**Short Breaks Framework**

**Mini-Competition Procedure**

**1.0 Mini-Competition**

1.1 The Council wants to nurture a creative environment which responds to client needs, with new bespoke service proposals for short break activities coming from Service Providers. Where a Service Provider makes an individual proposal for short break activities the core requirements will be considered – the activity proposed, the age it caters to, the Pathway that it is suitable for and the cost. If more than one Service Provider provides a similar or the same activity, then a mini-competition will be held and a Service Provider will be chosen depending on the mini-competition award criteria, as laid out in this Procedure. If more than two Service Providers satisfy the criteria a mini-competition will be held, and detailed criteria on which the successful provider is chosen will be provided at the time.

1.2 Innovative schemes which are unique and proposed by an individual Service Provider will be considered along with interest expressed and feedback from families as well as response to the Short Breaks Statement objectives.

1.3 The Council may also propose bespoke services which will be put out to the Service Providers on the Framework for mini-competition.

**2.0** **Mini-Competition Procedure in accordance with clause 4 of the Framework Agreement**

2.1 The Council will issue a bespoke Specification for the proposed activity as outlined in the Specification which will be sent to all Service Providers on the Framework Agreement. A return date for proposals will be identified at time of issue.

Any proposals received after the specified return date will not be considered.

2.2 Interested Service Providers will submit their Supplemental Tender’s via submission of an Activity Sheet as set out in Schedule XX and a summary of their proposal which should demonstrate the process for the delivery of the scheme and an indication of the timeframe needed to start delivery.

2.3 Supplemental Tenders will be reviewed with consideration to the new bespoke Specification issued and with adherence to the general Short Breaks objectives. If only one Supplemental Tender is submitted and it meets the requirements of the Specification and the award criteria, the Short Breaks Co-ordinator will contract with that Service Provider via the issue of a Booking Form Agreement, as set out in Schedule 4 of the Framework Agreement

2.4 Where more than one Service Provider submits a Supplemental Tender, the Activity Sheets and summaries will be reviewed with consideration on the following award criteria:

1. Quality: 60%
2. Cost: 40%

Further discussions with each Service Provider may be required.

2.5 The review will take place over no more than 5 working days and Service Providers will be informed of the decision in writing after this date. If the Service Provider has been unsuccessful, the reasons for this will be included in the response. The successful Service Provider will be formally contracted with via a Booking Form Agreement issued by the Short Breaks Co-ordinator.

2.6 In the unlikely event that identical Supplemental Tenders are received, the Short Breaks Co-ordinator will work with all Service Providers concerned to review the Supplemental Tenders in detail to come to an equitable solution which may involve partnership working between the Service Providers.