

# Application Guide

City of London

## Temporary Accommodation

Aug 2024



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## City of London - Application Guide

City of London has implemented a Property Transaction Process to secure Temporary Accommodation. The Borough have transferred the booking process to the new adam Housing platform that has been developed solely for the Temporary Accommodation Housing sector. Suppliers are able to be accredited onto the platform at any point. To ensure that all Suppliers are operating to the same quality level, a minimum quality criteria has been set that must be met in order to join and maintain a presence on the platform.

This document will cover the following:

- Registration Process and Questions
- Adding Users
- Accreditation – Information Required
- Property Profile Information
- Next steps

### adamhousing.co.uk Main Application process

The main step-by-step process to be completed online is as follows:



## Creating your account of adam Housing

If you have not already registered on to the adam Housing platform you will need to create an account and register your user details on the adam Housing website ([www.adamhousing.co.uk](http://www.adamhousing.co.uk)). An email will then be sent to you with your username and password to access the system. This will allow you to log in to the system and complete the initial registration form. The next stage will be for you to complete the main entry criteria (called the 'Accreditation' stage) for City of London.

Please note: if the Accreditation fails Access Adam review, the Provider will receive feedback from Access Adam so that amendments can be made (where possible). Equally if the Accreditation is rejected by City of London, the Provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

### Adding a system user and bank details

You will be asked to add your company's bank details to your adam Housing account at your first log on. These details will be used to facilitate the automatic payments process offered by the system. You will also be encouraged to add another user onto your account. This could be a colleague in your team.

The screenshot shows the 'adam Housing' dashboard. At the top left is the 'adam Housing' logo, and at the top right is a 'PROPERTIES' link. A dark red navigation bar contains the word 'DASHBOARD'. Below this, a welcome message reads 'Welcome to adam Housing!' followed by a note: 'You still need to complete you provider registration process and submit for approval. Click the button below to continue from where you left off.' A prominent blue button labeled 'COMPLETE REGISTRATION' is centered below the text. Underneath, the 'ALERTS' section contains two notification boxes. The first alert states: 'adam suggests having more than one Admin User linked to your company account. Would you like to add a new Admin User?' with an 'ADD' button and a close 'x' icon. The second alert states: 'Before you can begin listing live properties you will need to update your bank details.' with an 'UPDATE' button.

## Registration

To start your registration, click 'Apply Now'

*adam* Housing

DASHBOARD

Welcome to *adam* Housing!

To get going we need you to complete our provider registration process.  
This is a series of questions to help determine your eligibility for the system.

APPLY NOW

Below is the list of questions that you will be asked during this registration process.

### Registration - Questions

Q	Company Information	Trigger
1	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
2	Please provide the relevant details, including the registration number(s)	
3	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
4	Please provide additional details of what is required and confirmation that you have complied with this.	
5	Trading name(s) that will be used if successful in this procurement	4 (Other)
6	Relevant classifications (state whether you fall within one of these, and if so which one) <ul style="list-style-type: none"><li>• Voluntary Community Social Enterprise (VCSE)</li><li>• Sheltered Workshop</li><li>• Public service mutual</li><li>• N/A</li></ul>	
7	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/smedefinition/">http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/smedefinition/</a>	
8	Details of Persons of Significant Control (PSC), where appropriate: <ul style="list-style-type: none"><li>- Name</li><li>- Date of birth</li><li>- Nationality</li><li>- Country, state or part of the UK where the PSC usually lives</li><li>- Service address</li><li>- The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)</li><li>- Which of the following conditions for being a PSC are met<ul style="list-style-type: none"><li>- Over 25% up to (and including) 50%,</li><li>- More than 50% and less than 75%,</li><li>- 75% or more.</li></ul></li></ul> <p>(Please enter N/A if not applicable)</p> <p>UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company.</p>	

	Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. See PSC guidance.	
9	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> </ul> <p>Head office VAT number (if applicable) (please enter N/A if not applicable)</p>	
10	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> </ul> <p>Head office VAT number (if applicable) (Please enter N/A if not applicable)</p>	
11	Are you bidding as the lead contact for a group of economic operators?	
12	What is the name of the group of economic operators? Please enter N/A if not applicable	
13	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
14	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	
15	Please confirm you have uploaded additional details for each subcontractor in the downloadable template.	

## Registration - Documentation

Documents	Instructional text
Declaration Statement	<p>Click on the document to open it and read. Return to the Registration and tick the corresponding boxes</p> <p>'I agree to the terms of the document'</p> <p>'I am authorised to agree'</p>
Sub-Contractor Information <b>(if applicable)</b>	<p>If you have selected 'Yes' to Q14, you will need to download the Sub-Contractor document, complete, and then reupload in the documents field.</p>

## Accreditation

At the Accreditation stage, your business must show that you meet City of London's Entry Criteria before you can be admitted onto the adam Housing platform as one of the Councils Temporary Accommodation Providers. You must do so by completing an 'Accreditation' consisting of a series of questions and mandatory document uploads.

