



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

1 July 2024

Alison Hall-Wright, Director of Housing
Services



Contract Award for new Homelessness case management system

To approve the contract award to Huume for a homelessness case management system for a period of 3 years with a total contract value of £33k.

Contact

Sarah McQueen, Interim Head of Housing Options



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Decision made by:	Alison Hall-Wright
Decision:	To award a contract to Huume to provide a homelessness case management system
Public or Exempt:	Public
Reasons for exemption:	N/A
Conflicts of interest:	No
Policy compliant:	No
Details of delegation:	<p>The Director for Housing is authorised under at Part 3 (c) for Delegated Powers to Officers, item 27 (Tendering) of the constitution to accept tenders and award contracts to contractors on behalf of the Council in the following circumstances:</p> <ul style="list-style-type: none"> a) Following a tender process strictly in accordance with the Council's Contract Procedure Rules and Financial Regulations b) For carrying out works and/or the provision of goods and/or services.

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The approved 2024/25 General Fund budget includes an allocation of £8k for the existing system and the budget shortfall of £3k can be met from the Homelessness Prevention grant.

Completed by: Richard Wyles, Deputy Chief Executive and S151 Officer

Procurement

- 1.2 It is confirmed that a fully compliant procurement process has been completed and the Council's Procurement Lead has been consulted throughout the process.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.3 There are no significant legal and governance implications arising from the report which are not already reflected elsewhere in the report, particularly in relation to procurement and compliance with the Council's Contract Procedure Rules.

Completed by: Graham Watts, Monitoring Officer

2. The Purpose of the Report

- 2.1 The purpose of this report is to seek approval for a contract award for the implementation a new Homelessness Case Management System.
- 2.2 South Kesteven District Council currently uses a system called Locata for the management of its homelessness cases, the system is outdated and does not provide satisfactory reports. The contract for the current system ended on 2 April 2024 so the Council is now in a rolling 3 month contract with Locata pending the decision in relation to the future system provider.
- 2.3 In accordance with the Council's Contract Procedure Rules 3 quotes were requested for a replacement Homelessness Case Management System which are as follows:

Supplier	Annual Cost
Huume	£10,000 plus £1,000 set-up cost
Quote 2	£11,800
Quote 3	£25,000 plus £75,000 set-up cost

- 2.4 The quotes were evaluated on price only so as per the Council's Contract Procedure Rules the contract must be awarded to the supplier who submitted the lowest price, Huume.
- 2.5 The Council has also implemented Huume as its Choice Based Lettings System so awarding the contract to Huume for its Homelessness Case Management System module will also improve the efficiency of handling homelessness cases as the Housing Register and Homelessness data would be held in one area which will enhance service delivery and provide better support to homeless individuals.
- 2.6 The contract would be awarded for a period of 3 years with a total contract value of £33k. The annual budget provision for the current system is £8k so there would be a budget shortfall of £3k which could be funded from the Homelessness Prevention grant allocation of £220k for 24/25.
- 2.7 It is proposed that the Homelessness Case Management Module will go-live from 1 September 2024 and from consultation with representatives from Locata there are processes in place to migrate existing data over to the new system.

3. Available Options Considered

- 3.1 As per the Council's Contract Procedure Rules the contract should be awarded to the supplier who submitted the lowest price quote as the quotes were assessed on price only.

4. Preferred Option

- 4.1 To award the contract to Huume for the Homelessness Case Management module.

5. Reasons for the Decision(s)

- 5.1 The proposed contract award to Huume has followed a compliant procurement process and will ensure the Council has a modern Homelessness Case Management system which meets the reporting requirements of the organisation.

Signed by: **Alison Hall-Wright**

Dated: **1 July 2024**