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| 1-2-1 Care Provider Framework  NCITT014 |
| Application Form  (Invitation to Tender – ITT) |
|  |
|  |
| **2019** |

|  |
| --- |
| Synopsis NorseCare Ltd wishes to procure an open framework with a range of different domiciliary care providers delivering residential and nursing care services to adults on an agency supply basis, across our portfolio of Care Homes and Housing With Care Schemes. The framework will be for 5 years from October 2019, with the option to extend for up to a further 5 years; subject to agreement of NorseCare Ltd with the service providers. NorseCare Ltd is subject to the Public Contracts Regulations 2015, and will be carrying out this procurement in accordance with the Light Touch Regime which applies to social services. The basis of this framework is for NorseCare to seek support from approved agency providers when extra care is required for tenants or residents as stipulated by Norfolk County Council or family and friends of which NorseCare does not have the current capacity to be able to offer.  The framework seeks to implement an established group of trusted agencies that can provide competent and suitably trained care workers at an agreed hourly rate to the different NorseCare Residential Care Homes and Housing with Care Schemes. The requirement is likely to be for small periods of time on differing days of the week. |

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# What do I need to do?

* To enable NorseCare and our service users (Care Home Managers) to choose a suitable provider, please complete the details on the spreadsheet attached at Appendix A Provider Portfolio
* You must be a fully registered business with experience in providing 1-2-1 Care
* You need to complete all forms requested of you and to follow all necessary instructions regarding the engagements with our Care Homes and Housing with Care schemes.

# Introduction to the Framework

**What is it?**

* A Framework Agreement is an umbrella agreement which enables NorseCare Ltd to quickly place orders (aka call-off contract). By signing up to the Framework, providers are confirming that they want to work with us on the terms stated in the agreement; it does not however guarantee them any work.
* Providers are invited to complete an application form to join the Framework Agreement. This Framework is compliant with the Public Contracts Regulations 2015 (as amended) The Framework Agreement will last for 5 years with an option to extend by a further 5 years.

**How will it affect me?**

* If you are interested in providing these services to NorseCare Ltd, you need to apply to join this framework otherwise you may not be offered agency placements for 1-2-1 short term care.

**How will it work?**

* We will make an individual enquiry using the details you provide in this application to decide if you are best suited for our client’s needs to supply 1-2-1 care at one of our locations. We will seek to use an external agency for specific 1-2-1 care when our own care staffing capacity cannot meet the needs that have been requested of us. This 1-2-1 care may be for as little as 1 x hour per day or as much as 5 x hours per day, depending on the individual needs of the client and/or the request we have received from Norfolk County Council. Applicants to this framework need to be aware that this is not a core agency framework, rather a framework set up specifically for our care homes to request short term, intermediate homecare style services.

**When will it be in place?**

* The Framework Agreement commences on 1st October 2019

**Why are we doing this?**

* This framework will make it easier to manage our contracts with 1-2-1 care providers, and providers will only have one overarching agreement, thereby improving consistency and ease of use. The basis of the framework is that it gives our Care Homes and Housing with Care Schemes a choice of providers to choose from when the need arises to outsource intermediate, short term, 1-2-1 Care.
* It also gives us the flexibility to add new and applicable providers to the framework quickly and easily following the approval process.

We reserve the right to update the Framework Agreement and all schedules or to add new lots where requirements have not been identified at the outset of this Framework. If we update any documents or add new ‘lots’ we will issue a notice to all Providers already on the Framework stating that a new specification/lot is available, and give all Providers already on the Framework an opportunity to state whether they wish to provide the new requirement.

