

SCS1546.90

Further Competition for University Hospitals  
Coventry & Warwickshire

ST0005 Adult Care Worker Level 2

Under Dynamic Purchasing System C1546



### Commercial Environment

Salisbury NHS FT's Commercial Services team are responsible for a number of the Trust's outward facing businesses, and provide procurement and commercial expertise to both the Trust and a number of collaborative organisations across the NHS. One of the original Carter Programme trusts, SFT are also national demonstrator site for Scan4Safety / GS1 implementation, and have experience in commercialising areas of the Trust's services to a wider market, as well as bringing innovations to market for the benefit of the NHS.

Salisbury NHS Foundation Trust are therefore a Contracting Authority within the meaning of the Public Contract Regulations 2015, and are able to make this DPS available to other public organisations listed in the relevant section of this document. Salisbury Managed Procurement Services is a trading name of Salisbury NHS Foundation Trust for the delivery of this DPS and associated services.

### This Requirement

Under Salisbury's existing Dynamic Purchasing System for Apprenticeship Training Provision, Salisbury are acting for Torbay & South Devon NHS Foundation Trust, in conducting a further competition for the requirements listed below :

Further Competition Requirement Details			
Course Title	Adult Care Worker Level 2		
Standard Number	Adult Care Worker Level 2 - <b>Reference:</b> ST0005		
Accrediting Body	To be confirmed by the training provider in pre questionnaire.		
Required Start Date	TBC – Training provider must be able to willing to accept start dates. First cohort commencing work 3 <sup>rd</sup> September 2018 – Must be willing to start course this week.		
Required Location(s) (Towns not site names)	Coventry, Nuneaton & Rugby.		
Number of Students	Standard	Numbers required	
	Adult Care Worker (Level 2)	20	
Approx Value of this Requirement	Standard	Overall costing	
	Adult Care Worker (Level 2)	£60,000	
Standards / Framework Link	<ul style="list-style-type: none"><li><a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care-worker/s">https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care-worker/s</a></li></ul>		

Requirement Description
-------------------------

<b>Delivery Plan</b>
----------------------

<b>Recruitment</b>
--------------------

The Trust will be responsible for the recruitment of the apprentices using the existing recruitment process. Cohort 1 has been recruited and will commence in post on Monday 3 <sup>rd</sup> September 2018, Provider must be willing to start training/ sign up within this commence week.
---

<b>Study Days</b>
-------------------

Study days will be delivered onsite at University Hospital Coventry and Warwickshire on a monthly basis which the college must provide a tutor for.
---

In house assessors will assess Care Certificate and optional units. Sub-contracting costs will be negotiated with the provider.
--

<b>Expectations of Provider</b>
---------------------------------

The provider will register the apprentices with their awarding body (to be stated), deliver study days and assess mandatory units and carry out internal verification of both mandatory and optional units.
---

The provider will provide functional skills initial assessment papers to be utilised during the recruitment process.
--

Providers will meet with the Trust on a regular basis to update on learner progress as part of the quality assurance process. Provider will carry out learner surveys twice per cohort and provide UHCW with results.
---

The provider will provide electronic assessing portal and provide UHCW assessors access and training prior to the apprentices commencing in post.
---

Provider will participate in induction and register learner within 7 days of commencing employment.
---

Provider will be responsible for delivery and marking off mandatory units and providing feedback to learners at the following study day.
--

Learners will give strict completion dates for submitting work. Knowledge for the unit should be handed in within two weeks of study day, feedback then given by assessor with 5 working days to the learner and amendments are completed by the next study day.
--

<b>Bidder Clarification Meetings are listed for 24.08.18. Please hold in your organisation diary and invites will be confirmed after Procurement closes.</b>
--

## Timetable

Opportunity Live on Bravo / Contracts Finder	Wednesday 8 <sup>th</sup> August 2018
Last day for Bidder Clarification questions	Wednesday 15 <sup>th</sup> August 2018
<b>Event closes for Bidder Responses</b>	<b>Monday 20<sup>th</sup> August 2018 at 09:00</b>
First Cohort Starts	September 2018

## About University Hospitals Coventry & Warwickshire NHSFT

University Hospitals Coventry and Warwickshire NHS Trust is one of the UK's largest teaching Trusts responsible for managing two major hospitals in Coventry and Rugby, which between them serve a population of over a million people. We are the principal teaching hospital for Warwick Medical School with whom we work in close partnership to develop innovative medical education programmes and clinical research.

The hospitals are:

- Hospital of St Cross, Rugby
- University Hospital, Coventry

The Trust was first established in 1992 and expanded to include Rugby in 1998.

Every year we provide more than 800,000 episodes of care to patients from across Coventry, Warwickshire and beyond.

The NHS Provider Licence was introduced during 2013 as part of the Foundation Trust Regime and replaced the former authorisation process. Whilst NHS Trusts are exempt from holding a Provider Licence, Trusts are required to undertake a self-assessment to ensure compliance with the conditions set out in the licence that are relevant to NHS Trusts.

