

adam

Application Guide
Milton Keynes Council
Temporary Accommodation

adam

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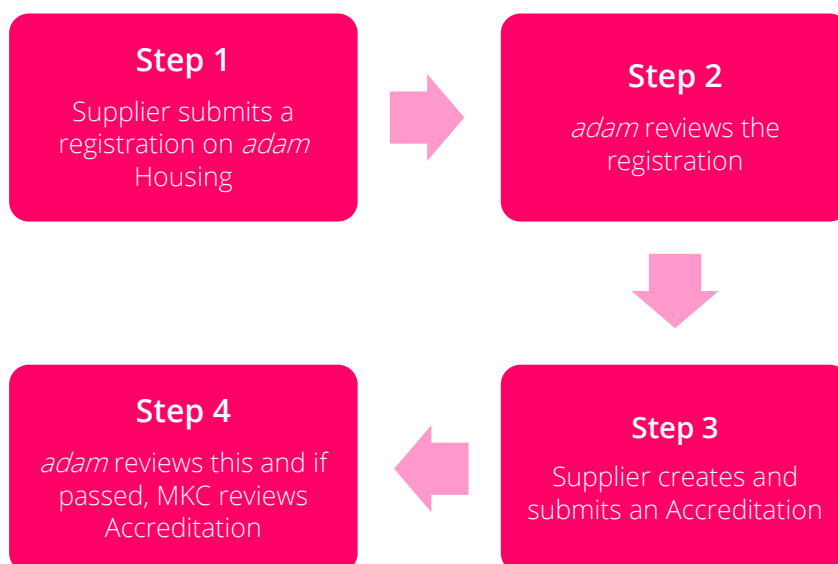
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Milton Keynes Council - Application Guide

Milton Keynes Council (MKC) 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



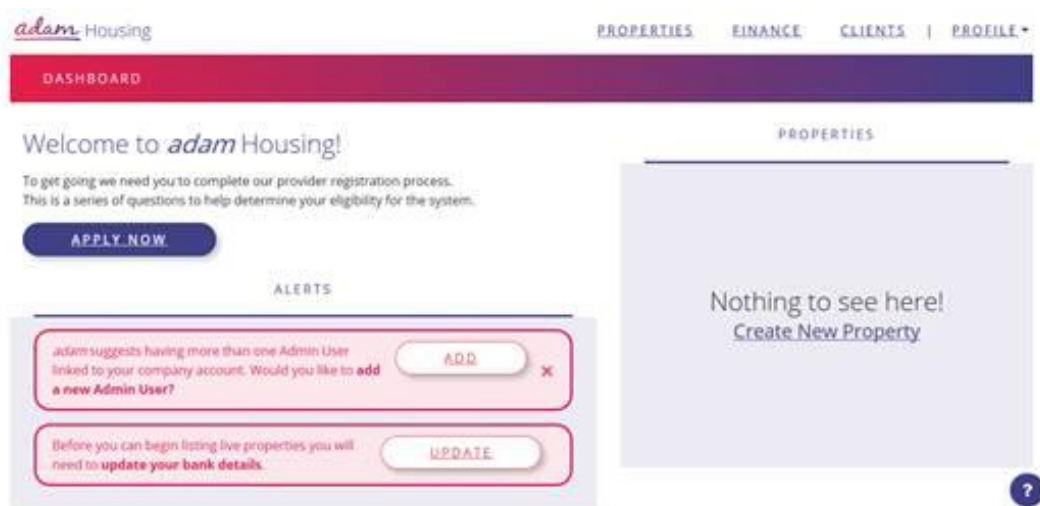
Please note that if the Accreditation is failed, the Provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Accreditation Rejected by MKC, the Supplier would receive feedback so amendments can be made (where possible). Typically, the cycle of these steps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

Creating your account on *adam* Housing

If you do not have an *adam* Housing account, you will need to create your account and user details via www.adamhousing.co.uk. Once logged in, you can access the registration and accreditation for MKC.

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 Registration and tick the corresponding boxes. 'I agree'
Sub-Contractor Information (Optional)	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	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	Details of Persons of Significant Control (PSC), where appropriate: <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%, 	

	<p>- 75% or more.</p> <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) <p>(Please enter N/A if not applicable)</p>	
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) <p>(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.	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 then Milton Keynes Council from the drop down list

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.

Milton Keynes Council

START ACCREDITATION

ALERTS

adam suggests having more than one Admin User linked to your company account. Would you like to **add** a new Admin User?

ADD



Q	Company Information	Trigger / Response
1	Are you a private individual/ company looking to offer the council a property under a private rented scheme?	
2	Please confirm that your organisation complies with Housing Health and Safety rating guidance (HHSRS)	
3	Do any of your properties have integrated white goods?	
4	Please self-certify that as the landlord you accept responsibility for any repairs/replacement of these	
5	Please confirm you understand the council may carry out property inspections	
6	Do you have current secured let bookings and/or want to sign up to nightly let scheme?	
7	What is the legal entity type of your organisation	6 (Yes)
8	If Other, please specify the legal entity type of your organisation	7 (Yes)
9	Charity registration number (if applicable)	6 (Yes)
10	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.	6 (Yes)
11	Please confirm that you have read and agree to the Milton Keynes Council - Temporary Accommodation Specifications. These can be found via demand.sproc.net/Clients	6 (Yes)

12	<p>Has your organisation completed the Single Procurement Document? https://ec.europa.eu/tools/espdc/filter?lang=en (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</p>	6 (Yes)
13	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf which should be referred to before completing these questions. 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. - Participation in a criminal organisation - Corruption - Fraud - Terrorist offences or offences linked to terrorist activities - Money laundering or terrorist financing - Child labour and other forms of trafficking in human beings</p>	12 (No)
14	<p>If you have answered 'yes' to the question above, 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.</p>	13 (Yes)
15	<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>	13 (Yes)
16	<p>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?</p>	12 (No)
17	<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. 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>	16 (Yes)

