

RFQ 15304921 Provider List for Break Time, Day Time and Night Time Services for Children and Young People with Disabilities.

Lot 1a Break Time

Lot 1b Break Time Plus

Lot 2a Day Time Short Breaks

Lot 2b Day Time Personal Care

Lot 3 Night Time Overnight Short Breaks

Lot 4 Intensive Positive Behaviour Support

Clarification received during the initial application phase in 2020.

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#	Document	CLAUSE / SCHEDULE REF.	SUBJECT	CLARIFICATION REQUEST	AUTHORITY RESPONSE
1	Invitation to Participate Provider List	-	Inflationary Uplift	Will the first inflationary uplift be from 2022?	Please see ITP document, The Authority shall implement an annual adjustment to the price/Charge payable in respect of these Services to cover Inflation and shall be effective on 1st April each year. Inflation shall be measured as the Consumer Price Index as published by the Office for National Statistics in January of the same year. For the avoidance of doubt, for the purposes of Pricing Contract, Years' will be financial years. Year one will start on the Service Commencement date and Year two will be the following April and so on.
2	Clarifications	-	-	What is the Q&A deadline please	The clarification deadline for the Initial cycle will be 1 week before the Application Return Deadline. Clarifications submitted after this date may not be responded to.
3	Appendix 2d Lot Specification Intensive Positive Behaviour Support Lot 4	-	Clinical input/ supervision	For lot 4, are there any specific requirements around clinical input/supervision?	Clinical input/supervision should be appropriate to the role and in line with the respective professional regulatory guidance.

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4	Invitation to Participate Provider List	Section 5.30	TUPE	At what point will TUPE information be published?	Please see section 5.3 of the Invitation to Participate Provider List document.
5	-	-	Delayed commissioning start date	Where services start later than others will the existing arrangements stay in place until the new service start to ensure continuity of delivery to service users?	The existing arrangements for those services that start later than others will be determined and based on the individual needs of the service user(s) and their care plan.
6	Appendix 1b - Draft Service Contract	11.2-11.9	Charges and Payments	Will payments to providers be based on the session price or based on individual young people e.g. if 9 young people are due to attend the session but only 6 actually attend will the payment be based on 9 young people as this is the amount that has been planned for in terms of staffing and other resources?	The Authority will pay the successful Service Provider(s) as per the terms of the Service Contract Data From and terms of the Service Contract. Therefore, this will be as per the number of sessions block booked taking account of any non-attendance/cancellation with notice as per clause 11.2-11.9 of the Service Contract.
7	Appendix 2a - Lot Specification Break Time Lots1A and 1B	-	Eligibility and Requesting Services	We currently have children with social care packages paying an hourly rate to access our activities. Would these arrangements fall under Break Time plus and parents apply via the local authority?	Please see 'Eligibility' section on page 8 of Appendix 2a - Lot Specification Break Time Lots1A and 1B, please also see 'Requesting Services' section on page 9 of Appendix 2a - Lot Specification Break Time Lots1A and 1B9 to detail of how Services can be arranged under Lot 1b Break Time Plus. Please also see section 4.2.1 Existing Business of the ITP.
8	Appendix 2 - Break Time and Short Breaks Core Specification	3.10.1	Promotional Material	As this question is regarding (in part) the creation of promotional material for the service (Specification 3.10.1) Do you require examples of such material to be submitted with the bid?	Please see section 5 of the ITP document (Application Completion Information) for documents to be returned, please ensure you read these documents to provide the information requested. Please only provide the information requested as anything else will not be considered and evaluated.
9	Appendix 3b - Selection Criteria	-	Reference Requests	Regarding the reference request, one of our referees has asked the following: Does "Please could you confirm that the contract was	The question 'Please could you confirm that the contract was complete' within the reference request means has the contract now ended following delivery/completion, or

