

PROCUREMENT DECISION RECORD

Procurement Service



Contact Details

Responsible Officer Name:	Karlina Hall
Job Title:	Senior Commissioning Officer
Service:	Strategic Commissioning
Directorate:	Adults, Health & Communities

Section I - Business Case

Seeking authorisation to procure in line with Table 4/5 of CSOs

Details of the Requirement

Procurement Reference Number:		PEO/22053a																			
Title:		Safe Accommodation Service Procurement																			
Description:		This Safe Accommodation contract will cover the replacement of the Safe Accommodation (previously Lot 1) part of the Plymouth Domestic Abuse Service (PDAS) contract, to cover the provision of support for domestic abuse survivors in Safe Accommodation.																			
Contract Budget (Ex VAT):		£2,086,302																			
Estimated Contract Value: (Ex VAT)		Homelessness Prevention Grant funding the Safe Accommodation Service over 10 years for a total contract value of £2,086,302 (4 year initial period with 3 additional 2-year increments).																			
		Table 1 Summary table for safe accommodation contract values:																			
			(£) 26/27 FY	(£) 27/28 FY	(£) 28/29 FY	(£) 29/30 FY	(£) 30/31 FY	(£) 31/32 FY	(£) 32/33 FY	(£) 33/34 FY	(£) 34/35 FY	(£) 35/36 FY	HPG Funding for Safe Acc	193,668	199,478	205,462	207,125	208,838	210,602	212,419	214,290
	(£) 26/27 FY	(£) 27/28 FY	(£) 28/29 FY	(£) 29/30 FY	(£) 30/31 FY	(£) 31/32 FY	(£) 32/33 FY	(£) 33/34 FY	(£) 34/35 FY	(£) 35/36 FY											
HPG Funding for Safe Acc	193,668	199,478	205,462	207,125	208,838	210,602	212,419	214,290	216,218	218,203											
Contract Period:	Start Date:	01/04/26					End Date:	31.03.36													
	Duration:	4 year initial period																			
	Options:	3 additional options to extend in 2-year increments																			

Funding

Expenditure Type: <i>(select all that apply)</i>	<input checked="" type="checkbox"/> Revenue	£ £2,086,302
	<input type="checkbox"/> Capital	£
Funding Source:	Homelessness Prevention Grant	

Record of Decision Making

Has this procurement been approved under an existing Business Case?	<input type="checkbox"/> Yes	
	<input checked="" type="checkbox"/> No	Revenue only

Current Situation:	<p>There are currently 11 units in the Refuge with 45 bedspaces and 13 commissioned Dispersed Units with 35 bedspaces. The commissioned Dispersed Units are owned by two landlords: 7 units belong to Sovereign Network Group (SNG) and 6 units belong to Westward. The Refuge belongs to SNG.</p> <p>The incumbent PDAS provider, Sanctuary Housing, utilise an additional of their own 4 units as Dispersed Units out of their housing stock. These 4 units are Sanctuary’s exclusive use only.</p> <p>The current PDAS contract for the support for the above safe accommodation units ends on 31st March 2026.</p>
Proposal:	<p>Procurement for Safe Accommodation will be published on Supplying the South-west portal using a one stage open procedure. A Tender Notice will be published on the Central Digital Platform.</p> <p>The procurement will be advertised as one contract linking to the Lot 2 – Community Domestic Abuse & Behaviour Change Service (contract award report pending on December 9th 2025).</p> <p>The timelines for the tender process are to be determined following the Executive Decision but the new contract will need to be in place for 1st April 2026 as the existing PDAS contract will end on 31st March 2026. The potential to extend the existing contract for this safe accommodation element is being explored, if there is a delay in the procurement process.</p> <p>The short timescale for the procurement before the start of the new contract would mean that we may need to consider an extended mobilization period of a few months during the initial contract period to support effective delivery.</p>
Outcomes and Benefits:	<p>Adults and children who have experienced domestic abuse are able to be supported effectively through on-site and outreach support in safe accommodation, if they are not able to remain within their own homes safely.</p>

