**Essex County Council Re-Provision Programme**

**Initial Provider Proposal**

Where the provider at an existing residential home is proposing to de-register their service to deliver supported living services, they will need to complete an Initial Provider Proposal and submit this to Essex County Council (ECC) at nick.green@essex.gov.uk. A response is required to all of the questions included within sections 1, 2, and 3 of this document.

Following completion and submission of this document, ECC will consider the proposals being put forwards and will provide feedback and seek clarification. A decision will then be made by ECC whether to support the proposed de-registration on this basis.

1. **Provider Details**

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| **Name of Provider** |  |
| **Home/Address** |  |
| **Contact details for this application** |  |

1. **Proposal Information**

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| --- | --- |
| **Type of SL Accommodation** | Choose an item. |
| **No. of units/beds proposed** |  |
| **Are you proposing to be landlord or care provider?** | Choose an item. |
| **Please name the other party involved as either landlord or care provider** |  |

1. **Technical Questions**

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| **Question** |
| 3.1. | How do you propose to staff the service following de-registration? |
| **Evaluation Criteria** |
| The provider’s response must cover the following points:* Number of staff proposed appropriate to the size of the scheme and the type of adults that are supported
* Management structure at the scheme
* Approach to recruitment where relevant
* Measures for staff performance and management of the staff
* How existing staff will be supported through the transition from residential service to supported living
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| **Scoring Methodology** |
| This question will be assessed on the basis of Scoring Methodology Table A.Providers are required to score a minimum of 3 on this question. Failure to achieve a score of 2 will be deemed to demonstrate an inability to deliver a satisfactory supported living service. |
| **Word Limit** |
| The provider’s response must not exceed 1,500 words. This does not include any words on additional documents or diagrams requested within the question. |
| **Provider Response** |
| [Please provide your answer to this question within this box]  |

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| **Question** |
| 3.2. | How will you change the culture of your service in order to effectively transition the approach from residential care towards a supported living ethos? |
| **Evaluation Criteria** |
| The provider’s response must cover the following points:* What does supported living mean to you, and what are the differences between this and residential care?
* What benefits do you see to the adults from transitioning to supported living?
* What training will be provided for staff in order to transition
* What changes will be implemented within the management structure
* How will the physical environment be adapted to make it resemble an ordinary home for the adults living there?
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| **Scoring Methodology** |
| This question will be assessed on the basis of Scoring Methodology Table A.Providers are required to score a minimum of 3 on this question. Failure to achieve a score of 2 will be deemed to demonstrate an inability to deliver a satisfactory supported living service. |
| **Word Limit** |
| The Bidder’s response must not exceed 1,500 words. This does not include any words on additional documents or diagrams requested within the question. |
| **Provider Response** |
| [Please provide your answer to this question within this box]  |

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| **Question** |
| 3.3. | How will you support the adults in the transition from residential to supported living services? |
| **Evaluation Criteria** |
| The provider’s response must cover the following points:* How will you support the adults in the transition from residential care to the enabling ethos of supported living?
* How do you propose to communicate the changes to families/relatives?
* How do you propose to involve the Adults and/or families in the planning and progression to Supported Living?
* How do you propose to promote community inclusion and participation?
* How do you propose to promote choice, rights, control and independence for the adults?
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| **Scoring Methodology** |
| This question will be assessed on the basis of Scoring Methodology Table A.Providers are required to score a minimum of 3 on this question. Failure to achieve a score of 2 will be deemed to demonstrate an inability to deliver a satisfactory supported living service. |
| **Word Limit** |
| The provider’s response must not exceed 1,500 words. This does not include any words on additional documents or diagrams requested within the question. |
| **Provider Response** |
| [Please provide your answer to this question within this box]  |

