



Exeter
City Council

Procurement of Edwards Court Extra Care Scheme

**Pre-engagement Event
21/01/2020**

Participants Briefing Pack

Contents

1.0 Purpose	3
2.0 Your invitation to Attend	4
3.0 Workshop Agenda	5
4.0 Questionnaire	6

1.0 Purpose

1.1 This session is being provided by Exeter City Council (ECC) and Devon County Council (DCC) to allow organisations which may be interested in bidding in the Extra Care Scheme procurement process to learn more about the contract, to find out more about ECC and DCC and to help shape and inform the tender specification so as to ensure that the resulting contract aligns with the market requirements.

1.2 The contract will be procured as a bespoke contract through a Restricted procurement procedure and is being supported by Ridgeway Associated Limited.

1.3 The purpose of this seminar is as follows:

- To provide an introduction to ECC & DCC
- To provide an overview of the direction of travel of ECC & DCC and their aspirations for the contract
- To provide an overview of the service that is being procured
- To provide an overview of the procurement process and timetable
- To obtain potential suppliers views and input into the specification

2.0 Your Invitation to Attend

2.1 Each Bidder will be allocated three (3) spaces at the briefing and we would request that one of these attendees is the person who will have commercial responsibility for the bid.

2.2 If you have not already done so can you please confirm the names of your three attendees to eccprocurement@exeter.gov.uk by 5pm on Friday 17th January 2020.

2.4 Dress code for the event is smart casual.

2.5 The Briefing Session is scheduled for **10.00am to 12:00pm** on **Tuesday 21st January 2020** at:



2.7 Car parking is available at the NCP Summerland Gate Car Park, Belgrave Road, EX1 2LB. The car park is situated directly opposite the main entrance of the hotel.

2.8 The nearest train stations are:

Exeter Central – (10 minutes' walk)

Exeter St Davids – (20 minutes' walk) - main station in the city for regional and national links

3.0 Workshop Agenda

- Welcome The purpose of the day
- The Scheme
- Consideration of deliverables:
 - Leasing arrangements
 - The concept
 - Integrated housing and care services
 - Ancillary services
- The procurement processes including timescales
- Your views

4.0 Questionnaire

We anticipate that not all bidders will be able to attend the engagement event and so we have developed a questionnaire to capture the input of the wider supplier market into our specification.

The questionnaire is appended to this briefing pack (Appendix A) and should be completed and returned to eccprocurement@exeter.gov.uk by 5pm on 21st January 2020.

If you will be attending the event day, you are still welcome to complete and return the questionnaire either in advance or on the day.

Thank you for your welcome contribution.