

**Summary Sheet of key information for support under the Cabinet Office
Mutuals Support Programme ref RM4626 – L0792.**

Key Information	
Recipient of Support:	Family Psychological Services
Is the recipient still in the public sector body, or have they spun out?	Pre-spin out
Parent Body (if applicable):	Cambridgeshire County Council
Sector:	Children's social services
Value:	up to £50,000 (split in two parts)
Support Required	
Part 1: Testing and developing existing work completed by the PSM to date and choosing the most appropriate legal and governance form structure for the PSM	30 June 2015
Part 2: Implementation support	November 2015
KSD Requirements	
<p>The KSD requirements are:</p> <ul style="list-style-type: none"> • A deliverable that can act as a publishable case study of the project and the support provided, including a summary of 'lessons learnt' during the support, key challenges and how they were overcome. This case study should adhere to the guidance Annex F; • A guide for engaging and obtaining buy-in from children's services stakeholders across the length of the spin-out process; and • An overview of the improvements in the provision of children's services delivered as a result of the spin-out. 	
Scoring and Weightings	
Section A: Approach and understanding	Quality Criterion; weighting = x1
Section B: Team structure and experience	Personnel Criterion; weighting = x2
Section C: Format and content of Knowledge Sharing Deliverables	Quality Criterion; weighting = x0.5
Section D: Commercial	Commercial Criterion; weighting = x1.5
Support Required	
Legal and Governance	Support to determine the appropriate governance arrangements and legal form.
Business Planning and Financial Modelling	Support to develop the initial business plan with accompanying detailed financial modelling (including insurance requirements, TUPE and Pension liabilities, VAT) as well as market analysis and strategy. The support will require a strong emphasis on commercial skills transfer.
Transition Planning	Support to develop an initial transition plan to the agreed operational model. This plan will form the basis for seeking formal spin-out approval from the Council in March/April 2015.

Transition Implementation	Support to develop the initial transition plan (Part 1), including legal set up considerations, staff and asset transfer, and complex contract negotiations (due to the number of different funding streams) as well as other operational considerations.
Scoring and Weightings	
Part 1	
Payment upon commencement of Services (usually following Contract signature, but may be following Customer's instruction to start work if that is required by the Contract)	5%
Support Requirement 1: Legal and governance	18%
Support Requirement 2: Business and financial planning	12.5%
Support Requirement 3: Transition Planning	12%
KSDs	2.5%
Part 2	
Payment upon commencement of Services (usually following Contract signature, but may be following Customer's instruction to start work if that is required by the Contract)	5%
Support Requirement 4: Transition Implementation	42.5%
KSDs	2.5%
Tentative Timetable	Date
Draft requirement (in form of draft ITT) published	Thursday, 5 March 2015
Market engagement period starts	Thursday, 5 March 2015
Deadline for receipt of requests for clarification on the draft requirement (" Initial Clarifications Deadline ")	Monday, 9 March 2015 16:00 hrs
Bidder's Teleconference Teleconference Number: +44 (0) 207 979 0005 Code: 2712828	Wednesday, 11 March 2015 9:00 hrs
Invitation to Tender published within eSourcing portal	Wednesday, 11 March 2015 16:00 hrs
Deadline for receipt of final outstanding requests for clarification (" Final Clarifications Deadline ")	Thursday, 12 March 2015 16:00 hrs
Deadline for the publication of responses to Final Clarification questions	Friday, 13 March 2015 12:00 hrs
Deadline for submission of a Tender (" Tender Submission Deadline ")	Monday, 16 March 2015 19:00 hrs
Notify Potential Supplier of Procurement	Wednesday, 18 March 2015

outcome	
Contract awarded	Wednesday, 18 March 2015