  
Dear Provider,

Cumberland Council is looking to recommission its Specialist Overnight Short Break Service for Children with Disabilities to begin in February 2025. We are keen to engage with as many organisations as possible who may be able to provide Specialist Overnight Short Breaks.

The Specialist Overnight Short Breaks Service provides high quality, non-institutionalised specialist overnight support for children and young people with disabilities. This will be provided at The Elms (a Council-owned building in Workington providing 4 beds which is exclusively used by this service). Providers will be required to comply with all Children’s Homes, Ofsted and other associated regulations and registration requirements.

A pre-market engagement meeting will be held via Microsoft Teams, on **Monday 9th September, 3-4 pm.** Following this, one-to-one meetings will be available for providers between 10th and 12th September.

The Tender for the Contract is expected to be advertised in mid-September 2024 via the Chest Procurement Portal [www.the-chest.org.uk](http://www.the-chest.org.ukY) and you must be registered on the portal to be able to submit a bid. It is simple (and free) to register. Just follow the above link to the Chest and click on ‘Register FREE’ (on the list on the left hand side of the screen). If you have any issues with registering, email [peopleprocurement@cumbria.gov.uk](mailto:peopleprocurement@cumbria.gov.uk)

**Context:**

We are inviting all interested organisations to attend this session, where there will be representatives from the Children and Family Wellbeing and Strategic Commissioning Teams.

The agenda for the event will include:

* A presentation on short breaks in Cumberland and the level of demand.
* The aims of the proposed commissioning process.
* The proposed procurement process.
* Timescales.
* A Q&A session.

More information about the Specialist Overnight Short Breaks in Cumberland can be found here:

[Families Information | Specialist and Overnight Short Breaks (cumberland.gov.uk)](https://fid.cumberland.gov.uk/kb5/cumberland/directory/advice.page?id=T8rE32r9Ux4)

<https://fid.cumberland.gov.uk/kb5/cumberland/directory/advice.page?id=y2Q74s_tHgI>

**Contact Information:**

To attend the Engagement Event, please complete the following details and return the form to [strategic.commissioning@cumberland.gov.uk](mailto:strategic.commissioning@cumberland.gov.uk)

**1. Organisation Name**

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**2. Organisation Location and Address**

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**3. Please provide an outline of the services you currently provide (relevant to Short Breaks for Children with Disabilities)**

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**4. Which geographical areas do you currently provide these services in?**

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**5. What information would you require to support you to bid for this opportunity?**

**6. Will you be attending the Engagement Event?**

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| Yes/No  If you answered no to attending the Event: are you interested in tendering for this service? Yes/No |

**7. One-to-one sessions**

If you would like a one-to-one session, please indicate your availability below:

11th September 10-11am

11th September 1-2pm

11th September 2-3pm

11th September 3-4pm

12th September 4-5pm

**8. Primary Contact(s)**(Name and job title of contact(s) who will join the engagement meeting)

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**9. Email Address(es)**

(For meeting invites)

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**10. Telephone Number**

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It is important that you notify [strategic.commissioning@cumberland.gov.uk](mailto:strategic.commissioning@cumberland.gov.uk) if these details change any time after you have submitted the form.

If you have any questions, contact [strategic.commissioning@cumberland.gov.uk](mailto:strategic.commissioning@cumberland.gov.uk) and we will respond to you as soon as possible.

**Strategic Commissioning**

Commissioning & Procurement | Business Transformation & Change

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