

Entry Guide Part 1

Haringey Council

Temporary Accommodation

Contents

<u>Introduction</u>	<u>2</u>
<u>How it will work</u>	<u>2</u>
<u>Creating your account on Adam Housing.....</u>	<u>2</u>
<u>Registration</u>	<u>5</u>
<u>Accreditation</u>	<u>7</u>
<u>Property profile</u>	<u>22</u>
<u>Evaluation Methodology</u>	<u>23</u>
<u>Glossary.....</u>	<u>25</u>

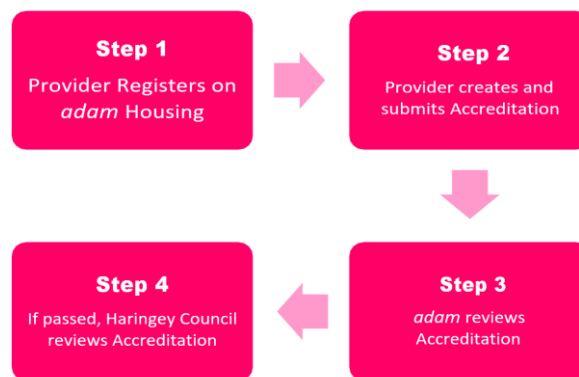
1. Introduction

The London Borough of Haringey has implemented a Property Transaction Process to secure Temporary Accommodation. The Council 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

2. How will it work?

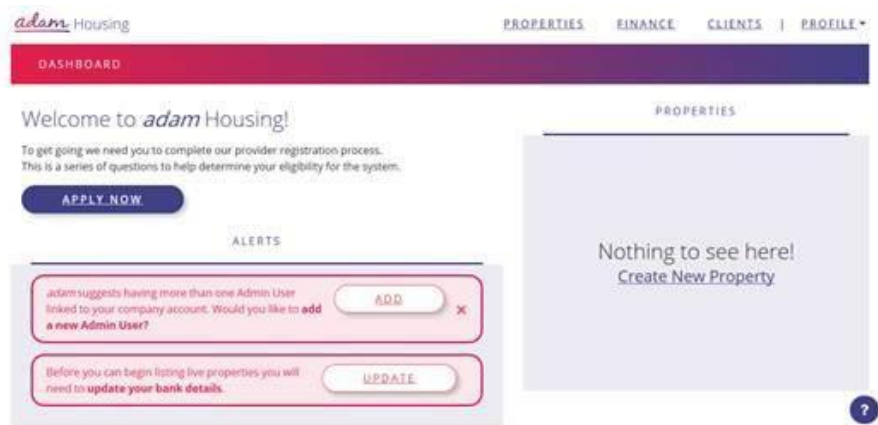


3. Creating your account on Adam Housing

- 3.1 If you have not already registered on to the adam housing platform you will need to create an account and user details on adam housing website www.adamhousing.co.uk once logged on you can complete the entry criteria (accreditation stage) for Haringey Council. An email will then be sent to you with your username and password to access the system.
- 3.2 Please note: if the Accreditation fails adam review, the Provider will receive feedback from adam so amendments can be made (where possible). Equally if the Accreditation is rejected by The Council, the Provider would receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

3.3 Adding a system user

You will be required to add another user at your first log on.



4. Registration

To start your registration, you will need to click “apply Now”



Registration details.

Below is a list of questions you will be asked to register your organisation.

Q	Company Information	Trigger / Response
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"> • Voluntary Community Social Enterprise (VCSE) • Sheltered Workshop • Public service mutual • N/A 	
7	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme_definition/	

8	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used) - Which of the following conditions for being a PSC are met <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <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. 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.</p>	
9	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable) 	
10	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable) 	
11	<p>Are you bidding as the lead contact for a group of economic operators?</p>	
12	<p>What is the name of the group of economic operators? Please enter N/A if not applicable.</p>	11 (Yes)
13	<p>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.</p>	

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 sub-contractor in the downloadable template.	