**Placing Orders**

There will be two options available to our locations for placing Orders:

* Direct Call-off for placing Individual Service Orders
* Further Competition for placing Orders for committed volume/block booking for a specific service time

All details regards Placing Orders is detailed within Schedule 5 ‘Placing Orders Under this Framework’

# Registration of details

* 1. All correspondence and clarifications will be issued during the framework application stage by the NorseCare Procurement & Contracts Manager. Please make sure your details are correct as these will be used in our Care Home 1-2-1 Agency Guidance Manual and any incorrect data may mean bookings and placements with you cannot be requested by our Care Home Managers.
  2. Registrations should be completed by the “parent organisation” (not individual business subsidiaries)

# Instructions to Applicants

General advice

* 1. We suggest that Applicants consider the following issues and to speak to us if there are any problems:
  2. Only one application is required from each company submitting a tender, regardless of the number of locations/branches that you operate.
  3. The names of individual locations/branches should be provided in Appendix A, Provider Portfolio.

# About this procurement document

* 1. The main parts of the Framework documents are as follows:

|  |  |
| --- | --- |
| **Section** | **Purpose** |
| Appendix A – Provider Portfolio | Gives NorseCare the basic details of your business |
| Appendix B – Locations | The list of all the NorseCare sites |
| Appendix C – Recital Document | Your confirmation of your agreement to the terms and requirements of the framework |
| Appendix D – Important Legal Notice | Sets out the basis on which we will conduct the tender exercise. |
| Schedule 2 – Service Specification  (within the Framework T&C’s) | The service specification and requirements of the companies approved to the framework |
| Framework Terms and Conditions | Details the terms and conditions of this framework |
| Schedule 5 - Placing Orders under the Framework Agreement (within the Framework T&C’s) | This details how individual placements will be selected, sourced, implemented and invoiced. |
|  |  |

Language

Please submit all questions, notices, applications, supporting documents and correspondence in English.

The clarification process

If there is anything you are unclear about or you think that you need more information, please send in a clarification question. Questions must be submitted to the NorseCare Procurement & Contracts Manager. Clarification questions will be answered on a regular basis and may be issued to all applicants

Please use the clarification process to ask any questions and do no caveat or qualify your question.

Completion of the application

Complete forms A, B, C, Y and Z

Complete the Provider Portfolio – spreadsheet attached as Appendix A

Use the check list in form Z to make sure you have completed and attached all documents requested.

Sign the recital form Appendix C, scan and upload it as part of your submission.

Confidential information

You may notify us on Form Y of information you wish, acting reasonably, to designate as confidential and the reasons why. Your attention is drawn to the terms of the Important Legal Notice concerning Freedom of Information and other legislation.

Submission

Once you have completed the application, please send to simon.bullimore@norsecare.co.uk

Offer capable of acceptance

If we appoint you to the Framework all the information you have provided in the Provider Portfolio will be used by our Care Homes to contact you to request agency staff. Please ensure the information is accurate.

Your submission will constitute an offer to provide the services specified in your completed Application in accordance with the terms and conditions of the 1-2-1 Framework Agreement and associated specifications and Procurement Process Data.

The procurement timetable, outlined below, is for information and potentially subject to change. NorseCare Ltd reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

|  |  |  |
| --- | --- | --- |
| **Procurement reference number** | NCITT014 | |
| **Procurement title** | 1-2-1 Care Provider Framework | |
| **Details of the contract notice** | Date dispatched to publisher | September 2019 |
| Publication | Contracts Finder and Direct Distribution where applicable |
| **Contracting Authority’s name and address** | Procurement Dpt  NorseCare Ltd  Lancaster House  16 Central Avenue  St Andrews Business Park Norwich  Norfolk  NR7 0HR  UNITED KINGDOM | |
| **Correspondence** | All correspondence regarding the procurement should go through [simon.bullimore@norsecare.co.uk](mailto:simon.bullimore@norsecare.co.uk) | |
| **Procurement procedure** | Open procedure as defined in the Public Contracts Regulations 2015 (as amended) under the Light Touch Regime. | |
| **Public Services (Social Value) Act 2012** | The Authority has concluded that it is not appropriate to consult on social value in respect of this procurement, because it is implied in the service. | |

|  |  |
| --- | --- |
| **Address for submission of application documents** | All applications must be submitted via post or e-mail as per above stated addresses. |
| **Award decision notice** | NorseCare Ltd shall have no obligation to Applicants concerning debriefing beyond those contained in the Public Contracts Regulations 2015 (as amended). |
| **Framework Award** | Upon submission of successful bids providers will be awarded on an as and when basis in order to add them to the framework |

