Dear Provider,

Buckinghamshire County Council is inviting providers to complete an application form to be considered for inclusion on a Preferred Provider List for the provision of Supported Living and Residential Care Services.

The providers who are successful in their application form will be placed on the Preferred Provider List for the client groups they believe they are capable of providing. These are listed in the documentation. For clarity - acceptance on to a list enables the Provider to respond to capability assessments and related mini competitions, which the Council opens when a requirement arises. These are for specific provision of care and support services in designated accommodation provided by or on behalf of the Council. You are NOT required to be on the preferred lists to provide accommodation based services on a spot contractual basis in or out of County.

The Preferred List commenced on the **15th January 2014**. The list opens every six months and is subject to the Council approval process. The Preferred List will be in place for 3 years until January 2017. If you are already on the list, you do **not** need to re-apply.

The deadline for receipt of application forms is **22nd October 2015** sent to**strategiccommissioning@buckscc.gov.uk**. We cannot accept application forms received after this time.

Questions must be received by midday **2nd October 2015** via the strategic commissioning inbox. Any questions asked after this date will not receive a response. We anticipate sending a final Q & A document on **9th October 2015** via the portal. Please check the portal for these Q & A’s.

The terms and conditions are attached- you are required to sign up to the conditions as part of the application process.

There are 6 specifications to inform the applicants of the overarching requirements of each client group. There are also specifications for both residential care and supported living to assist the applicant in understanding and responding to the Council’s requirements.

The Preferred Provider List will be reopened to new applicants every 6 months.

The questions and answers from first, second and third rounds of applications are attached for information.