

## Entry documentation

**Procurement: Critical Time Intervention Method training**

### **1) Public procurement specification**

#### **Summarizing description**

The Social Welfare Department of the Brno Municipality has been implementing the project "Programmatic Housing of Households in Housing Need by the Critical Time Intervention Method and Implementation of the Municipal Rental Agency" since 1 April 2023. During the implementation of the project, a total of 40 households will be housed, including 10 families with children and 30 individuals/family households. The assisted persons will move from housing need to standard housing in the form of social housing. Apart from the lack of stable housing, the persons in the target group face a cluster of problems and need support in various areas of social functioning. For the above project, the target group was identified as being in residential services, e.g., shelters, interim accommodation, children's homes and other institutional residential facilities.

Social support will be provided by a team of four social workers and a case manager.

In connection with the development of social housing in Brno, the sustainability of social support in social housing is also addressed. As part of the sustainability plan, it is necessary to train a team of existing social workers who work primarily with the Housing First method. This is a team of ten providing support in 140 social housing units. Given the capacity constraints of their work, the method of support will be diversified to meet the individual needs of households in social housing.

The subject matter of the procurement "**Critical Time Intervention Method training**" is the provision and processing of the following parts:

1. 1. Providing accredited training in the Critical Time Intervention (CTI) method for a minimum of 8 hours for 20 participants
  - The purpose is to transfer know-how and knowledge using an innovative method. The content of the training should be the transfer of experience, introduction to the principles of the method, focus on values and techniques and the integration of the method into social housing.
  - The training should also cover the following areas: the role of the social worker in CTI, objectives and interventions in social housing support, access to necessary services for effective networking, working with reflection and supervision. Benefits also include recommendations for strategic discussions with stakeholders and landlords, how to evaluate the CTI method when it is implemented, developing a CTI model for the local context and strategies for its implementation, and ensuring that outcome measures are identified to evaluate the effectiveness of the CTI model.
  - In the context of the project's focus on social housing, it is desirable that the training focuses on the application of the method in this area, including the transition of the target group from housing need to stable housing with a focus on neighbourhood community stabilization, including an emphasis on developing case management.
  - Training can be provided via online video conferencing.
2. Providing presentations and training materials
  - Provision of training materials during training for future use by the client. Training materials can be in the form of PowerPoint presentations, MS Office or PDF documents.

- In the case of training via online video conferencing, these videos will be recorded and forwarded to the sponsor for future reference.
3. Providing mentoring and supervision to the project implementation team
- For the first 12 months after the start of the CTI method implementation, the supplier is required to provide at least once after the first 6 months a supervision meeting (including online video conference) and at least once supervision meeting after 12 months to evaluate the use of the method in practice, identify potential risks in the implementation of the method and recommendations for improvement measures. Each meeting should last at least 1 hour.

**Due date:** July/August 2023.

## **2) Method of preparation of the tender and time limit for submission**

- 2.1 The estimated value of the public procurement is set by the contracting authority at an amount of up to **CZK 280,000, - excluding VAT**. The estimated value is also set as the highest admissible and maximum tender price. The tender price must include all the costs for the execution of the contract at the place of performance, including transport to the place of destination and handling charges associated with this. The price in CZK excluding VAT, the VAT in CZK and the price in CZK including VAT must be quoted.
- 2.2 The tender must be accompanied by **a copy of the extract** from the commercial register, if the supplier is registered in it, not older than 90 calendar days at the due date for submission of tenders, or a copy of the trade licence. In the case of a foreign party, a similar document proving the authorisation to conduct business, including educational activities, must be attached.
- 2.3 The quotation must be received **by 12 June 2023 by 12:00 noon** in one of the following ways:
- by post to the Statutory City of Brno, Municipality of Brno, Social Welfare Department, Koliště 19, 601 67 Brno,
  - or by data message - mailbox ID: a7kbrnn (to "Social Welfare Department MMB")
  - or by email to: [janecek.daniel@brno.cz](mailto:janecek.daniel@brno.cz)
- 2.4 If written tenders are submitted in person, they shall be received at the above address for the submission of tenders, within the time limit for the submission of tenders, on the 4th floor, Room 411, Secretariat of the Department, on working days, between 8:00 and 12:00.
- 2.5 In the case of delivery of tenders by post, the moment of submission of the tender shall be deemed to be the receipt of the tender by the addressee at the place for submission of tenders.

## **3) Method of evaluation of tenders according to the evaluation criteria**

- 3.1 Tenders will be evaluated on the basis of value for money with a 30/70 price/quality ratio in order to ensure the required quality of the deliverable so that the procuring entity does not encounter problems associated with poor quality or incomplete delivery.