|  |  |
| --- | --- |
| **Framework commencement date** | 1st October 2019 |
| **Term** | 60 months from 1st October 2019. The framework may be extended for a further 60 months. |
| **Framework contracts term** | Contracts awarded under the framework may have a maximum total duration of 10 years. The Light Touch Regime Framework is being let under Regulations 74 to 77 of the Public Contract Regulations 2015 (Light Touch Regime), under which NorseCare Ltd has flexibility as to the process or procedure to be used when purchasing certain services of which Social Care is one. In this instance, NorseCare Ltd is establishing a framework agreement with multiple providers that will set out the terms and conditions for making specific requests for agency supply (call-offs). The framework agreement differs from those let under the non-light touch regime in that NorseCare Ltd, exercising its flexibility, intends to keep the framework open for further applications for the life of the framework. NorseCare Ltd reserves the right, however, to close the framework for new applications if it deems this is appropriate. No contract awarded from the framework will be permitted to extend beyond 01.10.2029 |
| **User Organisations** | The framework agreement is being let by NorseCare Ltd as the contracting authority, and can be used by:   * NorseCare Ltd and its agents * Any successor body to NorseCare Ltd including any company formed by NorseCare Ltd to carry out its Social Service functions * Any organisation NorseCare Ltd outsources its social service requirements. * **Any service commissioned by NorseCare Ltd** |

# Receipt and evaluation of Applications by NorseCare Ltd

General

* 1. We will evaluate and where appropriate reject Applications reasonably and impartially based on your response to the requirements.
  2. Price will not be evaluated at this stage of the procurement, but please be aware that pricing will be a key part of the decision making process for Care Home Managers when selecting an appropriate agency to use under this framework.

Appointment to the Framework Agreement

* 1. We will appoint Applicants to the Framework who achieve a pass score and meet all of the criteria detailed herein.

Suspension and removal of Applicants from the Framework Agreement

6.4 Successful Applicants whose business status changes in regards to ownership, management structure, business structure and/or credit rating which NorseCare Ltd believes may be detrimental to your performance on this framework.

Any changes within your business that would mean your answers to questions detailed within Form B ‘Grounds for Rejection’ of your application become inaccurate and misrepresented

Any changes within your business meaning you can no longer comply with the requirements of Form C ‘Compliance to Minimum Standards’

Any misrepresentation found within your application whether this be at the beginning or during the framework.

Any breach of the terms and conditions of the framework.

# Awarding contracts from and operation of the framework

NorseCare will operate using the methods detailed in Schedule 5, all contracts awarded under this framework will be subject to the Framework Terms and Conditions and the associated schedules at all times.

1. **Duration of Call-Off Contracts**

Contracts awarded under the framework may have a maximum total duration of 10 years. NorseCare can offer no guarantee of the length of any individual call off/agency worker placement and all call off contracts will be bespoke in terms of duration as this will be governed by staffing needs of NorseCare and the needs of the resident requiring such 1-2-1 care.

1. **Individual Placements**

Individual placements will be made where it is clear, from the information supplied in this Invitation to Tender or subsequently as part of the operation of the Framework Agreement, who is best able to meet the needs of the care home and its residents.

We will take into account (in no particular order):

* The capabilities (such as nursing/LD etc.) facilities, location and other information detailed in the Provider Portfolio
* The price(s) quoted in the Price Schedule within the Provider Portfolio
* **Any capacity constraints.**
* **Client/Resident choice.**
* **The most recent performance review.**
* **Where a Provider is unable to fulfil the requirement, the next most appropriate Provider will be offered the opportunity.**



