

## APPENDIX B

### THE TENDER PROCESS

#### Timescales for the Tender Process

The proposed timetable for the tender process is:

Advert published and ITT available on In-Tend	Friday 26 <sup>th</sup> . July 2013
Questions and answers and clarification period	Monday 29 <sup>th</sup> . July to Friday 23 <sup>rd</sup> August 2013 (4 weeks)
ITT response deadline date (fixed)	Monday 2 <sup>nd</sup> September 2013
ITT evaluation	Monday 2 <sup>nd</sup> September to Friday 20 <sup>th</sup> . September 2013 (3 weeks)
Overview & Scrutiny Committee	Monday 9 <sup>th</sup> . September 2013
Final decision on providers accepted onto the framework agreement	By Friday 20 <sup>th</sup> . September 2013
Executive meeting	Tuesday 24 <sup>th</sup> . September 2013
Providers Informed of decision and their quality banding	By Friday 27 <sup>th</sup> . September 2013
Contracts signed and briefing meeting(s) for successful providers take place	October 2013
Operational processes are implemented	Wednesday 25 <sup>th</sup> September to Wednesday 30 <sup>th</sup> October (5 weeks)
Framework agreement in place	Monday 4 <sup>th</sup> . November 2013

#### Tender Evaluation

The tender will bring providers onto the framework agreement by assessing whether they are a 'fit and proper' organisation from whom we wish to purchase accommodation.

The evaluation will be based on the completion of:

- a) A Provider Questionnaire (50% of evaluation) which covers financial stability and organisational procedures (e.g. data handling; equalities; health & safety; insurances; business continuity and safeguarding); and
- b) References from two existing commissioning authorities (50% of evaluation) covering (quality of care; caring for people with dementia; maximising independence; handling

complaints; staff development; management competency; value for money; maintaining records & partnership working).

The tender is evaluating each provider to determine whether or not they are to be accepted onto the framework agreement. Thus a provider with more than one care home with or without nursing in the area will only apply and be evaluated once, not for each care home.

The tender evaluation team will comprise the Assistant Director Strategic Commissioning, Commissioning and Contracts Officers within the Social Care, Health and Housing Department and a Procurement Officer. It will also involve the Executive Member/Deputy Executive Member for Social Care, Health and Housing and the Chair of the Older People's Reference Group.