

*adam*

Application Guide

The WREN Group

Temporary Accommodation

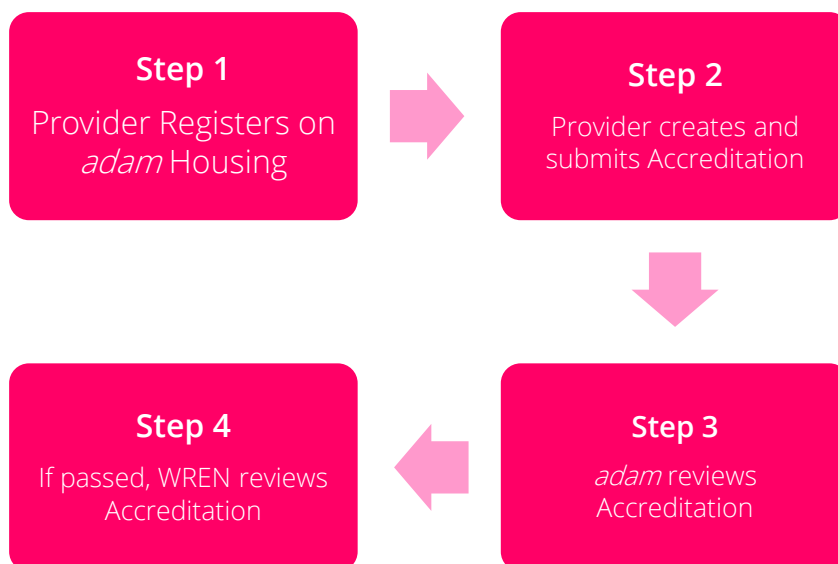
*adam*

## The WREN Group - Application Guide

The WREN Group will be working with *adam* HTT Ltd to implement a new DPS for Temporary Accommodation on the new *adam* Housing platform. This guide outlines the minimum criteria Suppliers need to meet in order to be approved onto the new DPS, as well as helpful admin tips for the new website.

This document will cover the following:

- Registration – migrating log in details
  - Add Users
  - Add Properties
- Accreditation – information required
- Next Steps



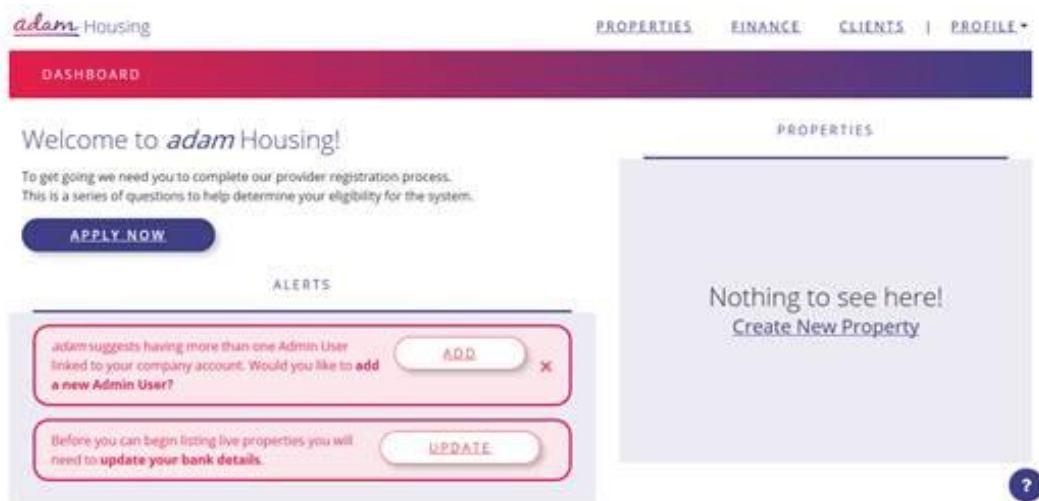
Please note that if the Accreditation is failed, the Provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Accreditation Rejected by The WREN Group, the Provider would receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

# Creating your account on *adam* Housing

If you have not worked with the WREN group before, you will need to firstly create your account and user details on *adam* Housing website [www.adamhousing.co.uk](http://www.adamhousing.co.uk). Once logged in, you can complete the entry criteria for the WREN group DPS. If you already work with the WREN Group, *adam* will create the basics for your company account on *adam* Housing and we will issue you with a link to reset your password so you can log into the platform to complete the entry criteria.