1-2-1 Care Provider Framework

NCITT014 open

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| APPLICATION TO BE COMPLETED AND RETURNED BY APPLICANT |

**Form A: Details of Applicant**

**Part 1 Please complete the following form, so we have up to date details of your organisation.**

## Part 1

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person or organisation applying | | | | |  | | | | | | |
| Trading as… | | | | |  | | | | | | |
| Are you bidding as a consortium | | | | | **Answer ‘yes or no’** | | | | | | |
| If yes, who is the lead bidder | | | | |  | | | | | | |
| Are you classified as a SME (small, medium, enterprise) | | | | | **Answer ‘yes or no’** | | | | | | |
| *Person managing bid* | | | *Director/partner/trustee overseeing bid* | | | | | | | | |
| Mr/Mrs/Ms/Other | | | Mr/Mrs/Ms/Other | | | | | | | | |
| Name |  | | Name | | |  | | | | | |
| Address |  | | Address | | |  | | | | | |
|  |  | |  | | |  | | | | | |
| Postcode |  | | Postcode | | |  | | | | | |
| Country |  | | Country | | |  | | | | | |
| Phone |  | | Phone | | |  | | | | | |
| Mobile |  | | Mobile | | |  | | | | | |
| Email |  | | Email | | |  | | | | | |
| *Registered office address* | | | | *Applicant’s registration numbers, as applicable* | | | | | | | |
|  | | | | Company registration no. | | | | | |  | |
|  | | | | Charity registration no. | | | | | |  | |
|  | | | | VAT registration no. | | | | | |  | |
| Postcode |  | | | CQC provider id | | | | | |  | |
| Country |  | | | *Type of organisation (select one box only)* | | | | | | | |
| *Group structure (as applicable)* | | | | Sole Trader | | |  | | Public sector | |  |
| Name of immediate parent organisation | |  | | Partnership (Unincorporated) | | |  | | Private Company | |  |
| Name of ultimate UK holding company | |  | | Limited Liability Partnership (‘LLP’) | | |  | | Public Limited Company | |  |
| Company regn. no. of ultimate UK holding co. | |  | | Private Co. Limited by Guarantee | | |  | | Industrial or Provident society | |  |
| Name of ultimate parent organisation | |  | |  | | | |  | | | |

**If tendering as a consortium please complete a copy of part 1 for each organisation tendering.**

**Part 2 is information relevant to contract management**

## Part 2

|  |  |  |  |
| --- | --- | --- | --- |
| *Who will manage the contract* | | *Email addresses and phone numbers of relevant contacts, as applicable* | |
| Mr/Mrs/Ms/Other | |
| Name |  | For placements |  |
| Address |  |
|  | For contract queries |  |
|  |
| Postcode |  | For invoice & payment queries |  |
| Country |  |
| Phone |  | For out of hours contact in an emergency |  |
| Mobile |  |
| Email |  |

## Part 3 If you are not already an existing NorseCare Ltd provider please complete the BACS form below.

|  |  |
| --- | --- |
| Bank Details | |
| Account Type |  |
| Name of Bank |  |
| Address of Bank |  |
| Sort Code |  |
| Account Number |  |
| Building Society Roll Number |  |
| Account Name |  |
| Pay Method | |
| NB: NorseCare Ltd’s preferred method of payment is by BACS and preferred remittance delivery is by email – Payment Terms are 30 days from receipt of invoice. | |

## Part 4 Please indicate which lots you are applying for

This procurement has been split into lots. You may apply for any or all lots.

The lots are as follows:

RES = Residential Care Home HWC = Housing with Care Scheme

LOT 1 – WEST REGION Tick Box if Applying for this LOT

Locations: Burman House RES

Rebecca Court RES

Lisbon Court HWC

Woodlands RES

High Haven RES

Oakes Court HWC

Westfields RES

Cranmer House RES

LOT 2 – CENTRAL REGION

Locations: St Nicholas House RES

Linden Court RES

Barley Court HWC

Ellacombe RES

Robert Kett Court HWC

Redmayne View HWC

Bishop Herbert House RES

Dell Rose Court HWC

Harriett Court HWC

Mayflower Court RES

The Meadows HWC

Mountfield RES

LOT 3 – NORTH REGION

Locations: Lloyd Court HWC

Green Lane View HWC

Benjamin Court HWC

Munhaven RES

Rose Meadow RES

Sydney House RES

LOT 4 – SOUTH REGION

Locations: St Edmunds RES

Laburnam Grove HWC

Harker House RES

Weavers Court HWC

All Hallows RESIDENTIAL AND NURSING

LOT 5 – EAST REGION

Locations: Beauchamp House RES

Springdale RES

St Augustine’s Place HWC

Lydia Eva Court RES

The Lawns HWC

Appendix B gives full addresses of all the above locations.