	Local authorities in England have a statutory duty under Part 4 of the Domestic Abuse Act 2021 to provide support within safe accommodation for victims of domestic abuse. This duty came into effect on October 1 st 2021 and requires councils to ensure that survivors and their children can access safe accommodation and specialist support services.																			
Council Priorities:	The services align to keeping children, adults and communities safe priority through focusing on prevention and early intervention and ensuring that children and young people and adults are protected.																			
Alternative Options Considered:	<ol style="list-style-type: none"> 1. Do Nothing – allow the PDAS contracts to end on 31 March 2026 without a new contract for the safe accommodation element. This would lead to vulnerable adults and families with children who are survivors of domestic abuse having no support in the refuge and dispersed units which would not fulfil our statutory duty for safe accommodation. 2. Award a direct contract to the incumbent provider for an extended period of 4 years. This would not be in line with the Procurement Act 2023 a competitive tendering process needs to take place. 																			
Financial Implications:	The principle financial risk is that the Homelessness Prevention Grant may not be allocated going forward in future years. If this happened, it could be mitigated by identifying alternative funding, reducing the size of the contract or de-commissioning the Safe Accommodation Support Service.																			
Risks and Mitigations: (Expand section as required)	<table> <tr> <th colspan="2">Description</th><th>Rating*</th></tr> <tr> <td>Risk 1:</td><td>No applications to the tender process</td><td rowspan="2">Medium</td></tr> <tr> <td>Mitigation 1:</td><td>Commissioners have worked with system providers /previous applicants to understand reasons for withdrawal from process previously and developed the new bid process to manage identified challenges.</td></tr> <tr> <td>Risk 2:</td><td>Commissioning timetable may not conclude by April, leaving no provider in place.</td><td rowspan="2">Medium</td></tr> <tr> <td>Mitigation 2:</td><td>Plymouth City Council will work with partners and residents to support needs as required during this period</td></tr> <tr> <td>Risk 3:</td><td>Potential service gap scenarios.</td><td rowspan="2">Low</td></tr> <tr> <td>Mitigation 3:</td><td>Work to shorten the procurement process to reprocure safe accommodation support and possibly extend the mobilisation period.</td></tr> </table>		Description		Rating*	Risk 1:	No applications to the tender process	Medium	Mitigation 1:	Commissioners have worked with system providers /previous applicants to understand reasons for withdrawal from process previously and developed the new bid process to manage identified challenges.	Risk 2:	Commissioning timetable may not conclude by April, leaving no provider in place.	Medium	Mitigation 2:	Plymouth City Council will work with partners and residents to support needs as required during this period	Risk 3:	Potential service gap scenarios.	Low	Mitigation 3:	Work to shorten the procurement process to reprocure safe accommodation support and possibly extend the mobilisation period.
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Risk 1:	No applications to the tender process	Medium																		
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Risk 3:	Potential service gap scenarios.	Low																		
Mitigation 3:	Work to shorten the procurement process to reprocure safe accommodation support and possibly extend the mobilisation period.																			

*Final rating after mitigation applied

Business Case Due Diligence


Procurement Officer Name:	Natasha Yeoman
Legal Services Officer Name:	Richard Hargreaves
Finance Officer Name:	Oliver Woodhams

Has evidence of sufficient approved budget been presented?	<input type="checkbox"/> YES If 'No' funds must be secured before procurement can commence
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Comments (Optional):	
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Authorisation of Business Case - refer to [CSO- Table 4](#) for levels of authority

Decisions to be made:	<ul style="list-style-type: none">• Approve the business case• Approve commencement of the Procurement process• Delegate authority for the award of contract to Strategic Director Adult, Health & Communities
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Authoriser Name:	Councillor Sally Haydon		
Job Title:	Cabinet Member for Community Safety, Libraries, Events, Cemeteries and Crematoria		
Comments (Optional):			
Signature:		Date:	17 December 2025

Section 2- Sourcing Strategy
Seeking authorisation of sourcing strategy in line with Table 8 of CSOs

Procurement Route

Has the procurement route been approved under an existing Business Case?	<input type="checkbox"/> Yes	
	<input checked="" type="checkbox"/> No	-Complete questions below