## Add a System User

You will be prompted to add another admin user on *adam* Housing.



# Entry Criteria

This is the minimum application criteria required to join the new Housing DPS. The table below show the questions and documents required. Some questions will only have to be answered depending on the response to another question. Every required question needs an answer even if it is 'not applicable'. All documentation uploaded should be valid and in date.

## Registration

To start your Registration, you will need to click 'Apply Now'.



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 ( <b>Optional</b> )	If you have selected 'Yes' to Q14, you will need to upload the Sub-Contractor document, complete, and then reupload in the documents field

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	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <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	<p>Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</a></p>	
8	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <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. 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"> <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> <li>- Head office VAT number (if applicable)</li> </ul> <p>(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> </ul>	

	- Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
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.	11 (Yes)
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 sub-contractor in the downloadable template.	

Once submitted, your answers will be reviewed by *adam* as soon as possible. Once approved, you will be notified via email and will be able to accredit to a Client.

## Accreditation

Click 'View Clients' and WREN from the drop down list

*adam* Housing

DASHBOARD

Welcome to *adam* Housing!

**Great news,** your registration has been approved.  
Please select a client you want to work with to start their specific accreditation process.

WREN

START ACCREDITATION

ALERTS

Nothing to see here!

Q		Trigger/ response
1	<p>Has your organisation completed the European Single Procurement Document?  <a href="https://ec.europa.eu/tools/espd/filter?lang=en">https://ec.europa.eu/tools/espd/filter?lang=en</a></p> <p>(This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies located anywhere within the European Union. Created under the EU's 2014 Directive on Procurement the ESPD 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.</p>	
2	<p>Regulations 57(1) and (2)</p> <p>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/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> which should be referred to before completing these questions.</p> <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>	
3	<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>	2 (Yes)
4	<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>	2 (Yes)
5	Regulation 57(3)	

	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?	
6	<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>	5 (Yes)
7	<p>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> <li>- 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</li> </ul>	
8	<p>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>	7 (Yes)



9	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleaning) .	7 *Yes)
10	<p>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>- 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</li> <li>- The organisation has withheld such information</li> <li>- The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015</li> <li>- 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</li> </ul>	
11	<p>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>	10 (Yes)
12	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleansing) .	10 (Yes)
13	Are you able to provide a copy of your audited accounts for the last two years?	
14	<p>If No, can you provide one of the following:</p> <p>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</p> <p>or</p> <p>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.</p> <p>or</p> <p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>or</p> <p>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</p>	13 (No)

	provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
15	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.	
16	Are you able to provide parent company accounts if requested to at a later stage?	15 (Yes)
17	If Yes, would the parent company be willing to provide a guarantee if necessary?	17 (Yes)
18	If No, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	16 (No)
19	<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>	
20	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Please enter N/A if you do not sub-contract.</p>	

21	If you cannot provide at least one example for questions 20, 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.	19 (No)
22	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
23	If you have answered yes to question 23 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  If yes, Please provide the relevant url to view the statement. If no please provide an explanation	22 (Yes)
24	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:  Employer's (Compulsory) Liability Insurance = £10m  *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.	
25	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 Liability Insurance = £5m	
26	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 = £250,000	
27	Are you a private landlord?	
28	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?	
29	What is your organisation's membership number / reference? (Please make it clear which number / reference the membership refers to.)	28 (Yes)
30	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?	

Documents	
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.
Specifications	Please confirm that you have read and agree to the specifications for the WREN group. These can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>
European Single Procurement Document	If you have answered Yes to question 1, please upload this document
Financial Documentation	Please upload copies of the required financial documentation, as requested in questions 13-18 as applicable
Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m)
Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m)
Professional Liability Insurance	Please upload your Professional Liability Insurance Policy (£250,000)
Self-Bill Agreement	Please upload your Self Bill Agreement, which can be downloaded from the downloadable documents section
Contract Examples	Please upload your contract examples using the Contract Examples Template from the downloadable documents section

Once you submit your Accreditation to WREN, this will be reviewed by *adam* and the WREN group.