**Form B: Grounds for rejection**

* **Please complete the following form – this is a legal requirement.**

|  |  |
| --- | --- |
| **If you cannot answer ‘no’ to every question in the table below it is very unlikely that your Tender will be accepted, and you should contact us for advice before completing this form.** | |
| **Non-payment of taxes** | **Please answer Yes or No** |
| Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? |  |

If you have answered 'yes' please give full details below and tell us what you have done to put matters right.

|  |
| --- |
|  |

| **Within the past five years, has your organisation (or any member of your proposed consortium, if applicable) or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please answer Yes or No** |
| --- | --- |
| conspiracy within the meaning of section 1 or 1a of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |
| corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption |  |
| the offence of bribery, where the offence relates to active corruption, or bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983; |  |
| fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities or within the meaning of section 2, 3 or 4 of the Fraud Act 2006; including the offence of cheating the Revenue or the offence of conspiracy to defraud |  |
| fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |
| an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
| destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| the possession of articles for use in frauds within the meaning of section 6, or the making, adapting or supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006, or any offence under sections 44 to 46 of the Serious Crime Act 2007 relating to an offence covered by sections 6 or 7 of the Fraud Act 2006; |  |
| money laundering within the meaning of the Money Laundering Regulations 2007 or sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |
| an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 |  |
| an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; |  |
| any offence listed in section 41 of the Counter Terrorism Act 2008 or in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |
| an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc) Act 2004; |  |
| an offence under section 59A of the Sexual Offences Act 2003; |  |
| an offence under section 71 of the Coroners and Justice Act 2009; |  |
| an offence under section 2 or 4 of the Modern Slavery Act 2015; or |  |
| any other offence within the meaning of Article 57(1) of Directive 2014/24/EU (broadly, participation in a criminal organisation, corruption, fraud, or money laundering) as defined by the national law of any relevant State. |  |

|  |  |
| --- | --- |
| **If you cannot answer ‘no’ to every question below it is likely that your Tender will not be accepted. In the event that any of the following do apply, please set out on a separate sheet of paper full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.** | |
| **Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation** | **Please answer Yes or No** |
| Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |
| Your organisation has violated applicable obligations referred to in regulation 56(2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |
| Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 (as amended) that cannot be effectively remedied by other, less intrusive, measures, or there is a distortion of competition from the prior involvement of the economic operator in the preparation of the procurement procedure, as referred to in regulation 41 that cannot be remedied by other, less intrusive, measures; |  |
| Your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |
| Your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |
| Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |
| Your organisation has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, or has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended) or has undertaken to unduly influence the decision-making process of the contracting authority, or obtain confidential information that may confer upon it undue advantages in the procurement procedure or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |

If you have answered 'yes' to any of the questions in the table above, please give full details below and tell us what you have done to put matters right.

|  |
| --- |
|  |

**Form C: Compliance with minimum standards**

* **Please complete the sections below**
* **Ensure your responses are clear**

## **Professional Standards**

Our minimum standards for technical or professional ability are that Applicants have the experience, capabilities and qualifications to deliver the services. Please complete the following questions.

