

## **NHS South Cheshire CCG and NHS Vale Royal CCG**

### **Invitation to Submit Proposals**

#### **Autism Training and Support Programme**

##### **Introduction**

Written quotations are invited for the provision and co-ordination of a locally delivered autism training programme, based on the principles of participation and empowerment.

The area covered is within the boundaries of Vale Royal (Northwich and Winsford) and South Cheshire (Crewe, Nantwich, Sandbach, Middlewich, Alsager, Shavington and Haslington).

##### **Purpose**

The aim of the programme is to provide information and training to support the development of strategies and specialist/peer support that will empower parents, families and children/young people (age 0-25 years) either living with autism or on the autism assessment pathway awaiting diagnosis.

The programme needs to include the management of referrals (including self-referrals) and the provision of support to increase understanding of the condition and to develop evidence-based strategies to effectively respond and self-manage.

The programme should include a core range of issue specific needs-based training. The Provider will be expected to deliver information, training and support workshops/groups that offer practical strategies for positive behaviour management and increased knowledge and understanding of a range of topics including, but not limited to:

- Autism and diagnosis – helping parents develop their knowledge on how a child/young person with autism experiences the world and guide parents through practical strategies they can use
- Communication
- Sensory issues
- Sleep
- Understanding and positively managing behaviour
- Anxiety
- Listening, understanding and interacting effectively

##### **Options**

We will consider proposals from a single organisation or a joint proposal between providers which may support the need to cover a wide geographical area.

We would expect a proposal to provide the highest quality standards and detailed outcome-based monitoring to show improvements in key performance indicators.

The proposal should include evidence of:

- previous work with statutory services
- ability to work with a range of professionals and agencies
- evidence-based training
- service-user feedback and engagement

## **Scope**

The programme will be provided in community location(s) from 6<sup>th</sup> January 2020 (or earlier) for a term of two years with potential extension for a further year. On agreement of the contract, the provider will produce a leaflet describing the programme contents and how to access it. All referrals will be reviewed by the provider to ensure the sessions are attended by those people who will derive most benefit from them. The training will be reviewed using standardised tools to assess impact.

All trainers must have the necessary DBS checks in place – to be managed and assured by the contract provider.

## **Contractual Information**

The contract format will be the NHS terms and conditions for provision of services: purchase order version. Please find below the link to the relevant section of the gov.uk website.

<https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>

The legally binding contract will be made up of the Purchase Order, the specification and tender response, and the relevant terms and conditions referred to in the Purchase Order. There will be one contract with NHS South Cheshire CCG and one contract with NHS Vale Royal CCG.

Key terms and conditions will be as follows –

- Monthly payment in arrears
- Long-stop date of three months after the services commencement date by which the services must be implemented
- Contract term of two years from the actual services commencement date. The term may be extended for a further year.

It should be noted, in particular, that the provider should comply with Disclosure and Barring Service (DBS) requirements for staff as appropriate, including those delivering training, and to have insurance arrangements in place, including public liability insurance.

The annual budget available is £54k. All costs associated with provision of the service are to be met by the provider.

## **Timeline for Delivery**

6<sup>th</sup> January 2020 or before

## **Proposal**

The proposal will be reviewed and evaluated against the following criteria:

- Proposed training programme
- Provider experience and expertise
- How the provider will meet the above scope
- Timeline for delivery
- Cost

Please see attached Evaluation Matrix and Methodology document.

Proposals should not exceed 4 A4 pages.

## **Deadline**

Please return your proposals to Jane Nash, [j.nash@nhs.net](mailto:j.nash@nhs.net) by close of play 21<sup>st</sup> October 2019.