Documentation

Documents	
Declaration Statement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Sub-Contractor Information (if applicable)	If you have selected 'Yes' to Q14, you will need to upload the Sub-Contractor document, complete, and then re upload in the documents field

5. Accreditation

- 5.1 At the Accreditation stages, your business must show that you meet Haringey Council's Entry Criteria to be admitted onto the *adam* Housing platform as one of the Council's Temporary Accommodation providers. You must do so by completing an Entry Submission (your accreditation) by providing responses on *adam* housing to a series of questions and uploading documents to provide information about your organisation.
- 5.2 The tables in sections below set out a copy of the questions that a supplier will have to respond to when completing your Entry Submission on *adam* housing and they also indicate what documents you need to upload. Some questions will only have to be answered depending on the response to another question. The Entry Criteria you must meet and how they are evaluated are also explained below in sections 6.6
- 5.3 At the accreditation stage, you will also be required to download and confirm your business's acceptance of a contractual document, the Supplier Agreement, that can be found at <http://demand.Sproc.net>
- 5.4 The Supplier Agreement signs you up to the terms and conditions of transacting business with Haringey Council 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.
- 5.5 The Supplier Agreement includes Self-Billing Procedure terms in Schedule 1. By accepting the Supplier Agreement, you will be agreeing to these terms including that you will submit Monthly service Receipts to the Council via *adam* housing in relation to each property booking you are awarded and to being paid by *adam* on behalf of Haringey Council. **You will need to accept the Supplier Agreement electronically via *adam* Housing, by ticking the relevant box on the application, in order to proceed.**

5.6 You need to submit answers to questions and documents under the following sections: Grounds for Mandatory Exclusion, Grounds for Discretionary Exclusion, Economic and Financial Standing, Project Specific Questions on Technical and Professional Ability (Trade Registration, Compliance with Legislation, Experience Statements and Document Upload)

5.7 These questions are for Haringey Council's information only. Your responses to these questions will not be scored and therefore do not impact on your ability as an organisation to become an approved supplier to the Council:

Company Question		
1	Can your organisation confirm that it has read and understood the Property transaction process Entry and Operation Guide Parts 1 and 2, which are located at http://demand.sproc.net These are very important documents to read prior to applying to join the <i>adam</i> housing as a supplier.	
2	Please enter the name of your organisation trading name	
3	If applicable, please enter the name of your organisation's ultimate parent company. If this is not applicable, please enter N/A.	
4	Please specify what legal entity your organisation is.	
5	Please enter your company registration number. If this is not applicable, please enter N/A.	

5.8 Insurances

5.8.1 In order to supply services to the Council, the Council requires you to have particular insurance cover. The questions below are arranged in such a way that you do not need to have the required level of insurance at the time of your submission of the Accreditation, but if you do not you must commit to having the correct levels once you begin delivering services to the Council. If you have the required cover, you must upload the insurance schedule as part of your application. Your Accreditation submission on the questions in 6 -8 (Insurances) will be assessed on a Pass / Fail basis.

Insurance		
6	Please self-certify whether your organisation already has Employer's Liability Insurance to the level of £10million for any one occurrence or series of occurrences arising out of any one event?	
7	Please self-certify whether your organisation already has Public Liability Insurance to the level of £5m for any one occurrence or series of occurrences arising out of any one event?	
8	Please self-certify whether your organisation already has Professional Indemnity Insurance to the level of £250,000 for any one occurrence or series of occurrences arising out of any one event?	

5.9 Grounds for Mandatory Exclusion

A supplier will be excluded from becoming or continuing to be an approved supplier if there is evidence of convictions relating to specific criminal offences. These include but are not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision under the laws of your organisation's country of establishment or of any UK jurisdiction which found a breach of legal obligations to pay tax or social security obligations (except either, on an exceptional basis, for overriding reasons relating to the public interest such as public health or protection of the environment or where an exclusion is disproportionate e.g. only minor amounts involved).

Any supplier that answers 'Yes' to questions 9, 11, 13, 15, 17, 19 and 21 below should provide, in the relevant space for this on *adam* Housing, sufficient evidence that provides a summary of the circumstances and of any remedial actions that it has taken which are sufficient to demonstrate its reliability as a supplier despite the conviction in question. The supplier has to demonstrate it has taken such remedial action to the Council's satisfaction in each case.

If such evidence is considered sufficient by the Council (whose decision will be final), the supplier concerned shall be allowed to continue in the property transaction process.

In order for the evidence referred to above to be sufficient, the supplier shall, as a minimum, prove that it has:

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the supplier shall be given a statement of the reasons for that decision.

If you answer 'Yes' to question 11 below on the non-payment of taxes or social security

contributions and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position, please provide details in the relevant section for this on SProc.net.