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	Additional Info Reference Request			complete:” mean “has the service finished and the contract is over” or “have they done what they said in the contract” or “the contract signing is all complete” or “everything is included in the contract that needed to be”? This is for an on-going contract. Please advise what is required	has it be terminated early before being completed. If the contract is ongoing, the referee can state 'ongoing' for this question. The referee can comment on performance within the question that follows and provide any details if terminated early.
10	-	-	Lot 3 Night Time Overnight Short Breaks	please can you confirm if in Lot 3 Night Time Overnight Short Breaks, a provision for short breaks will be considered if it is not due to open until late in 2022? Can we still offer this within this tender?	You will need to consider if your service meets the requirements as outlined in the ITP, procurement documents and Service Specification, please also note the requirements regarding Ofsted and CQC registration and rating within the ITP (section 3.6.1). Following the initial Application Return Deadline, Applications may be submitted at any time and evaluations will take place every 12 months or sooner if more than 10 applications are received.
11	Appendix 1b - Draft Service Contract	Clause 11	Charges and Payments – Break Time	Please can you clarify how payment will be made to providers? Will payment per child be made annually and upfront or will we be required to deliver sessions and invoice in arrears as per the current arrangement for Lancashire Break Time?	<i>Please see the Service Contract Clause 11 Charges and Payment.</i> Services for Lot 1a Break Time will generally be commissioned via an annual blocked booking basis and commissioned as sessions. The Service Contract Data form will contain all the detail of the session booked including but not limited to: number of sessions, session rate (Charges), number of children per session. The Authority will pay for Break Time sessions in accordance with the agreed Service Contract Data Form unless otherwise varied. Provided that the services have been delivered to the satisfaction of the Authority payment will be made in accordance with Clause 11 of the Service Contract. Confirmation (invoice) of Break Time sessions within the payment period must be received within 14 calendar days of the end of the payment period and the Authority shall pay

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					Charges which have become payable on 30 days from receipt of the confirmation (invoice). Please note Clause 11.7 – 11.9 regarding parent/carer contribution and cancellation.
12	Appendix 3a - Selection Criteria Additional Info and Pricing Schedule	-	Updated Version	-	Please see updated version of this document for you to use, the cell formatting has been updated.
13	Appendix 3a - Selection Criteria Additional Info and Pricing Schedule	-	Updated Version	In column H in Section 2 (Selection Regulated Activity) of the Pricing Schedule there is not the correct drop down options for us to enter our Ofsted rating, are you able to resolve this? In Section 2 (Selection Regulated Activity) of the Pricing Schedule the links in column J and K appear not to work, are you able to rectify this?	Please see updated version of this document for you to use, column H is now free text for you to enter the required information Column J, K,L and M are columns for the Applicant to copy in your link to your latest Regulator Inspection Report.
14	Appendix 4 - Quality Criteria Questionnaire All Lots	-	Pictures	Can we include photographs as part of our submission?	Please see section 5.5 Character Limits within the ITP 'When specifying your character count you must include all characters used as part of your answer to that question, including spaces and those characters contained within any tables, flow charts, maps, process diagrams, pictures and spreadsheets'.
15	Appendix 3b - Selection Criteria Additional Info Reference Request	-	References	If some/all of the organisations the reference requests are sent to by the applicant do not reply in time for the tender deadline, what alternatives can be offered.	Applicants must continue to obtain the reference request return. Applicants must also complete all details required in Section 6 of Appendix 3 Selection Criteria Questionnaire to enable the Authority to verify the reference obtained by the Applicant or if the Applicant has not provided the reference return, for the Authority to obtain it on their behalf using the contact details provided in Section 6 of the Selection Criteria Questionnaire. Applicants must ensure that they provide

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					the <i>correct and up to date</i> contact details for the referee so that the Authority can complete the checks.
16	Invitation to Participate (ITP)	3.3	Ongoing Applications and Evaluation Process/Timetable	if we are deemed unsuccessful, when would we then be able to reapply.	Please see page section 3.3 of the Invitation to Participate (ITP) document for approximate timetable for new application after the initial deadline. It is likely to be February 2022 when the Authority will re open the Application stage. If an Applicant is unsuccessful, they may reapply with an improved Application at anytime. Evaluation of those new applications will be annually or sooner if the Authority chooses to do so.