The tables below set out a copy of the questions that Providers will have to respond to when completing the Accreditation process on adam Housing. They also show the documents that you will be asked to upload. Please note that some questions are triggered by previous questions being answered in a certain way. You need to submit responses to questions and documents under the following sections: Company Information, Grounds for Mandatory Exclusion, Economic and financial standing, Technical and professional ability etc.

At the Accreditation stage, you will also be required to download and confirm your company's acceptance of a City of London's Supplier Agreement and Specifications.

By confirming that you accept these terms, your company will be signed up to the terms and conditions of transacting business with City of London through the property transaction process, and to deliver any Services required in accordance with the Council's Specification in the event that you are successful in being awarded work through the property transaction process.

Click 'View Clients' and City of London from the drop down list.

Q	Company Information	Trigger
1	Please click the link to download the Supplier Agreement and tick to confirm your agreement.  By ticking the box, you confirm that you are authorised by the company to enter into the Supplier Agreement.	
2	Please confirm that you have read and agree to the specifications for the City of London Corporation, which can be downloaded below.	
3	Has your organisation completed the Single Procurement Document?  (This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies. The SPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or commercial capability requirements of the public authority concerned, without needing to submit proof unless subsequently selected as the appointed contractor. The supplier must state that they are able, upon request and without delay, to provide the supporting documents necessary to prove compliance.)	
4	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a>	3 (No)

	<p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p> <ul style="list-style-type: none"> <li>- Participation in a criminal organisation</li> <li>- Corruption</li> <li>- Fraud</li> <li>- Terrorist offences or offences linked to terrorist activities</li> <li>- Money laundering or terrorist financing</li> <li>- Child labour and other forms of trafficking in human beings</li> </ul> <p>Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.</p> <p>Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.</p>	
5	<p>If you have answered Yes to the question above, please provide further details;</p> <ul style="list-style-type: none"> <li>- Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</li> <li>- Identity of who has been convicted</li> <li>- If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</li> </ul>	4 (Yes)
6	<p>If you have answered Yes to any of the questions above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleaning)</p>	4 (Yes)
7	<p>PCR Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	3 (No)
8	<p>Please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p> <p>Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p>	7 (Yes)
9	<p>PCR Regulation 57 (8)</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <ul style="list-style-type: none"> <li>- Breach of environmental obligations</li> <li>- Breach of social obligations</li> <li>- Breach of labour law obligations</li> <li>- Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state</li> <li>- Guilty of grave professional misconduct</li> <li>- Entered into agreements with other economic operators aimed at distorting competition</li> <li>- Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure</li> <li>- Been involved in the preparation of the procurement procedure</li> </ul>	3 (No)



	- 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	
10	Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	9 (Yes)
11	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleaning)	9 (Yes)
12	Regulation 57 (8) Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation: - The organisation 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 - The organisation has withheld such information - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award	3 (No)
13	Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	12 (Yes)
14	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleaning)	12 (Yes)
15	Are you able to provide a copy of your audited accounts for the last three years?	
16	If No, can you provide one of the following: A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. or A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. or Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	15 (No)
17	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering Yes or No that you meet the requirements set out.	

18	<p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please tell us:</p> <p>a) The name of the group/consortium.</p> <p>b) The proposed structure of the group/consortium, including the legal structure where applicable.</p> <p>c) The name of the lead member in the group/consortium.</p> <p>d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for.</p>	
19	Are you able to provide parent company accounts if requested to at a later stage?	
20	If Yes, would the parent company be willing to provide a guarantee if necessary?	17 (No) 19 (Yes)
21	If No, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	19 (No)
22	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p>Please confirm you will complete the template attached</p>	
23	If you cannot provide at least one example for question 22, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.	22 (No)
24	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
25	<p>If you have answered yes to question 24 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>If yes, Please provide the relevant url to view the statement. If no please provide an explanation</p>	24 (Yes)
26	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5m</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

