**Key Points: Before you start!**

1. **Before you commence your Application**, you will need to have to hand:
* Your company Registration number;
* If, applicable, your VAT Registration number;
* Any License / Membership numbers;
* If applicable, any Parent Company details such as – Registered address, Registration number, DUNS number and VAT registration number.
* Electronic copies of your current Insurance documents covering:
	+ £5m Employer’s Liability Insurance (in line with statutory requirements)
	+ £10m Public Liability Insurance
	+ £10m Clinical Negligence Insurance

*Note: if these insurance levels are not in place currently, you will be able to declare they will be in place prior to the start of the contract. In this case you will be asked to submit copies of insurance documents approximately a month prior to the contract start date.*

1. **Instructions on how to register your interest**, obtain documents and submit an Application is provided in the following documents which are uploaded onto the e-tendering system (East Mids Tenders) as part of the advert:
* **Application Workflow** – This give you a visual representation of the steps in the Application Process.
* **Step by Step Guide to Submit an Application** - This is your help guide. It provides you with screen shots of the e-tendering system to help you through the Application Process.
1. **Process**
	1. Full details of the process, how it works (Lots and future applications); what the **Pass/Fail** criteria is; dates and supporting documents such as **Specifications and the Agreement (contract)** are all available in the **Application (Process Overview) document.** Service Providers are encouraged to **read this document** because by submitting an Application you will need to confirm your understanding and adherence to the document and documents contained within it as it will form the basis of the agreement between your organisation and the Council.
	2. Organisations with multiple Service delivery sites must complete an application per site (individual Applications). **This means if you are a Group applying on behalf of various sites, that each GP Practice or Pharmacy site will require its own unique Login and Email Address for East Mids Tenders to submit separate individual Application(s).** Applications solely on behalf of a Group will not be accepted.
	3. Proposals involving sub-contracting will not be considered.
	4. Organisations may bid for one or more Lot(s).If you want to apply for more than one Lot, you will need to **complete the ‘Suitability Questionnaire’ and then each set of Lot Questions you want to deliver. You cannot just submit the mandatory SQ on-line questionnaire. A 'Lot' questionnaire must be submitted as well for each Lot you want to apply for.**
	5. Should Service Providers **answer ‘No’** to any of the questions in the Lot questionnaire(s) then their application **with fail**. As the Preferred Provider List will be available for further applications throughout its term, then Service Providers may submit new applications or further applications for other Lots.
2. **Questions**

If you have any questions regarding this process you must submit your questions via the e-tendering on-line ‘messaging’ facility, addressed to, Central Procurement Team.

1. **Key Dates**

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| 1. | Opportunity Advertised | Monday 5th July 2021 |
| 2. | Deadline for clarification questions to be answered by the Council before Round deadline.  | Monday 2nd August 2021 |
| 3. | **Deadline for Submission of Applications (Round One)** | **10am Thursday 5th August 2021** |
| 4. | Evaluation completed and Application Result Notification (Round One) | Friday 27th August 2021 |
| 5. | Preferred Provider List Commencement Date | 01 April 2022 |