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| **Care and Support for Adults and Young People Preparing for Adulthood**  **Flexible Purchasing System** |
| **Application Guidance Notes** |
| **DN354645** |

**Background**

To create a single, flexible, procurement framework which operates as a common, shared ‘marketplace’. There will be a single ‘entry point’ for the six councils and CCG partners to commission services and a single route for providers to register to supply services across the Liverpool City Region (LCR). There will be a common set of contract terms and high level service specifications in operation across the LCR which will include a shared outcome and quality monitoring framework.

**How the Flexible Purchasing System will work**

The Flexible Purchasing System (FPS) has been split into the following six different Service Streams:

**FPS Application Timescales**

This FPS will remain open during the maximum 10-year period; this means that, following the initial assessment and establishment of the FPS, new Providers can apply to be added to the FPS at any point in time.

Although Providers may apply at any time, the Applications they submit will only be assessed and added to the FPS at 2 periods during each calendar year.

Applications received via Pro-Contract to join the FPS will be evaluated during the application stage and the FPS applications will be assessed in rounds but can be submitted at any time. If your application is submitted after the date of Round 12, it will be assessed during the next round.

The timescales in the table below are indicative. While we will make all reasonable efforts to abide by the timescales shown, we cannot guarantee that there will not be delays to any part of the process due to unforeseen circumstances.

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| **Stage** | **Indicative Dates** |
| **FPS Starts** | 19/02/20 |
| Round 13 Closing Date | 30/06/24 |
| Round 14 Closing Date | 31/12/24 |
| Round 15 Closing Date | 30/06/25 |
| And so on until…. | 18/02/30 |

**Figure 1: Timescales**

**Application Process**

Each applicant is required to complete the Application which also includes the Selection Questionnaire (SQ) Document Part 1, 2 & 3

The SQ is divided into 3 sections:

1. Part 1 – General Supplier Information - who are you?

Part 2 – Exclusion Grounds

1. Part 3 – Selection Questions/ discretionary reasons not to contract, (which any authority must ask by law)

Then decide which Service Streams you would like to apply for:

You can submit applications to join the FPS for any:

* Individual service stream
* Combination of service streams
* All service streams

Important Note

For Service Stream A – **only 1 application is required**, dependent on registration with CQC.

* Ai – For CQC Providers
* Aii – For Non-CQC Providers

If you are CQC registered and want to submit an application for service streams Ai or B.

You will be asked to provide confirmation of your CQC registration certificate, valid insurance details and means of demonstrating financial status.

Compliance checks and financial appraisal will be undertaken, if your organisation meets the criteria, you will be pass ported onto the FPS automatically.

If you are **NOT** CQC registered or would like to submit an application for service streams Aii, C, D or E:

You will be asked to answer some quality related questions, your responses will be evaluated, and suitability assessed by the evaluation panel. The questions are available for your information within the application form, your response MUST be provided via the portal to allow electronic evaluation.

Each service stream has its own questionnaire, although some questions may appear to be duplicated across the service streams they do need to be answered individually and, responses should be tailored to the specific service stream.

Checklist for FPS Applications

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| Application Form (word document) completed with all questions answered \*Note - The application needs to be completed (sections 4-11, and complete the Selection Questionnaire (SQ) on pages 46-69 and don’t forget to sign the declaration on page 70. |
| Signed Application Declaration (page 70 of the Application Form) |
| CQC Certificate (if applicable) |
| Current valid Insurance Certificate |
| 2 years audited accounts or alternative means of demonstrating financial status |
| Respond to Online Service Stream questions (please do not cut and paste your answers if applying for more than one Service Stream) each response should be tailored to suit the Service Stream. |

Attachments can be included with your response, there is an opportunity to attach documents after you have completed the online question stage.

**Questions?**

All clarification questions submitted have been uploaded with responses and can be found in the project messaging area on the Portal.

If you have any further questions or queries, please submit your question using the portal messaging area.