

**CPU 1945 Day and Evening Services**

**Accreditation**

***Background and Instructions for Applicants***

# SECTION 1 – BACKGROUND

1. INTRODUCTION
   1. Nottingham City Council (The Council) is seeking to establish an accredited Provider list (The Accreditation) of organisations able to deliver Day and Evening Services for Adults.
   2. The Accreditation will operate across the City of Nottingham.
   3. The Council’s detailed requirements are defined in the Service Specification.

1.4 This is a competitive procurement process for social and specific services in accordance with the Public Contract Regulations 2015 and is a Light Touch Procurement.

1. SCOPE OF ACCREDITATION
   1. This process will be used to establish a list of assessed and approved Providers to deliver Day and Evening Services for adults as they are required. The Council will place packages through the Accreditation as its sole contracting mechanism (at the expiry of the current Day and Evening Services Framework in February 2017) and intends to transfer all existing spot contracts which are commissioned outside of the Current Day and Evening Services Framework to the Accreditation under new terms and conditions. **The Council does not intend to make any further spot contracts outside the Accreditation once it has been established.** All existing spot contract providers are therefore advised to apply to be part of the Day and Evening Services Accreditation if they wish to continue contracting with the Council.
   2. Individual services secured through the Accreditation may be of whatever duration (within reason) is appropriate to the requirement.
   3. Applicants are advised that inclusion in the Accreditation does not represent a guarantee of business.
   4. The operation of the Accreditation will be subject to review. The Council will assess the performance of Providers on an on-going basis and seek to agree remedial measures where this is judged to be unsatisfactory.
2. THE SERVICES
   1. The Services delivered under this Accreditation will meet the needs of adult citizens who have met the eligibility criteria of Nottingham City Council for the provision of out-come focussed, person-centred day and evening services that provide eligible vulnerable adults, including those with a learning disability, mental health issues, physical disabilities, and older people with a range of activities including, where possible, weekend opportunities. The Intended users of Day and Evening Services will be eligible citizens (18 years+) with a personal budget – either via a direct payment or commissioned on their behalf by Nottingham City Council.

These will include:

• Older people

• People with Learning disabilities,

• People with Mental health needs,

• Physical & Sensory disabilities,

• Other social care needs

The focus of all Day and Evening Services should be on increasing the Citizen’s skills for independence.

The outcomes for each individual Citizen will be set out in the support plan at the commencement of their placement and will focus on the promotion of self-care, delivered through organised, meaningful activities as detailed in the Service Specification.

1. PLACEMENTS UNDER THE ACCREDITATION – SELECTION PROCESS
   1. The Council does not guarantee any volume of work being placed under the Accreditation.
   2. The Care needs of the Citizens are assessed and identified by Nottingham City Councils Adult Social Care Team and a Citizens personal budget is identified. Accredited providers able to provide the required service will be selected on the basis of who can best meet the needs of the citizen, citizen choice and value for money (as detailed in Appendix 1 to the Service Specification).
2. ACCEPTANCE OF REQUEST FOR SERVICES
   1. Any acceptance of a Request for Services will be communicated to the supplier via email, following completion of the Selection process.
   2. Upon acceptance of the Request for Services response, the Contract shall be immediately constituted and become binding on both parties.
3. MAINTENANCE OF THE ACCREDITATION

The Council aims to take a flexible approach to contracting by allowing new organisations to join the Accreditation throughout its duration, to maximise competition and service user choice, while maintaining a high level of quality. Submissions can be made directly to [procurement@nottinghamcity.gov.uk](mailto:procurement@nottinghamcity.gov.uk)

1. **PRICE**

7.1 Pricing for the sessions offered should be clearly stated in the Application Form.  All pricing will be fixed for the duration of the Accreditation with an annual inflationary review in accordance with the terms and conditions of the contract. The first review in relation to inflation will take effect from April 2018.  Therefore, providers must ensure prices reflect the full cost of service delivery for the initial period of the contract to April 2018.  Prices do not need to make provision for annual inflation, or other influences such as the National Living Wage beyond April 2018 as this will be considered by the Council on an annual basis in consultation with providers in line with the Council’s process.

