

**Oxfordshire County Council**

**Direct Payments Support Services**

**Approved Provider List**

**Lot 2 – Payroll Services**

Oxfordshire County Council and the Oxfordshire Clinical Commissioning Group require effective, efficient and economical Direct Payment Support Services to ensure that flexible, high quality support is available for recipients of Direct Payments to purchase.

Oxfordshire County Council and The Clinical Commissioning Group are creating a new Approved Provider List for Providers offering Direct Payment Support Services specific to **Payroll Services.**

The overall aim of creating an Approved Provider List for Providers of this service is to give Individuals’ the opportunity for greater choice and control to manage Personal Budgets & Personal Health Budgets as a Direct Payment, and, where needed, support to administer payment to the Individual’s chosen Personal Assistant(s).

Oxfordshire County Council and the Oxfordshire Clinical Commissioning Group are inviting organisations to apply for inclusion on a new Approved Provider List to provide support specific to payroll of Personal Assistants.

As an Approved Provider you will:

* Be identified as an approved provider within the Council’s Live Well directory of Providers in Oxfordshire
* Able to promote yourself to self-funders as an Oxfordshire County Council approved provider

The Approved Provider list will open periodically for applications and run until March 2026. The set-up of the Approved Provider List and indicative first availability contract start date[[1]](#footnote-1) is 1st April 2021.

Applications must be submitted to the Council before **12 noon on Wednesday 10th March 2021** via the Council’s electronic tendering portal at <https://sebp.due-north.com/>

**Application Timetable (Indicative) –** the outline timetable for submission of applications and appointment to the Approved Provider List, is as follows, although the Council reserves the right to make any appropriate adjustments.

|  |  |
| --- | --- |
| **Direct Payment Support Services** |  |
| Issue Invitation to Apply | **Friday 26th February 2021** |
| Q&A using portal until: | **Friday 26th February – Monday 8th March 2021 12 noon** |
| Deadline for submission of applications | **Wednesday 10th March 2021** |
| Inclusion on APL notification | **Monday 15th March 2021** |
| Set up of APL | **Monday 15th March – Wednesday 31st March 2021** |
| APL start date | **Thursday 1st April 2021** |

**INSTRUCTIONS FOR COMPLETION AND RETURN OF APPLICATIONS**

Please use the question and answer section of the Portal from where you downloaded this document to ask any question(s) regarding the documents and/or the process. Please note that the Council will issue all questions and answers to all Applicants’ unless an Applicant specifies that a question is confidential, and the Council accepts that the question is confidential. The Council reserves the right to amend questions where necessary such that answers can be released without disclosing confidential material.

The window for clarifications and queries will be open until **5pm on Monday 8th March 2021.**

The documentation to be returned to the Council are:

1. Completed ‘Appendix 1 - Provider Compliance Requirements APL Final’ document.
2. Completed ‘SEQ – APL (Service Eligibility Questionnaire)’ document for each Lot being applied for.
3. Any requested supporting documents including but not limited to, copies of relevant Insurance Certificates, requested Financial Information.

Failure to submit all documentation may result in your Application being deemed non-compliant and not further considered by the Council.

Additional attachments will not be considered.

Applications must be in English.

Please return an electronic copy of your Application via the Portal from where you downloaded the documentation. Please allow sufficient time to upload all documents to the Portal before the deadline.

Failure to submit your Application by the closing time and date may result in it not being considered.

Applications must remain valid and open for acceptance for three months from the closing date for return of the Application.

The Council may require you to clarify any part of your Application or to supply additional information if it considers this appropriate.

Where the documentation refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.

If you are a member of a group of companies (e.g. sister organisation, subsidiary etc.), the information inthe **Service Eligibility Questionnaire (SEQ) ‘Your Details’ section** should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).

The Council will not accept a Tenderer’s terms of business in lieu of or in addition to the conditions included at **Appendix 1 – Provider Compliance Requirements APL Final.** By submitting an application, bidders are agreeing to be bound by the conditions at **Appendix 1** without further negotiation or amendment should their application be accepted, unless changes are agreed by the Council and such changes notified to all bidders prior to submission.

It is the Applicant’s responsibility to ensure that all calculations and prices and other data in the Application are correct at the time of submission. No amendment to the Application documents will be allowed after the closing date for submission of applications. Unless otherwise explicitly set out, prices should be fully inclusive of all costs involved in delivering the Service.

The Council reserves the right to:

withdraw, or to re-invite Applications for appointment to the Approved Provider List on the same or any alternative basis;

The Council will not be liable for any Application costs, expenditure, work or effort incurred by an Applicant in proceeding with or participating in this application process including if the process is terminated or amended by the Council.

Although the information contained in the APL documentation is provided in good faith, the Council accepts no liability for any inaccuracy of information given or for any loss or damage arising therefrom.

1. This is the availability date for contracts between Provider and End User Beneficiary who may select the Provider to provide the relevant Direct Payment Support Services directly. [↑](#footnote-ref-1)