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Date 4 June 2015

Dear Tenderer

**Re: Tender for 16+ Leaving Care Services Dynamic Purchasing System (DPS) – Placements North West**

I am pleased to invite you to tender for inclusion on the above Dynamic Purchasing System (DPS), which will run for a period of two years (with provision to extend for up to an additional two years from **1 October 2015**).

**The Level of Service:**

- To offer a Leaving Care/Independent Living Service for looked-after young people where they can be supported to acquire necessary skills in preparation for living independently, experiment safely with their increasing freedom and develop responsibilities associated with adulthood, whilst still having the appropriate level of support from an appropriately experienced and qualified staff team.
- The service will enable young people, via the support delivered, to move on from a permanent, full-time care setting and increase the likelihood of them maintaining future accommodation resources.

Service categories:

- **Semi Independence/Group Living:** Service offering a group living communal environment with staff on site to deliver programmes of support, dependant on individual needs, to enable young people to progress towards living in their own accommodation.
- **Floating Support with Accommodation:** Community based accommodation services with floating resettlement support, sourced within the private rental market and supported by one to one staffing of varying levels, to achieve the aim of the young person moving to independence.
- **Floating Support:** Community based services providing floating/resettlement support to enable young people to live semi independently in their own accommodation.

## 1. TENDER DOCUMENTATION

Listed below is the documentation you need to complete and submit via [www.thechest.nwce.gov.uk](http://www.thechest.nwce.gov.uk) in order to be evaluated for inclusion on the DPS:

Document 1	Draft Contract – Please note this will be available as soon as possible
Document 2	Service Specification
Document 3	Tender Submission Questionnaires, set against the key service components for this contract
Document 4	Freedom of information letter
Document 5	Local authorities local profiles
Document 6	Provider Briefing Presentation Slides

Also included:

- Copy of the slide-show from the provider engagement events (revised to account for new time-table)
- Copy of questions and responses from the provider engagement events

Enquiries must be posted via The Chest. Responses will, routinely, be shared with all tendering organisations.

## 2. TENDER SUBMISSION ARRANGEMENTS

You should upload your completed tender submission via [www.thechest.nwce.gov.uk](http://www.thechest.nwce.gov.uk). We can only accept electronic submissions. As you are uploading multiple documents it is easier and preferable if you zip all the documents in an application like WinZip and upload as one zipped file otherwise you will have to individually load one document at a time. Please do not submit your tender in PDF form. Please note we **do not** require any supporting documentation or promotional material unless specifically requested. Any such attachments will be ignored if unsolicited.

Administratively, access to the DPS will be via three 'rounds' a year, each 'round'. A 'round' consists of:

- A period every fourth month where evaluation of submissions will be undertaken
- Award of any contracts and inclusion on the DPS *or*
- Feedback to providers whose submission does not meet the 60% minimum performance threshold

Evaluation of submissions will be by a series of panels (by quality themes/criteria), including officers representative of the participating local authorities and may include representatives from leaving care teams, commissioning teams and young people / former care leavers.

Key dates for this first 'round':

- Tender opens                      4 June 2015
- Evaluation commences      August 2015
- Contract award                      Early September 2015

Placements North West and Tameside MBC are expecting a considerable number of submissions in this first 'round' of the DPS with numbers tailing off thereafter. Should you initially fail to meet the quality thresholds (see below); **you will be able to re-submit completed documentation at any time via The Chest**, mindful that your submission will be re-evaluated via the planned evaluation panel meetings in the next planned 'round'.

Evaluation periods for the *next* three rounds are scheduled for:

- November 2015
- March 2016
- July 2016

(Please note these may be subject to change).

### 3. EVALUATION OF SUBMITTED TENDERS

Tenders will be evaluated against five key quality criteria:

1. Staffing
2. Management
3. Developing independence
4. Keeping young people safe from sexual exploitation
5. Missing from home

In order to ensure only those organisations able to deliver good quality provision go through on to the DPS, **each criterion has a minimum performance of a 60% threshold** that has to be met. For the avoidance of doubt, all five have to be met.

If your submission does not meet the threshold for one or more of the criterion, evaluation panels will provide scores and feed-back by way of high-lighting where and how you should address the issues. Having taken account of this feedback and addressed the issues within your organisation and/or submission appropriately, you can re-submit. Your re-submission would be evaluated via planned evaluation panels scheduled in the next 'round' and should you meet the quality thresholds you will at that point be included on the DPS in the geographical zone(s) and service categories you have indicated. You will be issued with a Tameside MBC contract, through to the DPS end date, out-lining the terms and conditions of being on the DPS. **This is no guarantee that you will receive any business however.** Please be aware that all information submitted by your organisation will form part of the contract.

### 4. THE DPS

The DPS will run from 1 October through to 30 September 2017, two years hence, with a view to it being reviewed and potentially extended for an additional year (and then a further 12 months after that; up to four years in total ie ending 30 September 2019).

#### Mini competitions

Once on the DPS, individual contracts to support a young person will be tendered for by mini competition:

- Undertaken electronically via email
- Each local authority will run their own mini competition

- Based on your ability to demonstrate you can provide the support required in the young person's support plan and on price
- The local authority in question will then issue the successful provider an Individual Placement Agreement (IPA)

## 5. NOTIFICATION

You will be notified of the outcome of your tender submission in writing as soon as is practicably possible following the evaluation process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dave Wilson', with a small mark above it.

Dave Wilson  
**Team Manager**