

**Project Ref: CWC 24003**

**Preliminary Market Engagement**

**For**

**Overnight Short Breaks for children and young people with SEND**

**aged 0-25 years.**

**26/06/2024**

**Introduction**

The purpose of this Preliminary Market Consultation (PMC) is to seek input from potential suppliers within the market, to establish the type of solution and functionality that is available for Overnight Short Break provision.

The PMC will provide an opportunity for Wolverhampton City Council (WCC) to obtain an insight into how potential suppliers might approach the delivery of this service and gain an understanding into the likely level of interest from the market.

Potential suppliers will not be prejudiced by any response or failure to respond to the PMC. Potential suppliers must also note that a response to this notice does not guarantee an invitation to participate in any future procurement that WCC may conduct. Any procurement exercise will be carried out strictly in accordance with the Public Contracts Regulations 2015.

Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such.

**Please note** that this notice is for conducting a PMC exercise and is **not a call for competition**. It does not formally begin the procurement process or constitute any commitment by WCC to undertake any procurement exercise or form any contractual relationship.

Please attach any supporting information relevant to the questions asked.

**Instructions to Participate**

If you feel that your organisation can contribute to this PMC exercise, please complete the questionnaire and submit through the WCC e-tendering system [www.wolverhamptontenders.com](http://www.wolverhamptontenders.com).

As part of the PMC process the Council may invite participants to provide a remote demonstration of their solution, the date and times will be confirmed following the closure of the PMC exercise.

For information on how to submit your response, please follow this link <https://procontracthelp.due-north.com/ViewandRespondtoanITTasaSupplier.html>

**The closing date for responses is 5:00pm Wednesday 10th July 2024**

**Please note that the council is running a provider**

**Background**

The SEND Code of Practice (2015) defines children or young people as having SEND if they have a learning difficulty or disability which affects their learning compared with others of the same age and requires special educational provision. The Council has a duty to provide short breaks provision for Children and Young People with a disability and their families, as part of the Children and Young Person’s Act (2008) as every local authority “...shall provide services designed to assist individuals who provide care for such children (disabled) to continue to do so, or to do so more effectively, by giving them a break from caring”. Short breaks are integral to a comprehensive approach to supporting disabled children to develop as participating and contributing individuals, included in their communities, with personal social networks.

The overnight short breaks service will provide services during term time and school holidays and will be available for 360 days per year. It is accepted that there will be closures or a reduced service for major national holidays, when children will be with their Parents/Carers (e.g. 5 days during the Christmas and New Year holidays).

During term time (approximately 39 weeks per year)

Weekdays:

Overnight stays from afternoon drop off after school to morning pick up for school. As a minimum this will be 16 hours in duration.

Weekends/bank holidays:

Provision of day-care and overnight short break stays with earlier drop off and later pick up times.

During **s**chool holidays (approximately 13 weeks per year)

Weekends/Weekdays:

Day care/holiday club provision and overnight stays with earlier drop off and later pick up times. As a minimum this will be 19 hours in duration.

It is expected that the allocation for children and young people will change as their needs or circumstances and desired outcomes change. Social Care Plans will be reviewed by the DCYPT every six months and more frequently where required. The Provider will work with the DCYPT and Parent/Carer to ensure an appropriate level of support is available in line with these changing needs.

The Provider will deliver a flexible and fair plan for overnight short break care following an assessment of need, taking the preferences of the child or young person and their Parents/carers into account. It will provide and manage an overnight short breaks unit for the delivery of this Service, ensuring all staff are appropriately qualified, trained and supervised to promote the safeguarding and well-being of the children and young people accessing the Service. All aspects of the Service must be appropriately registered and meet the requirements of relevant legislation.

**Please note that the council is running a provider forum event.**

The City of Wolverhampton Council is running a **Provider Forum** event for the upcoming Overnight Shorts Breaks service and other opportunities in children services.

Provider Forum 19/7/24 10-11:30am at the Civic Centre

Attendees can email Vanessa Rouse [Vanessa.Rouse@wolverhampton.gov.uk](mailto:Vanessa.Rouse@wolverhampton.gov.uk) to advise of intention to attend so we can cater for numbers.

Agenda:

10am Introductions – Jazmine Walker, HoS

10:15am Commissioning update – Jacqui Jennings/Caroline Tilt

10:30am Mobilisation top tips – Michael Glasspool

10:45am Current grant opportunities – Jazmine Walker

11:15am Question and Answer session – Jazmine Walker

Confirm September date for next Provider Forum meeting.

[Cite your source here.]

NB: Can you please also confirm that your organisation does and could deliver an “Outreach Short Breaks Service” as outlined below.

PLEASE CONFIRM: YES/NO

The Outreach Short Breaks Service will provide home-based and/or community-based provision to children and young people assessed as eligible Monday to Sunday between 8:00am and 11:00pm for a minimum of two hours and maximum of eight hours duration. (Most provision will be utilised outside of school hours, during the evenings, weekends and in school holidays). The emphasis for daytime and early evening short breaks will be activity based, tailored to the abilities, health status and preferences of the child or young person and family. The Service will provide flexible short breaks that enable children and young people to achieve their full potential. It offers support for Parent/Carers in their caring role and reduces the occurrence of family breakdown.

**Timetable**

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Preliminary Market Consultation advertised | Wednesday 26th June 2024 |
| Preliminary Market Consultation Closing Date | 5:00pm Wednesday 10th July 2024 |

**Questionnaire for participants:**

**Company Details**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Contact Person & Job Title |  |
| Contact Details |  |
| Company’s main Business |  |

**Questions**

|  |  |
| --- | --- |
| **Question No.** | **Question/Response** |
| **BACKGROUND AND EXPERIENCE** | |
|  | Please can you tell us a bit more about your organisation and your experience and the types of service you currently provide? |
| Response: |
| 2. | What status does your organisation have? (Charity/Private Sector etc.) |
| Response: |
| 3. | What level of needs do you currently meet? (In terms of both physical and behavioural) |
| Response: |
| **SERVICE PROVISION** | |
| 4. | How do you ensure you employ suitably qualified and experienced staff and maintain skill levels of your staff through a training matrix to ensure they are competent for their position, especially in relation to clinically delegated tasks? |
| Response: |
| 5. | Do you have premises from where you will deliver the short break provision that provides individual rooms for each child or young person? |
| Response: |
| 6. | Can you provide an anonymised case study to evidence an example of care provided to a child with complex needs and delivered to a good standard? |
| Response: |
| 7. | What type of activities would you offer and are you happy to provide services using an outcomes approach?   (and as mentioned please supply any supporting information) |
|  | Response: |
| **QUALITY, COMPLIANCE & ASSURANCE** | |
| 8. | How do you consider new and relevant legislation that impacts on the service you provide? |
| Response: |
| 9. | What is your preferred method of submitting invoices? |
| Response: |
| 10. | Are you CQC registered and OFSTED registered or preparing to register? Please provide a reference from a Local Authority. |
| Response: |
| 11. | Do you comply with relevant legislation including the Health & Safety Act (1974), and the Safeguarding Act (2006). Please attach your accident reporting process. |
| Response: |
| 12. | Please explain how you are compliant with the General Data Protection Regulations (2018). |
| Response: |
| 13. | How will you guarantee to deliver the service within the mobilisation timeframe and if not, how long would you need for mobilisation (sourcing/legalities/adaptations/staffing recruitment) to support the delivery of a SB residential home? |
| Response: |
| 14. | How would you meet the health needs of children with complex disabilities? |
| Response: |
| 15. | How would you manage demand effectively to ensure full use of the resource, given that weekends are likely to be most popular? |
| Response: |