## Bidder Information

Please note the following conditions apply to this Competition :

1. Contracting Authority – The Contracting Authority will be the organisation(s) listed in the Requirements summary above, depending on the employing Trust for the Learner.
2. Responses and Questions – All responses, bids and questions must ONLY be submitted via the Bravo Procurement Portal operated by Salisbury NHSFT.
3. Terms & Conditions – The successful bidder(s) will be awarded contracts under standard NHS Terms & Conditions (copy available on Bravo). Bidders' own terms or conditions will not be accepted by the Contracting Authority.
4. Award of Business – All offers on this Procurement are made in good faith and reasonable expectation, however the Contracting Authority retains the right to change indicated student numbers. The Contracting Authority retains the right to make a reduced, or no, award following the outcome of the Competition.
5. Payment for Apprenticeship Training is from the Apprenticeship Digital Account to the Provider. Salisbury NHSFT shall not be liable for any financial sums or values under any

circumstances, and the Contracting Authority shall only be liable for additional student fees if agreed and included in the Commercial Schedule of the final contract.

6. Eligibility – Only Suppliers registered and approved on Salisbury NHSFT's Dynamic Purchasing System (OJEU Reference 2017/S 045-083446) shall be eligible to compete in this Competition. Suppliers may apply to join that DPS during this competition, but no time extensions shall be granted to do so.
7. Supplier Fee – There is no fee to join, or participate in further Competitions under the DPS. By submitting a bid, suppliers agree to pay Salisbury NHSFT the sum of 1% (one percent) of the value of all business they are awarded following a Competition, excluding VAT. Please note this fee CANNOT be included in training course costs, and CANNOT be deducted from the training value paid from the student Digital Account. The full value of training given in the supplier's bid MUST be the value they deliver to the student. Supplier fees will be invoiced quarterly by Salisbury NHSFT following information provided by the Contracting Authority.
8. All bid responses and required information must be provided by the Close Date indicated on the Bravo portal.

### **DPS Scope**

The Contracting Authority expressly reserved the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it saw fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates.

The awarding of a place on the Dynamic Purchasing System does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. Any orders placed under this DPS will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the DPS shall only use electronic portals during the life of the agreement.

Any values that have been provided are only an estimate. We cannot guarantee to suppliers any business through this framework agreement.

The DPS has been established by Salisbury NHS Foundation Trust, for use by the following bodies (and any future successors to these organisations) and up to 10 other public bodies:

All **NHS Bodies** in the United Kingdom including Acute Trusts, Ambulance Trusts, Care Trusts, NHS Hospital Trusts, Foundation Trusts, Strategic Health Authorities, Mental Health Trusts, Special Health Authorities, Community Health Councils, Local Health Boards, Clinical Commissioning Groups (CCG), NHS Trusts including as listed and maintained on the following URLs:

<http://www.dh.gov.uk/health/category/arms-length-bodies>

<http://www.nhs.uk/servicedirectories/Pages/PrimaryCareTrustListing.aspx>

<http://www.general-practitioners-uk.co.uk>

<http://www.nhs.uk/servicedirectories/pages/nhstrustlisting.aspx>

All **Health Service Executive** listed hospitals in the Republic of Ireland as detailed on

<http://www.hse.ie/eng/services/list/3/acutehospitals/hospitals/>

Any **public body** who meet the criteria for lending described by the Public Works Loan Board at

<http://www.dmo.gov.uk/documentview.aspx?docname=pwlbircular158.pdf&page=>

Any **education body** wholly funded by central government or local authority, including Academies

Any **charity** registered with the Charity Commission who's funding arrangements require them to follow Public Contract Regulations

Any **United Kingdom central government body** directly funded by HM Treasury, or arms length bodies or agencies funded by sponsoring Departments of central government

Awards of further business can only be made following a mini-competition managed through the DPS. Terms and Conditions of that contract will be agreed locally with an awarding authority operating within the DPS via mini competition.

This DPS is valid for four years, ending 12:00 on 01 March 2021. Employers may enter into contracts which extend beyond the lifetime of the DPS.

### **Terms & Conditions**

The individual Employer organisations will be responsible for issuing their standard Terms & Conditions as part of the mini competition documentation.

### **Access Charges**

There is no charge for Providers to register for inclusion on the DPS, to access information, or to bid for business via the DPS.

Each Provider, on a successful award of a contract, will be invoiced a DPS delivery charge by Salisbury Commercial Services. This will be based on a percentage of contract value, and will be clearly advertised with each opportunity.

## **For Suppliers – How to Participate**

Suppliers can request to join (or withdraw from) a DPS at any time during the advertised lifetime of the DPS.

All DPS activity is carried out electronically, including further competition and messaging.

Salisbury NHSFT uses the Bravo NHS Portal for all procurement requirements, including DPS.

Suppliers wishing to join this DPS should register on the Portal [https://nhs.bravosolution.co.uk/nhs\\_collaborative/web/login.html](https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html) and locate relevant project reference. Suppliers will then be asked to complete the online PQQ and submit. Salisbury NHSFT will then evaluate the PQQ and advise within 10 working days after an initial period of 30 days (or advise the supplier where this will be extended).

Suppliers successfully placed on the DPS will then be advised of further competitions via the Bravo portal.

It is therefore **essential** that suppliers maintain their contact details within their Bravo profile at all times, as Salisbury Commercial Services will not be responsible for suppliers not receiving competition calls due to incorrect or outdated profile information.

### **Further Information**

For further information, email Simon Dennis at [simon.dennis2@salisbury.nhs.uk](mailto:simon.dennis2@salisbury.nhs.uk) or visit the Bravo procurement portal ([https://nhs.bravosolution.co.uk/nhs\\_collaborative/web/login.html](https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html))