18	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. 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. - Breach of environmental obligations - Breach of social obligations - Breach of labour law obligations - 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 - Guilty of grave professional misconduct - Entered into agreements with other economic operators aimed at distorting competition - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure - Been involved in the preparation of the procurement procedure - 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	12 (No)
19	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.	18 (Yes)
20	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning)	18 (Yes)
21	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	12 (No)
22	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.	21 (Yes)
23	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning)	21 (Yes)

24	Registered Companies: Please confirm you will upload one of the following: a) audited accounts for the last three years/ or most recent if a new company b) profit and loss account to show turnover, gross and net profit, as well as the balance sheet statement for the most recent two or three years c) cash flow forecast, a recent bank statement and a bank letter outlining the current cash and credit position.	7 (any option except Other)
25	Please self-certify you agree to the financial declaration	7 (any option except Other)
26	Private individuals: Please self-certify you agree to the financial declaration	7 (Other)
27	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. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. 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). 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. Please confirm you will complete the template attached	
28	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)	
29	If you cannot provide at least one example for questions 27, 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.	27 (No)
30	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
31	If you have answered yes to question 30 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	30 (Yes)
32	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: Employers Liability Insurance = £5m	7 (any option except Other)

33	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	
34	Please self - certify that your company has all of the Policies as specified within the Supplier Agreement?	7 (any option except Other)
35	Please describe how all employees involved in direct delivery of services understand and recognise issues relating to the safeguarding of vulnerable adults and children in line with legislative and best practice requirements.	7 (any option except Other)
36	Please upload your financial documentation as requested in Q24	7 (any option except Other)
37	Please download the contract examples template, complete and reupload	
38	Are you a Property Agent?	7 (any option except Other)
39	Please self-certify that your organisation complies with Housing Health and Safety Rating guidance (HHSRS).	38 (Yes)
40	Please self-certify that your organisation has a General Data Protection Policy that complies with current legislative requirements.	38 (Yes)
41	Please outline how you ensure diversity and inclusion within the workplace	38 (Yes)
42	Please upload a copy of your organisation's Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (e.g. telephone lines down, bad weather, unpredictable staff sickness).	38 (Yes)
43	Please outline any continued training and development processes and opportunities provided to ensure continued quality.	38 (Yes)
44	Do you have integrated white goods in the kitchen for any of your properties?	
45	Please confirm as the landlord you accept responsibility for any repairs/replacement of these	44 (Yes)
46	Please self-certify that you have building insurance for your property or properties and can provide evidence of this insurance on request from the council.	

Documentation

Supplier Agreement (Q10)	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.
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Specifications (Q11)	Please confirm that you have read and agree to the Milton Keynes Council - Temporary Accommodation Specifications. These can be found via http://demand.sproc.net/Clients . <ul style="list-style-type: none"> • Nightly Let Service Specification • Secured Let standard Lease Agreement
Financial Declaration Statement	Please self-certify you agree to the financial declaration (Q25 or 26 dependant on company status)
Contract Examples (Q37)	Please download the contract examples template from Q27, complete and reupload
Public Liability Insurance (Q33)	Please upload your public liability Insurance policy (£5m)
Additional documentation for companies	
Financial Documentation (Q36))	Please upload your financial documentation as requested in Q24
Employers Liability Insurance (Q32)	Please upload your Employers liability insurance policy (£5m). If you do not employ anyone, please upload a document outlining this.
Business continuity plan (Q42)	Please upload a copy of your organisation's Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (eg. telephone lines down, bad weather, unpredictable staff sickness).

Evaluation Process

Once you submit your Accreditation, this will be reviewed by *adam* and MKC.

adam will do an objective review to make sure you have uploaded the correct documentation as specified in the questions, for example that the insurance documents have the correct level of cover and it matches the information your *adam* Housing account.

Milton Keynes council will then do a criteria assessment in which you must meet a minimum threshold to onboard onto the system. Anyone signing up to the Nightly Let or AST scheme will be rejected if you do not meet the minimum threshold as stated below.

Anyone signing up to the Secured Let scheme must upload and provide all the information that has been outlined in the onboarding criteria, however you will be approved by the council to the system. This is only because your Lease Agreements are already in place and the council will not be commissioning any new leases. The council still requires all the information requested for compliance and regulatory reasons.

Financial evaluation criteria for Companies:

Following the information that you provide in response to Question 24 and 25, the council will be completing a financial risk assessment on your company. You will receive one of the following outcomes: Low, Medium, High or Unknown.

If you receive a Low or Medium risk, you will have passed the financial assessment. If you receive a High risk rating you will have failed the financial assessment and only be passed if the council decision makers are prepared to take on the risk.

If you score "unknown" it means you have not provided sufficient information for the council to complete the assessment and they will require additional information from you. You will not be approved onto the system until you have been able to provide the follow up information requested.

Individual Financial evaluation criteria:

Following the information that you provide in response to Question 26, the council will be completing a financial risk assessment on you. The outcome of this review will depend on if you are approved or not to the AST portal.

Reasons you could fail this onboarding process:

The below information advises you of the different elements and what the minimum criteria is that you must meet to become an approved Supplier to the council:

- Do you have the minimum level of insurances specified in the accreditation questions for you company type (if you are an individual or sole trader some may not be relevant).
- Pass your financial assessment.
- Properties meet the Health and Safety standards
- If applicable to you/your business, you have a clear business continuity plan.