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Please answer**  **‘Yes’ or ‘No’ to the following questions 1 to 3**  **Yes –pass No -fail** |
| a | We need to be satisfied that your organisation has previous relevant experience in providing similar services.  **Do you have a proven track record and extensive knowledge and experience of providing Care Worker Agency staff to Authorities in a residential and nursing care setting or similar?** |  |
| b | **What accreditations does your organisation hold?** |  |
| Please **submit** a copy of your provider accreditation certificates. | |
| C | We are willing to enter into contracts in accordance with the specified Framework terms and conditions, without modification. |  |
| D | We are aware of the Modern Day Slavery Act 2015 and can confirm all possible actions have been taken within our business and supply chain to adhere to the requirements of the act. |  |
| E | We understand the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) 2018 (subject to Royal Assent) and guarantee our ability to comply with the applicable regulations and legislations |  |
| Please provide details of the insurances your hold | | |

|  |  |
| --- | --- |
| **Specific minimum insurances** | Please state **insurer, policy number, extent of cover and expiry date** below. If a level of cover is not applicable please type in N/A |
| Employer’s liability to at least to the level required by law |  |
| Public liability to £5,000,000 in respect of any one claim; no annual or total cap |  |
| Professional Indemnity to £2,000,000 in respect of any one claim; no annual or total cap (for LOT 4 Applicants only) |  |
| Motor Vehicle insurance (if applicable) |  |
|  |  |

|  |  |
| --- | --- |
| Score  Pass/Fail | We are not able to contract with you unless you have the required levels of insurance cover. |

## Economic and financial standing

NorseCare Ltd will carry out a credit check using Experian or any other credit checking software it may choose. Applicants with a score of 50 or below may be rejected.

## Health and Safety

Please submit a copy of all applicable policies you hold in relation to Health and Safety

## Compliance with equality & safeguarding legislation

Please submit a copy of all applicable policies you hold in relation to Equality and Safeguarding

## C6. Professional References

Please supply at least three professional references from similar business where you have supplied qualified Care Workers on an agency supply basis.

**Form G: Provider Portfolio**

* **Please complete the attached spreadsheet (Appendix A) retaining the question text and numbering, and return it as part of your submission.**
* **The information you provide on Appendix A will not be evaluated**

Please complete the spreadsheet attached with information to assist the service users and NorseCare Ltd to assist when making placements.

# Form Y: Schedule of confidential information

* **Applicants are to complete this Form Y and return it as part of their submission. If you consider this is not applicable to you – please leave blank**

## Y.1 Schedule

|  |  |  |
| --- | --- | --- |
| Response to question number… | Scope of information concerned and reason Applicant reasonably considers this material to be confidential | Period for which Applicant considers the material remains confidential and justification if greater than three months |
|  |  |  |

**Form Z: Applicant's declaration**

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Form A (as the cover sheet to our submission) |  |
| * Form B |  |
| * Form C |  |
| * Form C attached accreditation certificates and applicable Health and Safety and Equality and Safeguarding Policies |  |
| * Form G and completed Appendix A the Provider Portfolio Information spreadsheet |  |
| * Form Y |  |
| * This Form Z, |  |
| * The recital form Appendix C, **printed then signed with an original signature, then scanned and uploaded as a .pdf** |  |
| * Signed and returned a copy of the Framework Terms and Conditions |  |
| * Supplied at least three relevant references |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Read and understood the basis of Grounds for Rejection and Section 6.4 of this document |  |

## Z.2. Declaration

Check each issue below and tick each box.

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| --- | --- |
| We agree to the conditions specified in the ‘Important Legal Notice’ at Appendix D of the Invitation to Tender and Schedules 2, 3 and 5 |  |
| We warrant, represent and undertake to NorseCare Ltd that: |  |
| 1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise |  |
| 1. we have complied in all respects with this Invitation to Tender |  |
| 1. all information, representations and other matters of fact contained in our tender are true, complete and accurate in all respects |  |
| 1. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the tender and have not submitted this tender response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of NorseCare Ltd |  |
| 1. we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the tender |  |
| 1. we have full power and authority to enter into the contract and provide the services |  |
| 1. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract |  |
| 1. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services |  |

Please print out and complete the recital document remembering to attach the signed copy with your completed submission. If successful this will be countersigned and returned to you.

The document has also been sent as a separate attachment