Mandatory Exclusion Questions		
9	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;</p> <p>(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;</p> <p>(c) the common law offence of bribery;</p> <p>(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;</p>	
10	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q9

11	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:</p> <ul style="list-style-type: none"> (i) the offence of cheating the Revenue; (ii) the offence of conspiracy to defraud; (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; 	
12	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q11
13	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(f) any offence listed—</p> <ul style="list-style-type: none"> (i) in section 41 of the Counter Terrorism Act 2008; or (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; 	
14	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q13
15	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p>	

	<p>(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);</p> <p>(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;</p> <p>(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;</p> <p>(j) An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;</p> <p>(k) an offence under section 59A of the Sexual Offences Act 2003;</p> <p>(l) an offence under section 71 of the Coroners and Justice Act 2009</p> <p>(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</p>	
16	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q15
17	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</p> <p>(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</p> <p>(ii) Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.</p>	
18	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q17
19	Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?	
20	Please provide further details and confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?	Dependent on your response to Q19

21	<p>Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;</p> <p>(c) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;</p> <p>(d) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;</p> <p>(b) your organisation has entered into agreements with other economic operators aimed at distorting competition;</p>	
22	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q21
Conflicts of Interest		
23	<p>Please note that the Council may exclude the Supplier, if it has a conflict of interest, which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the PTP procurement procedure.</p> <p>Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Council, detailing the conflict in the relevant space for this on SProc.net. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.</p> <p>Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;</p> <p>(f) the prior involvement of your organisation in the preparation of the PTP procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;</p>	
24	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q23

Taking into Account of Suppliers' Past Performance

<p>25</p>	<p>In relation to question 16(g) below, the Council may assess the past performance of a Supplier (through a Certificate of Performance provided by a customer or other means of evidence). The Council may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Entry Submission. The Council may also assess whether specified minimum standards of reliability for such contracts are met.</p> <p>In addition, the Council may re-assess reliability based on past performance at key stages in the property transaction process (i.e. Supplier Accreditation, property booking, Service Agreement award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).</p> <p>Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(g) your organisation 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;</p> <p>(h) your organisation—</p> <p>(i) has been 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</p> <p>(j) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or</p>	
<p>26</p>	<p>Please provide a summary of the circumstances and any remedial action that has taken place subsequently.</p>	<p>Dependent on your response to Q25</p>
<p>27</p>	<p>Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(i) your organisation has undertaken to</p> <p>(aa) unduly influence the decision-making process of the contracting authority, or</p> <p>(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or</p> <p>(j) Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>(k) Your organisation is in breach of obligations related to the payment of tax or social security contributions.</p>	
<p>28</p>	<p>Please provide a summary of the circumstances and any remedial action that has taken place subsequently.</p>	<p>Dependent on your response to Q27</p>

5.10 Economic and Financial Standing

For the purpose of assessing your organisation's financial viability you are required to provide the information set out below, and, in addition, the Council will carry out a credit check. The methodology for evaluating your organisation's financial viability is set out in section 8.2

Economic and Financial Standing		
29	Has your organisation been operating for more than three years?	
30	Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past two years of trading.	Dependent on your response to Q29
31	Has your organisation been operating for between two and three years?	Dependent on your response to Q29
32	<p>Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past two years of trading.</p> <p>If you are unable to upload the information required above, please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least one year of trading;</p> <p>AND</p> <p>Cash flow forecast for the next 3-5 years and projected profit and loss;</p> <p>AND</p> <p>Projected year-end balance sheet position for the current year of trading, both of which must have been certified by a qualified accountant or independent auditor.</p>	Dependent on your response to Q31
33	Has your organisation been operating for less than two years?	Dependent on your response to Q31

34	<p>Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past one year of trading;</p> <p>AND</p> <p>A statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year, if the full year is not applicable) trading and a year-end balance sheet, which must have been certified by a qualified accountant or independent auditor.</p> <p>If you are unable to upload the information required above, please confirm that you have uploaded a statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year, if the full year is not applicable) trading and a year-end balance sheet;</p>	Dependent on your response to Q33
35	Please self-certify whether your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?	
36	What is the relationship of the organisation to your organisation?	Dependent on your response Q35
37	Please confirm that, if necessary, your organisation's ultimate / parent company would be willing to provide a guarantee.	Dependent on your response to Q35
38	Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?	Dependent on your response to Q37

5.11 Technical and Professional Ability

Haringey Council wants to ensure the capability of all suppliers admitted onto the Property transaction portal. Your response to these questions 39 - 41 will not be evaluated. However, to the extent that your responses elsewhere in the process refer to these previous contracts, the Council may contact the relevant customers to verify your responses.

Relevant experience and contract examples		
39	<p>Please confirm that your organisation has provided details of up to three contracts, in any combination from either the public or private sector that are relevant to the authority's requirement. Contracts for services should have been performed during the past three years. The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information.</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 will 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 services, the information requested should be provided in respect of the principal intended provider(s) or sub- contractor(s) who will deliver the services.</p> <p>For each contract please provide:</p> <ul style="list-style-type: none"> • The name of the customer organisation • Point of contact in the customer organisation (including position in the organisation and e-mail address) <p>Contract start date, contract completion date and estimated contract value</p>	
40	Please download the contract example template, complete and reupload	
41	If you cannot provide at least one example for the question above, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.	Dependent on your response to Q39

Compliance with Legislation

The Council may exclude any supplier who answers 'No' to questions 41, 43, 45, 47 or 50 below.

