



**AUTISTIC SPECTRUM CONDITION (ASC) SERVICE**  
**AT 35 ALEXANDRA ROAD**

Expressions of interest are invited from suitably qualified and experienced organisations who wish to be included on the Council's list of Tenderers for the provision of an ASC Service at 35 Alexandra Road, Reading.

The Council is looking to appoint a Care Quality Commission (CQC) registered service provider for the provision of housing related support for young adults with challenging behaviour, to enable them to live independent lives within the community. The support will be delivered at the newly opened ASC Supported Living Service which is based at 35 Alexandra Road, Reading.

The aim of the service is to provide high level support for up to 6 young adults with autism and help them to maintain their independence in a community home setting. The core service must be available 24 hours a day, 7 days a week and will consist of approximately 243 hours, including waking night cover.

The service, which is due to start on 1 April 2013, will be for an initial period of five years with an extension option of five years, subject to satisfactory performance, future organisational requirements and future funding allocations. The estimated annual value of the contract is circa £202,000 per year. All values are indicative only as the Council cannot guarantee the future level of need or services required under the contract.

A specific requirement will be that the successful service providers staff have specialist training and will be Team Teach or SCiPr trained.

This is a competitive procurement exercise being conducted in accordance with the Council's Contracts Procedure Rules. The services are to be procured under a two stage restricted procedure and organisations interested in expressing an interest should download the Pre-Qualification Questionnaire (PQQ) documentation which is available on the South East Business Portal:

<https://www.businessportal.southeastiep.gov.uk/sece/opportunity.nsf/content?ReadForm&requesttype=viewcontract&region=REG-UATA-79EMAL&authority=ORG-DNWA-7BSKBT&docid=OS-DNWA-8ZFLZD&sd=&stype=&rv=authority&start=1&count=10&contentid=1.003>

and complete as instructed.

Please make sure you have all the documents that form part of the Pre-Qualification Questionnaire process:

- Pre-Qualification Questionnaire (PQQ)
- Appendix X - Pre-Qualification Questionnaire (PQQ) Evaluation and Scoring Scheme
- Appendix Z - Reference Form
- PQQ Scoring Spreadsheet
- Service Specification - Schedule 1
- Quality Monitoring Procedure (Draft) - Schedule 7

**Please note: you must register your interest via the South East Business Portal and/or directly by e-mail: [jon.richardson@reading.gov.uk](mailto:jon.richardson@reading.gov.uk), quoting Contract Reference Number SC117, if you intend to submit a PQQ; we will acknowledge receipt. If your organisation has not registered an expression of interest we will not be able to send you any amendments to the PQQ documents, or send you responses to requests for PQQ clarification from other potential candidates.**

The closing date and time for receipt of completed pre-qualification questionnaires (PQQ) is **Friday 16 November 2012 at 12.00 noon**. PQQs must be completed and submitted in hard copy and returned to the following address:

Reading Borough Council  
Education, Social Services & Housing  
Contracts and Commissioning Team  
Level 6  
Civic Offices  
Reading RG1 7AE

For the attention of: Jon Richardson

Responses to the questionnaire will be used to determine an organisation's eligibility to tender for the contract. Following the receipt and analysis of completed questionnaires a shortlist of organisations which the Council will invite to tender will be drawn up; subsequently tender documents will be dispatched to selected applicants in December 2012.

The Council anticipates that the transfer of undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply to this contract.

A response to this advertisement does not in itself guarantee an issue of an invitation to tender and Reading Borough Council does not bind itself to accept the lowest or any tender subsequently received.

**PLEASE NOTE THE FOLLOWING DEADLINES**

Requests for clarification of the PQQ documentation must be received in writing by e-mail to: <a href="mailto:jon.richardson@reading.gov.uk">jon.richardson@reading.gov.uk</a> , no later than:	<b>09.11.2012 at 12:00 hours</b>
The time limit for accessing and downloading the PQQ documentation from the South East Business Portal is:	<b>15.11.2012 at 23:59 hours</b>
The time limit for receipt of the completed PQQ document is:	<b>16.11.2012 at 12:00 hours</b>