by Statutory Instrument SI No. 131 of 2003 European Communities (Protection of Employees on Transfers of Undertakings) Regulations 2003 (hereinafter referred to as “the Regulations”), in respect of any contract that may be awarded on foot of the Invitation to Tender Document.		
I/We acknowledge that the Contracting Authority will not be responsible for any of the Tenderer’s obligations under the Regulations.		
I/We acknowledge that, with regard to any contract that may be awarded on foot of this Invitation to Tender Document, the Successful Tenderer shall have no recourse against the Contracting Authority with respect to any liabilities or obligations arising from the application of the Regulations.		
I/We acknowledge that, with regard to any contract that may be awarded on foot of this Invitation to Tender Document, the Successful Tenderer shall indemnify and hold the Contract Authority harmless against all claims, judgments, decrees, orders, awards, costs, liabilities and expenses howsoever arising by virtue of any failure by the Successful Tenderer to comply with its obligations under the Regulations.		

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER’S ORGANISATION

I understand that the non-acceptance of all the terms described above will result in the exclusion of a tender from the contract award process.

SIGNATURE		DATE	
NAME		TEL	