

**SOFT MARKET TESTING QUESTIONNAIRE**

**Leicester City Council,**

**Leicestershire County Council and Rutland County Council**

**NHS England**

**Office of the Police & Crime Commissioner**

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| **PROJECT** |
| **Growing the recovery community** |

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| **This document should be completed and returned in accordance with the Guidance for Providers** |
| **This completed questionnaire must be returned electronically by email**  **before or no later than 12:00 hours on 15th November 2019 to**  [**procurement-asc@leicester.gov.uk**](mailto:procurement-asc@leicester.gov.uk)  **with the subject heading: ‘Completed SMT Q – GTRC’** |
| Officer involved  **Ashok Chotalia Procurement Manager**  **Leicester City Council** |

**23rd October 2019**

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**THIS IS NOT A CALL FOR COMPETITION**

**Growing the recovery community**

**Service recommissioning proposal**

1. **Introduction**
   1. As part of our planning to reduce drug and alcohol-related harm and build recovery across Leicester, Leicestershire and Rutland (LLR) we are considering the role that recovery communities can play in this. We know that recovery communities are important in helping individuals in recovery to continue to (re)develop social connections, skills and opportunities through mutual aid and peer support. These are important for personal growth and relapse prevention. They may also have a role in engaging with people who are still using and helping them to consider accessing services.
   2. Across the LLR area we have a range of mutual aid groups such as, for example, AA, NA, CA and Smart recovery. We also have Dear Albert a locally grown recovery organisation that operates through the Stairway Project. Dear Albert provides peer support and mutual aid services through sub-contracting arrangements with local providers such as Turning Point. The City Council also provide a small amount of grant aid directly to Dear Albert.
   3. The Councils are now considering a proposal to allocate additional direct investment in recovery communities through a specific Lot for user-led recovery groups, as part of the substance misuse recommissioning due to take place in the summer, 2020.
   4. The advantages of this approach were highlighted in the engagement activity with recovery groups that the Councils undertook recently: it would strengthen both the independence and capability of the local community. However, we would be keen to hear the views of all those working across the substance misuse field as well as gauging market interest in this from user-led groups.
   5. Treatment services have been very active in supporting the work of recovery groups and we are interested in their views about the best way of further supporting recovery groups.
   6. It is also important to note that there is no additional investment for substance misuse recommissioning and therefore any direct investment in recovery communities would need to come from the envelope for substance misuse service recommissioning. If the Councils decide to proceed with this proposal, the potential total funding allocation across LLR could be around £90K p.a.
2. **Key service requirements**
   1. We would require a user-led recovery organisation to strengthen the local recovery community through bespoke activities/services for people in recovery such as:

* providing accessible mutual aid
* provide peer based 1:1 support
* develop and deliver leisure-based activities
* develop and deliver skills-based activities
* help people in recovery to access leisure and skills-based services in the wider community
* help develop and maintain effective working relationship with a range of other substance misuse services.
* Promote recovery and help make it visible across the community.

We would encourage you to respond if you feel this is something your organisation may have an interest in.

# Guidance for providers

Keep a copy of your completed questionnaire. You will need this if we need to clarify or discuss your answers with you.

This completed questionnaire must be returned electronically by email before or no later than **12:00 hours on 15th November 2019** to [procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk) with the subject heading: ‘Completed SMT Q – GTRC’.

# Confidentiality and Freedom of Information

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.

The Councils are committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Councils may also decide to include certain information in the publication scheme which the Councils maintain under the Act. Under the Freedom of Information Act 2000 ("FOIA"), members of the public or any interested party may make a request for information to the Council.

The Councils will consider the disclosure of any information, including prices, contained in the SMT document, subject to the exemptions the FOIA.

# Soft Market Testing Questionnaire

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| **GENERAL INFORMATION** | | |
| **4.1 Full name, address and website** | | |
| Trading name of the organisation |  | |
| Address |  | |
| Town/ City |  | |
| Postcode |  | |
| Country |  | |
| Website URL |  | |
| **4.2 Main contact for correspondence about this questionnaire** | | |
| Name |  | |
| Position |  | |
| Telephone number |  | |
| Mobile phone number |  | |
| Email address |  | |
| **4.3 Trading Status** | | |
| Trading status of organisation:  ☐ a limited company  ☐ a public limited company  ☐ a limited liability partnership  ☐ other partnership  ☐ a sole trader  ☐ a third sector  ☐ other (please specify) | | |
| Date of registration in country of origin | |  |
| Company registration number (if applicable) | |  |
| Charity registration number (if applicable) | |  |
| **4.4 Organisation Classification** | | |
| Relevant classifications (state whether you fall within one of these, and if so which one)  ☐ Voluntary Community Social Enterprise (VCSE)  ☐ Sheltered Workshop  ☐ Public service mutual  ☐ Not applicable | | |
| **4.5 Size of Organisation** | | |
| Is your organisation a Large, Medium, Small or Micro Enterprise (SME)?  ☐ Micro (0-10 employees)  ☐ Small (11-50 employees)  ☐ Medium (51- 250 employees)  ☐ Large (over 250 employees) | | |
| **Questions for the market**  Interested parties are asked to provide responses to the following 11 questions.  Please note that although there is no word limit, we do not expect huge amounts of detail in response to each question. | | |
| **Question 1** | | |
| **Question:** Please give a brief description of the services your organisation provides. To what extent are these services designed, implemented, run and led by service users? | | |
| Provide your response here: | | |

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| **Question 2** |
| **Question**: Please give an outline of the work that you think local recovery organisations can do to help develop and promote recovery across Leicester, Leicestershire and Rutland. |
| Provide your response here: |
| **Question 3** |
| **Question**: How do you think that recovery groups can best support people to develop new skills and access relevant education and training? |
| Provide your response here: |
| **Question 4** |
| **Question**: How do you think that recovery groups can best work with other contracted substance misuse treatment service providers? |
| Provide your response here: |
| **Questions 5** |
| **Question**: How do you think that recovery groups can best promote recovery and make it visible? |
| Provide your response here: |
| **Question 6** |
| **Question**: To what extent should recovery groups serve as an access point for substance misuse services as a whole; and how should they do this? |
| Provide your response here: |
| **Question 7** |
| **Question**: If the Councils decide to not directly contract with the local recovery communities through our recommissioning plans, how else do you think they can help them grow? |
| Provide your response here: |

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| **Question 8** |
| **Question**: Please describe any barriers or challenges you anticipate in delivering services, activities or interventions to support recovery communities and how these may be overcome. |
| Provide your response here: |
| **Question 9** |
| **Question**: (for user-led groups) Would you be interested in applying for a recovery-Lot tender? |
| Provide your response here: |
| **Question 10** |
| **Question**: What further information would you need or find helpful in order to bid for this service? |
| Provide your response here: |
| **Question 11** |
| **Question**: Do you have any additional comments about our proposals that would help inform the model? |
| Provide your response here: |

**5. UNDERTAKING BY THE PROVIDER**

I/We certify that the information supplied is accurate to be best of my/our knowledge and that I/We accept the conditions and undertakings requested in the questionnaire and also fully understand that this is not a call for competition.

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| Signed\* |  |
| Name (please print) |  |
| Position |  |
| On behalf of (name of organisation) |  |
| Date |  |

**\****Please note the term ‘Provider’ refers to sole proprietor, partnership, incorporated company, and cooperative as appropriate. The undertaking should be signed by a partner or authorised representative in her/his own name and on behalf of the Provider*