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| **Question** |
| 3.4. | What are the proposed operational features at the home? |
| **Evaluation Criteria** |
| The provider’s response must cover the following points:* Number of units/beds proposed at the supported living scheme
* Floor plans with full measurements of all rooms in the supported living scheme
* Facilities for night staff if required
* How will the division of landlord and care provider duties be divided, managed and provided?
* What are the shared facilities at the home?
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| **Scoring Methodology** |
| This question will be assessed on the basis of Scoring Methodology Table A.Providers are required to score a minimum of 3 on this question. Failure to achieve a score of 2 will be deemed to demonstrate an inability to deliver a satisfactory supported living service. |
| **Word Limit** |
| The provider’s response must not exceed 1,500 words. This does not include any words on additional documents or diagrams requested within the question. |
| **Provider Response** |
| [Please provide your answer to this question within this box]  |

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| **Question** |
| 3.5. | Please outline your mobilisation and transition plans for the service |
| **Evaluation Criteria** |
| The provider’s response must cover the following points:* Detail adaptations required at the home to transition to supported living
* How will you manage the adaptations at the home in respect of the adults currently in residence? Will adults be moved temporarily, or can adaptations be made whilst they are in occupation?
* How will adaptations be made from a commercial perspective? I.e. how are you appointing and managing providers?
* What is the anticipated programme from commencement of the de-registration to the start of the services within supported living?
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| **Scoring Methodology** |
| This question will be assessed on the basis of Scoring Methodology Table A.Providers are required to score a minimum of 3 on this question. Failure to achieve a score of 2 will be deemed to demonstrate an inability to deliver a satisfactory supported living service. |
| **Word Limit** |
| The provider’s response must not exceed 1,500 words. This does not include any words on additional documents or diagrams requested within the question. |
| **Provider Response** |
| [Please provide your answer to this question within this box]  |

**Supporting Documentation**

In support of this application, please confirm you have provided the following documentation:

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| --- | --- |
| **Document** |  |
| Any access to funding sources required to deliver the project |[ ]
| Floor plans for the proposed supported living scheme, complete with measurements for all rooms |[ ]
| Example of the proposed easy read tenancy agreement |[ ]
| A plotting spreadsheet with projected support needs to be met from within core and individual hours for each adult based on your view of their current needs (this will be reviewed and finalised by our social care team) |[ ]
| Estimated cost for the services based on the plotting spreadsheet |[ ]

**Assessment Criteria**

The Initial Provider Proposal forms part of the assessment of the proposal to de-register to supported living.

In order for the proposal to be endorsed by Essex County Council, the provider must have provided a satisfactory response to all questions included within the Initial Provider Proposal form and following assessment have obtained a minimum score of 3 on each.

Where it is considered that a response to any element of the proposal is lacking, ECC will get in touch with the provider to clarify this further. This will occur as many times as required to get all information needed to decide whether to endorse the proposal.

Successfully completing and passing the Initial Provider Proposal phase of the process will not on its own result in ECC endorsement of the proposals to de-register by the provider and the proposed supported living scheme will need to meet all of the requirements of the Supported Living Accommodation Requirements.

**Contact and Further Information**

Should you have any questions relating to this process of the Initial Provider Proposal form, please contact nick.green@essex.gov.uk.

### Appendix 1 – Scoring Methodology Table A

This section confirms the Scoring Methodology that will be used for the identified question detail in the ITT unless otherwise stated.

**0 = Wholly Unsatisfactory -** No response or the whole response is irrelevant to all of the question and evaluation criteria**.**

**1 = Unsatisfactory -** The response only covers a minor element of the question and evaluation criteria and lacks relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**2 = Partially Acceptable -** The response covers more than one element of the question and evaluation criteria but lacks relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**3 = Acceptable -** The response addresses most of the question and evaluation criteria but some areas contain limited relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**4 = Very good -** The response fully addresses the question and evaluation criteria and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**5 = Outstanding -** The response fully addresses the question and evaluation criteria and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question and goes beyondexpectations tooffer an outstanding level of performance or an additional benefit which exceeds specified requirements.