8. CONTRACT DURATION

8.1 The Accreditation will be in place for three years from 23 February 2017 with the potential to extend for a further three years.

# SECTION 2 – INFORMATION AND INSTRUCTIONS

**1. Accreditation Documentation**

1.1 The Accreditation documentation comprises the following:

* Background and Instructions for Applicants (this document)
* Day and Evening Services Specification (including Appendices)
* Application Form
* Service Agreement (Terms and Conditions)

**2.** **Submission of Application Form**

2.1 Applicants must complete all required sections and should follow the guidance provided in the Application Form.

**Completed applications must be submitted to** [**procurement@nottinghamcity.gov.uk**](mailto:procurement@nottinghamcity.gov.uk)

2.2 The information supplied in the Application Form will be used to evaluate the application.

2.3 Please ensure that the Declaration on page 17 of the Application Form is signed by director(s) or other manager(s) authorised for that purpose.

2.4 To facilitate rapid and equitable evaluation of their applications, applicants are asked to present the information requested, following the structure and sequence set out in the Application Form.

**3. General Requirements for participation**

3.1 Applicants should follow the instructions for completion provided within this document and the Application Form.

3.2 The application submitted in response to this accreditation should include all the information which the applicant considers necessary for an accurate and equitable evaluation of their application.

**Applications which are not submitted in the required format will not be considered.**

3.3 The Council expects to notify providers / organisations of the outcome of the accreditation process and make a provisional award of contract within 28 days of the closing date for submission of applications.

**4. Compliance with Service Specification Requirements**

4.1 Any recommendations, reservations, or other comments relating to the specification and functionality of the proposed contract should be clearly stated, with supporting evidence supplied.

**5. Costs**

5.1 All costs associated with the preparation of the responses to this Accreditation, shall be borne in full by the applicants. The Council will not be liable, under any circumstance, for any costs or charges incurred by applicants arising from any aspect of the Accreditation process, nor for any costs or charges incurred by successful applicants relating to the preparation and completion of the formal contract documentation.

**6. Confidentiality**

6.1 All information supplied by Nottingham City Council in connection with this Accreditation shall be treated as confidential.

6.2 The Council and all applicants agree that insofar as permitted by the Freedom of Information Act 2000 each shall keep confidential all information which has either been designated as confidential by either party in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of the other party (and the other party’s contractors, service providers, agents and representatives) and all information which either party receives or obtains as a result of its involvement in the accreditation.

6.3 All information provided (including all copies) to the Provider / Organisation remains the property of the Council and applicants and their advisers must return or destroy all such information, including copies, as and when required, in writing, by the Council.

1. Non-Consideration of Bid

7.1 The Council may in its absolute discretion refrain from considering any response if:

* it is not in accordance with the Application Form and Instructions to Applicants;
* the supplier makes or attempts to make any variation or alteration to the terms of the Instructions to Applicants, the Contract Terms and Conditions, or the Specification except where a variation or alteration is invited or permitted in accordance with the terms of all or any of the Instructions to Applicants, the Contract Terms and Conditions and the Specification; or
* the supplier does not provide all the information required by the Council.

1. **Contract Award**

8.1 The Council is not bound to accept any application.

8.2 A contract will be awarded to all Providers who are successful in being admitted to the Accreditation. This contract will remain in force for all placements made through the Accreditation and will be enacted through a Request for Services following a successful bid.

8.3 Providers who are unsuccessful in their application may reapply at such a time that they are able to provide evidence that they have taken remedial action to address the reason for rejection from the Accreditation.

**9. Contact Details**

All queries relating to this Accreditation should be addressed through [procurement@nottinghamcity.gov.uk](mailto:procurement@nottinghamcity.gov.uk)

1. **SOCIAL CARE AND HEALTH SERVICE DIRECTORY**

It is an expectation that as a provider of this service you will list your accredited service to Nottingham Citizens on the Nottingham City and Nottingham Clinical Commissioning Group’s Health and Social Care Directory entitled [www.asklion.co.uk](http://www.asklion.co.uk). For further information on how to do this, please contact asklion@nottinghamcity.gov.uk.