Procurement Route Options:	<p>1. Do Nothing – allow the PDAS contracts to end on 31 March 2026 without a new contract for the safe accommodation element. This would lead to vulnerable adults and families with children who are survivors of domestic abuse having no support in the refuge and dispersed units which would not fulfil our statutory duty for safe accommodation.</p> <p>2. Award a direct contract to the incumbent provider for an extended period of 4 years. This would not be in line with the Procurement Act 2023 a competitive tendering process needs to take place.</p> <p>3. Award a direct contract to any provider who passed Stage 1 for Lot 1 Safe Accommodation in the previous tender as the new tender will have a different contract value. This would not be in line with the Procurement Act 2023 a competitive tendering process needs to take place.</p> <p>4. Launch a new open competitive tendering process. This would be in line with the Procurement Act 2023 and contract standing orders.</p>
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Procurement Route Recommendation:

Progress an open competitive tendering process to avoid potential challenge for directly awarding contract as the new tender will have a different contract value.

Council Priorities**Will the following Council priorities be delivered under this procurement?**

'Buy Local' Agenda	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	There is a limited market for domestic abuse providers who are also able to manage properties.
Social Value Policy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	This will be delivered through Social Value element of the procurement.
Net Zero Action Plan*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Climate Impact Assessment completed

*Note- this includes the mandatory inclusion of climate contract award criteria as triggered by the result of a Climate Impact Assessment. See further details [here](#)

Evaluation Criteria**Conditions of Participation Criteria and Methodology:**

Conditions of Participation assessment which was pass / fail on the following areas:

- Preliminary Questions
- Confirmation of Core Supplier Information
- Associated Persons
- List of all intended sub-contractors
- Economic financial Standing
- Insurances
- Technical Ability

Additional Conditions of Participation

- Modern Slavery Act 2015
- Business Capability
- Health & Safety Capabilities
- Equality & Diversity
- Quality Management
- Safeguarding
- Data Protection
- Employers Domestic Abuse and Sexual Violence Policy

Award Criteria and Methodology:**Award – Assessment Criteria**

The high-level award criteria is as follows:

Criteria	Weighting
Quality	95%
Price	0% (Pass/Fail)
Social Value	5%
TOTAL	100%

Quality Scoring Matrix**(Schedule I – Method Statement Questions)**

Response	Score	Definition
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Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particularly relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and/or poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

Terms and Conditions

Terms and Conditions:	PS0028.v6 - PCC Services Terms and Conditions Special Conditions of Contract
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Sourcing Strategy Due Diligence

Procurement Officer Name:	Natasha Yeoman
Legal Services Officer Name:	Not Required
Is the proposed sourcing strategy compliant with CSOs and wider procurement and contract law?	<input checked="" type="checkbox"/> YES This Procurement is being conducted in accordance with section 20 of the Procurement Act 2023 using the Open Procedure and is regulated by section 9 of the Act (Light Touch Regime). <i>If 'No' alternative strategy must be explored e.g. waiver request</i>
Comments (Optional):	

Complete section where a procurement over the relevant legislative threshold is being undertake, including regulated below-threshold tenders or delete if not applicable

Will any of the following notices need to be published? <i>(select all that apply)</i>	<input type="checkbox"/> Preliminary Market Engagement Notice <input type="checkbox"/> Planned Procurement Notice <input checked="" type="checkbox"/> Tender Notice <input type="checkbox"/> Transparency Notice
Has a Conflicts Assessment been completed?	<input checked="" type="checkbox"/> Yes* <input type="checkbox"/> N/A <i>*Must be completed before Tender/Transparency notice is published</i>

Will a standstill period apply?	<input type="checkbox"/> Yes- Mandatory	<input checked="" type="checkbox"/> Yes- Discretionary
	<input type="checkbox"/> No	

Authorisation of Sourcing Strategy - refer to [CSO- Table 8](#) for levels of authority

Decisions to be made:	<ul style="list-style-type: none">• Approve the business case• Approve commencement of the Procurement process• Delegate authority for the award of contract to Strategic Director Adult, Health & Communities
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