



Derby City Council

**CONFIDENTIAL**

## **SOFT MARKET TESTING QUESTIONNAIRE**

People Services – Adult Social Care

<b>PROJECT</b>	<b>Residential Care Homes for Older People and Day Centres for vulnerable adults</b>
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<b>NAME OF ORGANISATION</b>	
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This document should be completed and returned in accordance with the Guidance for Providers

Completed questionnaires to be submitted  
by:

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## **Introduction**

**Derby City Council Residential care homes for older people and Day Centres for Vulnerable Adults - Soft market testing exercise**

## **THIS IS NOT A CALL FOR COMPETITION**

### **Context**

The Council and partners have been developing a range of alternatives to help people live at home for as long as they wish. These include making better use of visiting support, using new technologies to keep people safe, developing alternative and specialised housing such as Extra Care services and encouraging people to use the money they receive from the Council to organise their own care and support.

In order to meet its current budgetary challenges, the Council must look at alternative management and ownership arrangements for the Care Homes and Day Centres it provides. These are listed below.

Care Homes:

- Merrill House
- Coleridge House
- Arboretum House
- Raynesway View
- Bramblebrook House

Day Centres:

- Morleston Day Centre
- Inspire Day Centre
- Aspect Day Centres

Between February and May 2016, Derby City Council undertook an extensive consultation exercise on the future of these services and asked for feedback on whether we should transfer some, or all, of the homes and Day Centres as going concerns to another organisation(s). Before any final decisions are made, we are looking in more detail at the feasibility of this option.

### **Purpose of the soft market testing exercise**

**We now wish to engage with suitably qualified and experienced providers to assess whether there is potential in the market to achieve our aims. These are:**

- An overarching contract for a quality standard of provision
- Continuation of the current occupancy agreements
- Added performance levels
- To understand the level of interest in relation to a range of options around sale of the properties

- To explore any alternative suggestions for the provision of these services
- To achieve a smooth transition in the event of any subsequent procurement exercise and ensure any barriers to success are managed.

Interested providers will be required to complete a short questionnaire and a Non-Disclosure Agreement (NDA). Further guidance for providers is included in this questionnaire.

Once the soft market testing exercise is completed we will make a decision about the future of our residential homes for older people, and our remaining day centres. If we decide to sell or lease some or all of our homes, then an exercise would be undertaken with full regard to our legal obligations. For example, the exercise would have to comply with public procurement regulations, which would be likely to involve an EU-compliant tender process. Neither the intention nor the purpose of this soft market testing exercise is to confer any advantage upon its participants in any future procurement process.

We welcome and appreciate your organisation's desire to participate in the soft market testing exercise, but wish to stress that your involvement in the exercise will not carry any commercial advantage in any ensuing procurement process.

## 1 Guidance for providers

1.1 In order for you to access the detailed information regarding staffing, property asset, latest available CQC Reports and running costs of the Care Homes and Day Centres you must sign and return a Non Disclosure Agreement and return it to us by Friday 23 September 2016. You will then receive online access to the supplementary data

1.2 **Completed questionnaire of your proposal must be returned electronically no later than 14:00 hours on Friday 07 October 2016**

## 1.3 Confidentiality and Freedom of Information

You have already signed a Non-Disclosure Agreement (NDA) with the Council. The purpose of the NDA is to protect both our and your confidential information. It also allows us to engage in a meaningful dialogue and to make decisions based on the best information available.

Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act 2000 and associated legislation (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FoIA that request will be dealt with in accordance with the legislation and giving full regard to the NDA.

## A. GENERAL INFORMATION

A1 Full name, address and website:

Organisation name	
Address	
Town/city	
Postcode	
Country	
Website	

A2 Main contact for correspondence about this questionnaire:

Name	
Position	
Telephone number	
Mobile phone number	
Fax number	
Email address	

A3 Company registration

Date of formation	
Place of formation	
Date of registration	
Company registration number	
Charity Commission number	
Brief Description of primary business activities and main products and services	<b>(250 words or less)</b>

A4 Please tick the correct box to indicate whether you are a:

Sole Trader	
Partnership	
Limited Liability Partnership	
Public Limited Company	
Private Limited Company	
Industrial and Provident Society	

Registered Charity	
Other (please state)	
Overview of the services your organisation currently provides	

Note: "Other" would include co-operatives, other local authority organisations (suppliers or direct labour organisations), nationalised industries (which are incorporated under specific acts of parliament), or other public sector organisations.

## B. RESIDENTIAL HOMES OR DAY CENTRES CURRENTLY RUN BY YOUR ORGANISATION

Do you currently run:

	Yes	No
Residential Care Homes		
Day Centres (or equivalent)		

B1 Please list the residential homes or day centres operated by your organisation and their current capacity:

Name	Address	Day Centre or Residential Home	CQC registration number	Capacity

Please use continuation sheets if required

B2 If your organisation does not operate residential homes or day centres, then please state what other relevant experience and suitable qualification it holds? This may include details of other related services that you provide, such as: nursing care; respite care; day opportunities/ activities; “shared lives” arrangements; supported living services; visiting or home support services

**(250 words or less)**

## C. FEEDBACK

The Council's preferred model in relation to the **Care Homes** is to divest itself of the current premises realising a capital receipt and continued care provision for existing customers by:

- (i) A freehold transfer of the Care Homes;
- (ii) Continued provision of care to existing customers in their current Care Home (the Council has standard terms and conditions for residential care homes and customers are the subject of individual agreements). The Council accepts that the new owner of the Care Homes may not be the same organisation as the care provider.

The Council's overarching objectives for the Day Centres are:

- (i) to divest itself of the current Day Centre premises;
- (ii) to realise a capital receipt; and
- (iii) to provide a person centred day care service for current service users who are eligible for social care support (who will be provided with a personal budget in respect of their ongoing support needs)

Please provide comments on the preferred model stated above stating which services / premises you are commenting on.

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Please provide details of any other information you would need or details of any considerations you would want the Council to take into account?

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Whilst the selling of the Care Homes and Day Centres is our preferred option we are open to suggestions of alternative ways forward, provided if they can maintain current service levels in an alternative manner.

Do you have an alternative proposal for one or more of the services / sites?

Yes		No	
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If yes which service or site(s) do you have an alternative proposal for?

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Briefly describe your alternative proposal, clearly identifying what you feel are its

advantages over the preferred option

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All of the sites involved in this exercise have ongoing maintenance and improvement works that would be required to be completed. How would you propose to fund and deliver these?

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## D. UNDERTAKING BY THE PROVIDER

I/We certify that the information supplied is accurate to be best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire.

Name*	
Signed	Duly authorised on behalf of the Provider <b>(Electronic signature required here)</b> We have provided a scanned copy of the signature as we are unable to use electronic signatures at this time. Please advise if this is not acceptable as we will send a paper copy.
Position	
Date	

\*Please note the term "Provider" refers to sole proprietor, partnership, incorporated company, and cooperative as appropriate. The undertaking should be signed by a partner or authorised representative in her/his own name and on behalf of the Provider.