Any supplier that answers 'No' to question 68 below should provide, in the relevant space for this on adam Housing, sufficient evidence that provides a summary of the circumstances and of any measures that it has taken which are sufficient to demonstrate its reliability as a supplier despite the situation in question. The supplier must demonstrate it has taken such remedial action to the Council's satisfaction in each case.

Equalities		
42	Will your organisation be using sub-contractors to deliver any element of the contract?	
43	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	
44	Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.	Dependent on your response to Q43
45	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	
46	Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	Dependent on your response to Q45
47	Do you have processes in place to check whether these organisations have had any findings of unlawful discrimination made against them by an Employment Tribunal, an Employment Tribunal or any court (or in comparable proceedings in any jurisdiction other than the UK), or had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable proceedings in any jurisdiction other than the UK)?	Dependent on your response to Q45
48	Please provide a summary of the processes you have in place for checking any such findings against these organisations. You may be excluded if you are unable to demonstrate to the authority's satisfaction that you have appropriate processes for monitoring and preventing these types of occurrences from reoccurring.	Depending on your response to Q47

Environmental Management		
49	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	
50	Please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served	Dependent on your response to Q49
Health and Safety		
51	Do you have more than 5 employees?	
52	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?	
53	Please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	Dependent on your response to Q52
54	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements including:</p> <p>Organisations with 5 or more employees (including managers)</p> <ul style="list-style-type: none"> - Clear details of organisational delegation or responsibilities - Description/Evidence of how health and safety is communicated within the organisation - Evidence of commitment to review policies and supporting details showing how this is done <p>Demonstrate requirement for sub- contractors to evidence their Health & Safety policies including the requirement to undergo training in Health & Safety</p> <ul style="list-style-type: none"> - Covid- 19 regs https://www.hse.gov.uk/coronavirus/index.htm - Lone Working https://www.hse.gov.uk/lone-working/ 	Dependent On your response to question 51
55	<p>If your organisation does not have a policy that complies with the requirements set out in question 54 is your organisation willing to sign up to adhering to the Council's Health and Safety Policy?</p> <p>This can be found at https://demand.sproc.net under the London Borough of Haringey page.</p>	Dependent On your response to question 51

Safeguarding		
56	<p>Please self-certify that your organisation has a Safeguarding Policy that complies with the following:</p> <p>How your organisation intends to keep service users' safe?</p> <ul style="list-style-type: none"> - Whom the policy applies and relates to (e.g. all staff and volunteers, service users) - Brief definitions of abuse categories and how they might manifest in the service users your organisation works with - Brief outline of the main law and guidance that relates to the policy - Acknowledgement of difference in needs and a commitment to anti-discriminatory practice - Clear practical steps showing how your organisation will respond to concerns - What procedures are in place for referrals including allegations against professionals - How the policy links to other relevant policies (e.g. use of electronic media, Information sharing and recording keeping protocol, whistle blowing, Prevent etc.) - Policy includes name and position of the senior manager operationally responsible for safeguarding within the organisation - Procedures are in place for safer recruitment. 	
Technical and professional ability		
57	Do you agree to work in line with the relevant Temporary Accommodation Agreement and specification for the type of accommodation being offered?	
58	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
59	Are you a private landlord?	
60	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?	Dependent on your response to question 59
61	What is your organisation's membership number / reference? (Please make it clear which number / reference the membership refers to.)	Dependent on your response to question 60
62	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?	Dependent on your response to question 60

6 Required Accreditation documents

The documents below must be uploaded onto *adam* housing as part of your Accreditation submission:

	Document	What is required to pass review?
1	Supplier Agreement	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	Specifications	Please confirm that you have read and agree to the specifications for Haringey Council. These can be found at http://demand.sproc.net/Clients
4	Financial Documentation	Please upload copies of the required financial documentation, as requested in questions 31-39 as applicable
5	Evidence of Employer's Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
6	Evidence of Public Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
7	Evidence of Professional Indemnity Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
8	Health and Safety Policy	Please upload documentation
9	Safeguarding Policy	Please upload documentation
10	Financial Declaration	Please upload signed documentation

7. 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

7.1 The council 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

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

- Nightly Purchased Accommodation (NPA)
- Supplier Managed Private Sector Lease (SMPSL)
- Blocked Booked Accommodation (BBA)

You will be asked to submit a price for the property depending on the scheme this will either be a price per night or price per month.

