



**CPU 2001**

**Care Support and Enablement**

***Background and Instructions for Applicants***

* 1. Return date:
  2. *Please note that applications will be evaluated every 6 months, in April and October, although the council may choose to evaluate applications sooner at its discretion, should operational needs require this. Applications must be received by the 1st of the relevant month to be considered in that round.*

# SECTION 1 – BACKGROUND

1. INTRODUCTION
   1. Nottingham City Council (The Council) maintains an accredited Provider list for the Accreditation of organisations able to deliver Care Support and Enablement (CSE) for Adults.
2. GENERAL REQUIREMENTS
   1. The Accreditation will operate across the City of Nottingham. Providers must have experience of delivering Care Support and Enablement. Where a regulated activity is carried out, from the commencement of the service, the Provider is required to ensure that the service is registered with the Care Quality Commission (CQC). Registration must continue throughout the duration of this Contract. The Provider is required to comply with the section 20 Regulations of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009.
   2. Successful suppliers will be responsible for providing this service in close liaison with appropriate teams within the Council and/or Clinical Commissioning Group (CCG) to ensure the well-being of service users and the effective running of the service as a whole.
   3. The Council’s detailed requirements are defined in the Service Specification.
3. SCOPE OF ACCREDITATION
   1. This process will be used to maintain a list of assessed and approved Providers to deliver Care Support and Enablement services, as they are required.
   2. All Providers of current business must go through the Accreditation process in order to be awarded contract to be considered for new business **There will be No SPOT Contracts.** The terms of the new contract will supersede any previous contracts. All new business will be contracted at the new outcomes model rate. Historic business will be paid at the new rate and are required to be delivered using the Outcomes model (*recovery and progression outcomes see App 2. Outcomes Model)*. A review will be undertaken to ascertain services have transitioned to the new Outcomes Delivery Model.
   3. The Accreditation will consist of Standard and Enhanced Care Support and Enablement (commissioned by Nottingham City Council).
   4. Individual services secured through the Accreditation may be of whatever duration (within reason) is appropriate to the requirement.
   5. Applicants are advised that inclusion in the Accreditation does not represent a guarantee of business.
   6. 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.
4. THE SERVICES
   1. Successful Providers for this Accreditation will be registered with the Care Quality Commission (CQC) in order to deliver a regulated activity as part of CSE.

Providers will be required to have the specialist skills and knowledge to meet the needs of the following service user groups, who are eligible for the Council’s social care services:

1. [Adults with Physical and-Sensory Impairments](http://jsna.nottinghamcity.gov.uk/insight/Strategic-Framework/Nottingham-JSNA/Adults/Adults-with-Physical-and-Sensory-Impairments-(2016.aspx), some of whom also have an acquired brain injury/cognitive impairment
2. [Adults with Mental Health](http://jsna.nottinghamcity.gov.uk/insight/Strategic-Framework/Nottingham-JSNA/Adults/Adult-Mental-Health-(1).aspx) needs.
3. [Adults with Learning Disability](http://jsna.nottinghamcity.gov.uk/insight/Strategic-Framework/Nottingham-JSNA.aspx)
4. [Adults with Autism](https://www.nottinghaminsight.org.uk/search?q=autism)
5. A small number of people, mainly with a learning disability and/or autism, with very high needs, who challenge services due to complex care needs.
   1. The Service will comprise of ***Care support and Enablement***, which is care and support delivered in services users’ homes or in the community. Services are defined as:

* **Outreach**

Provides a single person with support for their daily living activities and to access community services in line with the social model of disability (without night cover).

* **Accommodation Based**

Provides a single and shared person service with night cover and staff are required to be on-site either during the day/night or both or have access to a 24 hour on-call service.