27	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public & Product Liability Insurance = £10m	
28	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Professional Indemnity Insurance = £1m	
29	Are you a private landlord?	
30	Are you LLAS accredited or another local landlords accreditation scheme or a member of ARLA or NLA - SLA or if a Lettings Agency one of the Government approved redress schemes?	
31	What is your organisation's membership number / reference? (Please make it clear which number / reference the membership refers to.)	30 (Yes)
32	Are you registered to a Landlord Accreditation Scheme? if you are not registered are you willing to register to a Landlord Accreditation Scheme within 30 days of having your application approved?	
33	Are you as a provider registered and accredited to Setting the Standard? ( <a href="https://commissioningalliance.co.uk/setting-the-standard/">https://commissioningalliance.co.uk/setting-the-standard/</a> )	
34	Please provide accreditation details	
35	Please indicate if you hold a Health and Safety accreditation with an approved Safety Schemes in Procurement (SSIP) Forum member <a href="https://SSIP.org.uk/">https://SSIP.org.uk/</a>	
36	Please confirm that you have in place the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.	
37	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. For more information about what should be included in your response please see the attached.	
38	Does your organisation have a Net Zero Carbon target? If yes, please state. If not, please write no.	
39	Does your bid comply with The City's Living Wage policy. Please see attached statement.	
40	Single Procurement Document Please upload a copy of the relevant evidence to having already completed a Single Procurement Document, as outlined in Q2	3 (Yes)
41	Financial Documentation Please upload copies of the required financial documentation, as requested in questions 15-21, as applicable	
42	Employers Liability Insurance Please upload your Employers Liability (including volunteers) Insurance Policy not less than the legal minimum as set out by the Employers' Liability (Compulsory Insurance) Act 1969; or £5 million for each and every event with the number of events unlimited, (whichever is highest)	
43	Public & Product Liability Insurance Please upload your Third Party/Public Liability Insurance (Public & Products Liability Insurance) (£5 million)	
44	Professional Liability Insurance Please upload your Professional Liability Insurance Policy (£250,000 each and every event)	

45	Contract Examples Please upload your contract examples using the Contract Examples Template, which can be downloaded below.	22 (Yes)
46	Health and Safety Please upload your Health and Safety accreditation.	35 (Yes)
47	If you do not hold a Health and Safety accreditation with an approved Safety Schemes in Procurement (SSIP) Forum member, please download and complete the Health & Safety questionnaire	35 (No)
48	Supplier Diversity Monitoring Form	

## Required Accreditation Documents

Documents	Instructional text
Single Procurement Document	Please upload a copy of your completed Single Procurement Document (if applicable)
Financial documentation	Please upload copies of the required financial documentation, as requested in questions 15-21, as applicable
Evidence of Employers Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Evidence of Public & Product Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Evidence of Professional Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Contract Examples template	Please upload a filled in copy of the Contract Examples template as requested in Q22. The template can be downloaded from the Accreditation form on adam Housing.
Health and Safety	Please upload your Health and Safety accreditation with SSIP or download, complete and upload the Health & Safety questionnaire
Supplier Diversity Monitoring form	Download, complete and upload the Supplier Diversity Monitoring form

## Property Profile

### Property portfolio information

After you have completed your accreditation process you will have the opportunity to create your property portfolio. To do this you will be asked to provide details of the property, the list below is some of the information you should have to hand:

- Property Address
- Show location (walking distance)

- School location
- Gas Safety Certificates
- Electrical Safety Certificate
- Property Insurance information
- Photographs of the property
- If it is suitable for Wheelchair Access
- Key safe location photograph
- Bedroom information
- White Goods available

The Borough will expect that if you have advised that the property meets the following specification by uploading photographs:

- Level access shower (Wet Room)
- Wheelchair accessible rooms – space for a Wheelchair to move around the property
- Wheelchair accessible bedroom

You will be asked to select the scheme that you are entering the property into either one of the following schemes:

- Nightly
- Monthly

You will be asked to submit a price for the property, either price per night or price per month.

### **Property portfolio information**

The below documents are required by the Council before the commencement of a booking.

<b>Document</b>	<b>Notes</b>	<b>Mandatory</b>
Gas Safety Certificate	Property address, expiry date, Unique Reference Number, Gas Engineer Number	Yes
Electrical Safety Certificate	Property address, expiry date	Yes
Energy Performance Certificate	Property address, EPC rating, expiry date	Yes
Fire Risk Assessment	Property address, expiry date	Depending on property needs
HMO License	Property address, expiry date	Depending on property needs

Selective License	Unique Reference Number, Issuing Local Authority, Issue Date, expiry date	Depending on property needs
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### Property portfolio information

The below documents are optional documentation that can be uploaded.

Document	Required
Asbestos Report	Optional
Building Insurance	Optional
Building Regulation Evidence (Modifications)	Optional
Leasehold/Freehold Permission	Optional
Mortgage Evidence	Optional
Proof of Ownership	Optional
Property Photographs	Optional

### Next Steps

Once your Accreditation submission has been reviewed by City of London against the evaluation criteria, you will receive an email notification confirming whether your application has been approved.

Following submission, the Accreditation will be reviewed by the Access Adam team, and then by City of London. You will receive a system notification email to inform you of the outcome of each review stage.

For more details on how to create and submit your Accreditation, please see the information available at <https://www.adamproviders.co.uk/> on City of London's page. To register and begin your application, visit <https://www.adamhousing.co.uk/>.