7.3 Property Required documents

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

Document	Notes	Mandatory
Gas Safety Certificate	Property name, expiry date.	Yes
Electrical Safety Certificate	Property name, expiry date.	Yes
Energy Performance Certificate	Property name, expiry date.	Yes
Fire Risk Assessment	Please upload your latest fire risk assessment for this property.	Depending on property needs, if not needed please upload a statement with your reasons.
Property Photographs	Please upload JPG copy of photographs of the property you are enrolling. Please identify the room in each photograph. Use of a zip folder if exceeds 60mb	Yes

7.4 Optional documents

The below documents are Optional documentation.

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

8. Evaluation Methodology

8.1 Grounds for Mandatory and Discretionary Exclusion

This area is assessed on a Pass / Fail basis. Essentially Suppliers will be excluded where they answer yes to the questions under the section setting out the grounds for mandatory exclusion and they may be excluded where they answer yes to the questions under the section setting out the grounds for discretionary exclusion unless they give explanations that satisfy the Council that they have taken adequate remedial action.

8.2 Financial Evaluation

To assess your organisations financial viability a credit check will be undertaken with Experian. Any organisation that has a Delphi Score of Dissolved will fail evaluation in accordance with the criteria set out below.

New	New Suppliers	Existing Suppliers
Dissolved (0)	Fail	Fail
High Risk (0-30)	Further financial review	Further financial review
Above average Risk (31-49)	Further financial review	Further financial review
Below Average Risk (50 - 89)	Pass	Pass
Very Low Risk (90 - 100)	Pass	Pass

8.3 Further financial review:

A financial score that results in a score of 49 or below (Above average risk and High risk) will be referred for further review at which your organisation may be required to submit supplementary information.

A decision as to whether your organisation Pass or Fail will be at the sole discretion of the council. A fail will result in your organisation being eliminated from the process. Existing suppliers will not be offered any new bookings, but existing properties will continue to be kept on.

9. Next Steps

For fuller details on how to create and submit your registration and Accreditation information, please see the Registration, Accreditation User Guide available at www.sproc.net in the Help Library and at <http://demand.sproc.net>

Once your Accreditation submission has been reviewed by Haringey Council against the evaluation criteria set out in the Evaluation Methodology above, you will receive an email notification confirming whether your application has been approved.

If you are rejected twice at the accreditation stage by Haringey Council, you will not be able to reapply to enter the property transaction process within a period of 6 months from the date the feedback is given on rejection. This is to ensure that your business has enough time to implement and embed the requirements set out in the feedback for rejection in the first instance.

Glossary

Accreditation – this is the step (selection) of the process that a Supplier is required to complete in order to join the PTP. It involves a responding to a series of objective questions and uploading documents.

Adam – adam HTT Limited trading as adam as the provider of *adam* Housing, who will also act as Haringey Council's payment agent.

Entry Criteria – the criteria that a service provider must meet and maintain throughout the duration of the PTP in order to successfully complete and to retain their Accreditation and Enrolment in the PTP.

Entry Submission - the Accreditation information and documents, which Haringey Council requires a supplier to submit via *adam* housing as part of the Accreditation process.

Experian UK – A credit checking service.

Intermission – a “hold” on the delivery of a service whilst the Service Agreement remains in force.

Offer – your tender against a Requirement confirming that you are able to deliver the Services required and at what price.

Property Transaction Process (PTP) – This is the system operated via Adam to procure Suppliers to provide the Services.

Registration – this is the first step of the process that a Supplier is required to complete when Registering on adam housing platform to join the supply chain, it involves uploading onto the certain basic information about the supplier's organisation.

Self-Billing Procedure – Arrangements you sign up to as part of the Supplier Agreement in order for adam to generate invoices billing Haringey Council on your behalf and to process payments to you on behalf of Haringey Council.

Service Agreement – this is the contract to deliver a Requirement issued by Haringey Council accepting your Offer and confirming agreement on what Services are going to be delivered and at what price.

Service Receipt – this is a weekly electronic record you must submit via the PTP to confirm the services you have delivered in the specified week. This is instead of sending Haringey Council a paper invoice.

Specification – The outline description of the Services Haringey Council may require from time to time via the PTP.

Supplier Agreement – This is the overarching agreement between Haringey Council and a supplier setting out how Haringey Council will award Service Agreements via the PTP for the delivery of specific Services and the terms and conditions applicable to such Service Agreements.

Suspension – A process where the supplier's enrolment is suspended from receiving any new requirements and all current offers are cancelled.