1. PLACEMENTS UNDER THE ACCREDITATION – REQUEST FOR SERVICES / PLACEMENTS
   1. The Council does not guarantee any volume of work being placed under the Accreditation.
   2. The Council will invite placements as they arise, via a Request for Service / Placement within any timescales given using the criteria in Appendix 1 - CSE process for Placements under Accreditation.
   3. Providers will not have to provide responses to a Request for Service / Placement in all instances – they may decline to provide a response if, for example, they do not have sufficient capacity, or for other valid reasons.
   4. Providers who wish to respond to deliver services will submit a response by indicating how closely they can meet the outcomes specified in the Request for Service / Placement
   5. The Council shall award the CSE package to the Accredited Provider who response best meets the needs of the citizen as outlined in Appendix 1.
2. ACCEPTANCE OF REQUEST FOR SERVICE / PLACEMENTS
   1. Any acceptance of a Request for Service / Placement will be communicated to the supplier via email, following completion of the evaluation.
   2. Upon acceptance of the Request for Service / Placement response, the Contract shall be immediately constituted and become binding on both parties.

PRICE: - The fixed rates per hour as at November 2020 are as follows:

**Outreach CSE**

Standard rate £15.30ph

Enhanced rate £18:65ph

**Accommodation Based CSE**

Standard rate £15:81ph

Enhanced rate £19.19ph

Waking Nights £11.09ph

Enhanced Waking Night £14.38ph

1. MAINTENANCE OF THE ACCREDITATION
   1. 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.
   2. Please note that applications will be evaluated every 6 months, in April and October, although the council may choose to evaluate applications sooner at its discretion, should operational needs require this. Applications must be received by the 1st of the relevant month to be considered in that round.

* 1. Submissions can be made directly to [procurement@nottinghamcity.gov.uk](mailto:procurement@nottinghamcity.gov.uk). Please note that it could take up to 8 weeks from submission of an application to the award of a contract, if an application is successful.

8.3 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. This rate will incorporate travel time and travel costs.

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1. CONTRACT DURATION
   1. The Accreditation will be in place until 28th February 2023 with potential to extend for a further four years.

# SECTION 2 – INFORMATION AND INSTRUCTIONS

**1. Accreditation Documentation**

1.1 The Accreditation documentation comprises the following:

* + Background and Instructions for Applicants (this document)
  + Application Form
  + Contract (Draft Terms and Conditions)
  + Service Specification (including Appendices)
  + Appendix 1 (CSE process for Placements under Accreditation)

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

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

**Completed applications must be submitted to the City Council via** [**procurement@nottinghamcity.gov.uk**](mailto:procurement@nottinghamcity.gov.uk)**. Applications must be received by the 1st of the relevant month (April or October) to be considered in that round.**

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 20 of the Application Form is signed with a signature (not typed names) by the 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 as 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 required information as stated in the form .

**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. Costs**

4.1 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.

**5. Confidentiality**

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

5.2 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.

5.3 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.

6. Non-Consideration of APPLICATION

6.1 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 Tender, the Contract Terms and Conditions and the Specification; or
* the supplier does not provide all the information required by the Council.
  1. 7. TUPE

On the basis that no transition of packages or arrangements will take place at the point of accreditation, the Council’s view is that there will be no transfers of staff by operation of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (‘TUPE’) upon accreditation of individual providers.  The application of TUPE will need to be considered and addressed at the point of each and every award and/or transfer of care packages or arrangements.  Applicant are expected to satisfy themselves and take appropriate advice with regard the application of TUPE at the point of accreditation and at the point of award of individual packages.

* 1. 8. 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 accepted onto the Accreditation list. This contract will remain in force for all placements made through the Accreditation and will be enacted through a Request for Services / Placement following a successful application.

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 fully address the reason(s) for rejection from the Accreditation.

**9. Contact Details**

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

**10. SOCIAL CARE DIRECTORY**

The provider is required to list this service on the Nottingham City Council and NHS Nottingham City Clinical Commissioning Group’s health and social care directory entitled . The provider is also encouraged to add any other services or activities offered to Nottingham citizens. For further information, please contact [asklion@nottinghamcity.gov.uk](mailto:asklion@nottinghamcity.gov.uk).