The parties' tenders will be evaluated by the contracting authority according to the following evaluation criteria (hereinafter also referred to as 'criterion'), for which the contracting authority has also set the weights as follows:

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|---------------|---|-------------|
| 1. criterion: | Tender price (total amount of the tender price in CZK incl. VAT)          | weight 30 % |
| 2. criterion: | Quality (experience with the CTI method, delivery times, study materials) | weight 70 % |

For the evaluation of tenders, the contracting authority shall use a scoring scale ranging from 0 to 100 points. The most suitable tender will be awarded a score of 100 points for each evaluation criterion separately. Each other individual tender will be awarded a point value for each evaluation criterion separately, reflecting the success of the tender concerned in the evaluation criterion evaluated relative to the most suitable tender.

The score will be calculated separately for each evaluation criterion as follows:

Criterion 1: For this evaluation criterion, the contracting authority will evaluate the total amount of the tender price, including VAT, offered by the tenderer according to its absolute amount in CZK. The awarding authority will use the above scoring method and calculate the score according to the following formula:

$$\frac{\text{the lowest total tender price incl. VAT in CZK}}{\text{the evaluated total amount of the tender price incl. VAT in CZK}} \times 100$$

This is how the score for this evaluation criterion will be calculated to 2 decimal places. This score will then be multiplied by the weighting of this evaluation criterion set by the contracting authority (0,3) to calculate the final score for this evaluation criterion, also to 2 decimal places.

*In case of submitting a price offer in a currency other than CZK, it will be converted into CZK according to the CNB exchange rate list (for purchase of foreign currency) valid on the date of submission of the offer.*

Criterion 2: The contracting authority shall first carry out a separate evaluation for each of the sub-criteria.

Evaluation sub-criteria	Description of the evaluation sub-criteria
2.1 Critical Time Intervention training delivery time	Delivery of training no later than 17 July 2023. <b>20 points</b> will be awarded for this delivery date. In case of a later delivery date, 1 point shall be deducted for each working day after 17 July 2023. The minimum point value under this sub-criterion shall be 0 points (for delivery after 13 August 2023).
2.2 Candidate's experience in teaching and implementing the CTI method	A candidate with 5 years or more of experience in teaching and implementing the CTI method will receive a maximum of <b>30 points</b> . For experience of less than 5 years, 6 points will be deducted for each year (even if incomplete). The minimum value under this sub-criterion is 0 (for experience of less than 1 year).
2.3 Experience of the main lecturer in teaching the CTI method	A lecturer with 5 or more years of experience lecturing on the CTI method will receive a maximum of 30 points. For less than 5 years of experience, 6 points will be deducted for each year (even if incomplete). The minimum value under this sub-criterion is 0 (for experience of less than 1 year).
2.4 Variety of study materials	Up to 20 points will be awarded to the bidder who provides the contracting authority with

	complete know-how of the CTI method and materials for future use. PowerPoint presentation (5 points), teaching texts (5 points), educational video material or other modern forms (10 points). All are required in electronic form only.
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For each sub-criterion, the number of points allocated according to the above methodology will be determined, with the most suitable tender (i.e., the one with the most points) receiving 100 points under criterion 2 and the other tenders receiving a point value according to the formula:

$$\frac{\text{points of the evaluated tender}}{\text{most suitable tender points}} \times 100$$

This score (to 2 decimal places) will then be multiplied by the weighting given to this evaluation criterion (0,7) to calculate the final score for this evaluation criterion, also to 2 decimal places.

The total score for each tender will be the sum of the weighted scores achieved in each sub-evaluation criterion, i.e., the sum of the scores in the evaluation criteria weighted by the weight of the relevant sub-evaluation criterion. On the basis of the total score, the contracting authority shall determine the final ranking of the tenders.

- 3.2 The contracting authority will select the party whose offer is evaluated as the most economically suitable according to the result of the evaluation of tenders. If there is only one party, the contracting authority may select the party without evaluation.

#### **4) Other requirements of the contracting authority**

The contracting authority reserves the right to:

- not to select any tender, even without giving a reason,
- not to conclude a contractual relationship with any party,
- cancel the tender procedure without giving any reason.

#### **5) Notice on the selection procedure**

The procedure prior to awarding a small-scale procurement contract is not directly stipulated by Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as "the Act"). According to Section 31 of the Act, the public procurement is thus governed only by the principles set out in Section 6 of the Act.

On behalf of the contracting authority:

PaedDr. Jan Polák, Head of the Social Welfare Department of the Brno City Municipality

Date: 2 June 2023