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| Devon Procurement Services |
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| 20 July 2021 |

Dear Provider

**RE: Commissioning Proposal: Short-term Block Volume Personal Care Contracts**

Devon County Council is interested in procuring a number of small block contract arrangements for Personal Care in particular locations within Devon.

There has been an increase in community social care demand and even though market sufficiency has increased there hasn’t been enough increase to meet demand.

Data has been reviewed to identify the locations and volumes of the block contracts required. The table below highlights these areas, with a sharper focus on electoral wards including run groupings and postcode breakdowns.

Providers should note that the table below is the current demand profile by market town and will be subject to change.

|  |  |  |
| --- | --- | --- |
| **Block** | **Electoral Wards** | **Hrs/Week** |
| **Eastern Block 1** | St Thomas Ward  Alphington Ward | **85** |
| **Eastern Block 2** | Sidmouth Sidford Ward | **40** |
| **Eastern Block 3** | Ottery St. Mary Ward | **31** |
| **Eastern Block 4** | St. David's Ward  Newtown & St. Leonard's Ward | **75** |
| **Eastern Block 5** | St . Loyes Ward  Pinhoe Ward | **60** |
| **Eastern Block 6** | Okehampton North Ward | **35** |
| **Eastern Block 7** | Kenton & Starcross Ward | **51** |
| **Eastern Block 8** | Teign Valley Ward | **58** |
| **Eastern Block 9** | Mincinglake & Whipton Ward  Pennsylvania Ward | **60** |
| **Eastern Block 10** | Exmouth Littleham Ward | **30** |
|  |  |  |
| **Northern Block 1** | South Molton Ward | **30** |
| **Northern Block 2** | Ilfracombe East Ward | **38** |
| **Northern Block 3** | Monkleigh & Putford Ward | **29** |
| **Northern Block 4** | Holsworthy Ward | **21** |
|  |  |  |
| **Southern Block 1** | Dawlish North East Ward  Dawlish South West Ward | **150** |
| **Southern Block 2** | Teignmouth East Ward  Teignmouth Central Ward | **95** |
| **Southern Block 3** | Ambrook Ward  Bovey Ward  Chudleigh Ward | **150** |
| **Southern Block 4** | Totnes Ward | **75** |
| **Southern Block 5** | Dartmouth & East Dart Ward | **68** |
|  |  |  |
|  | **Totals** | **1181** |

The proposed block contracts will have the following features:

* To provide the regulated activity ‘personal care’ in the individuals own home. This may include double handed care packages.
* The block contract will take precedence for new care packages to be referred via our Arranging Support Teams
* It is expected that packages of care commissioned through the short-term block contract vehicle will pass to a provider’s core-business on the personal care standard banded rate contract upon termination of the block contract arrangement.
* The block volume will be paid at DCC’s existing banded rates of £22.28 or £24.72 depending on the area the block covers.
* Each individual contract will run for three months from the date of its agreed start date.

**Not in scope**

Night sleep & waking night support is not in scope of this contract.

**Procurement Process**

DCC is seeking to undertake a tender process which will include a selection criteria questionnaire and the completion of a quality (award) questionnaire as set out in the tender documents to be published.

As a Key quality requirement, the Provider MUST have an overall CQC quality rating of Requires Improvement or above. Providers with any key line of enquiry currently rated as Inadequate by the CQC will not be eligible.

It is envisaged that this opportunity to tender will be published by **2 August 2021**

The opportunity will be advertised through the tendering portal below. Providers should note that this will be only place where this opportunity will be available.

Interested providers please register on the Supplying the Southwest tendering portal [https://www.supplyingthesouthwest.org.uk](https://www.supplyingthesouthwest.org.uk/)

The opportunity is registered under **CP2079-21 Short-term Block Personal Care**

If you are not registered on Supplying the Southwest, please referrer to **ProContract Registration Guidance** at the bottom of this email.

Your Sincerely

Devon Procurement Services

**ProContract Registration Guidance:**

All Devon County Council business/tender opportunities are advertised and published through our electronic tendering system.  You access the system through the South West Councils Portal that enables you to view all opportunities offered by the South West Councils.  The Portal is linked to a system called ProContract that is a secure hosted electronic tendering system. ProContract provides a user friendly, intuitive system to advertise all open tender and quotation opportunities. It also includes a tender submission wizard to guide suppliers through the submission process.

The Portal/ProContract is free to join for businesses and offers the following advantages:

* Within your account profile you will be able to select categories which align with your business
* You will automatically receive notification of any opportunities published within the categories selected
* You can create accounts with multiple users to help you administer your tender interests and responses
* You are in control of your tender submission and not reliant on a third-party courier or postal service
* Submissions can be completed electronically rather than handwritten
* Submissions can be amended up until the closing date and time

If you have **already registered** on the ProContract electronic tendering portal, please search the business opportunities on the system for further information on this procurement.

If you would like to register your company on the system to participate in the above contract please follow the instructions below:

* Open the internet and go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)
* Click on the purple “Register now” button.
* This will open a new page to Register free with ProContract
* Enter your organisation name and email address.  The email entered here will be used for messages that will be sent confirming registration details, notifications of business opportunities and all other system communications that may take place during the procurement process.  It is recommended that a generic email is used, so that communications will not be lost if that person is absent or leaves the company.
* As you enter the above details the system verifies your company name and email address to see if it already exists on the system and returns a note in red.  If the two fields have a green tick after the box, then you are able to click the green “Continue registration” button.
* The following fields are mandatory for completion. Enter your Organisation details, Primary contact details and your communication preferences and if all fields have a green tick then click on the green “Continue registration” button
* A confirmation registration application window will appear. Click on the green “Yes, I am sure”

**What happens next?**

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process. This includes selection of your preferred opportunity areas of interest along with geographical locations to which you can supply your goods and/or services.

Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

**What if I don't receive confirmation?**

If you don't receive an update regarding your application within 48 hours you should complete the following:-

* Check your junk and spam folders of the email account used to register.

Register with the ProContract supplier support team [here](http://proactis.kayako.com/) and raise a case describing the issue