

Instructions and Guidance for bidders to complete the DN702954 OPR004 Integrated Residential and Nursing Procurement 2025

23rd December 2025

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Background

Essex County Council (ECC) and the Essex Integrated care boards (ICB'S) more specifically Mid and South Essex Integrated care board, West Essex & Herts Integrated Care Board, and Suffolk and North East Essex Integrated Care Board together known as the Partners are committed to ensuring the people of Essex experience high quality and consistent health and social care outcomes. By working together, the Partners have been able to develop an integrated service specification, quality indicators and pricing matrix for care in a residential setting.

ECC are leading on the procurement exercise. The two frameworks are for 6 years starting 1st June 2025 and will be directly awarded to the successful bidders with the provision to make individual placements under the framework agreements for the relevant lots by ECC and the ICB's based on the placement process outlined for each lot.

Each organisation will contract independently with the successful providers using the relevant framework agreement included in the invitation to tender pack.

The procurement is being let in 3 lots. Bidders may apply for one lot, all lots or any combination of lots:

Lot 1- Care in a residential setting (Social Care for Essex County Council)

Lot 2- Care in a residential setting with funded nursing care (Social Care for Essex County Council)

Lot 3- Care in a residential setting - NHS funded Care (For the Integrated Care Boards named above.)

Qualifying Criteria

Individual Service Provider's Premises wishing to join the IRN 2025 Agreement must:

- Be registered with the Care Quality Commission for the service they are bidding for and to maintain that registration throughout the Contract Period.
- Individual Service Provider Premises must reside within 10 miles of Essex County Council geographical jurisdiction.
- Where your organisation is a group, but you wish to have individual contracts per home, each home will need to have its own legal identity, and an ITT will have to be completed for each home individually.

Getting Started

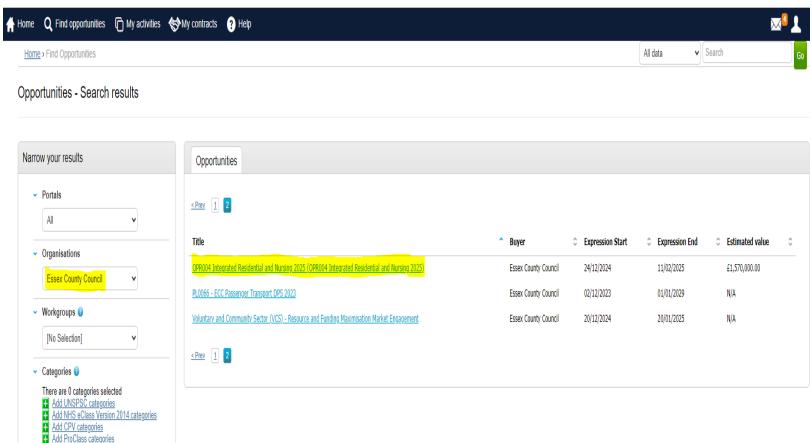
- Procontract eSourcing system is the Authorities electronic tendering system.
 Organisations wishing to bid need to register to access the opportunity.
- Once successfully registered, log into your account and navigate to my Activities Tab on the blue header. Select Essex County Council as the buyer which will list all available opportunities.
 - The opportunity is open between 24th
 December 2024 11th February 2025 12
 Noon.



https://procontract.duenorth.com/Register

Project Reference RFX DN702954 OPR004-IRN 2025





Once successfully logged into your account navigate to my opportunities tab on the blue header. Select Essex County Council as the buyer to list all available opportunities.

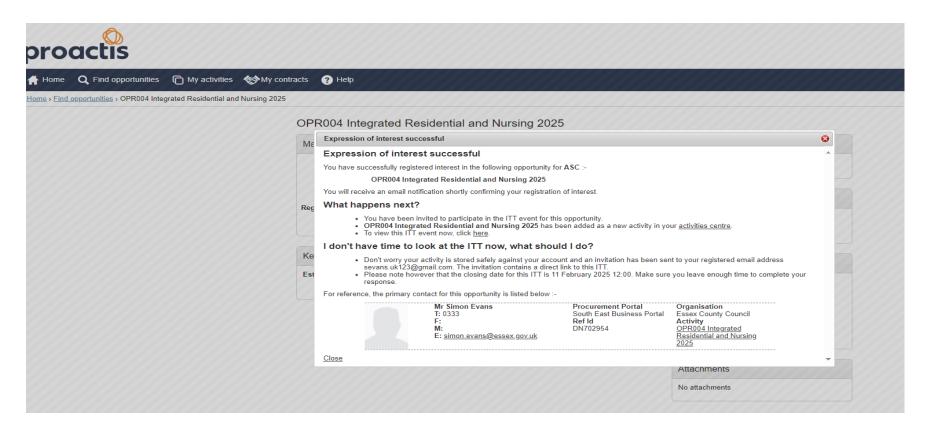
Click project RFX DN702954 OPR004-IRN 2025

Select the appropriate opportunity by clicking on the highlighted blue title

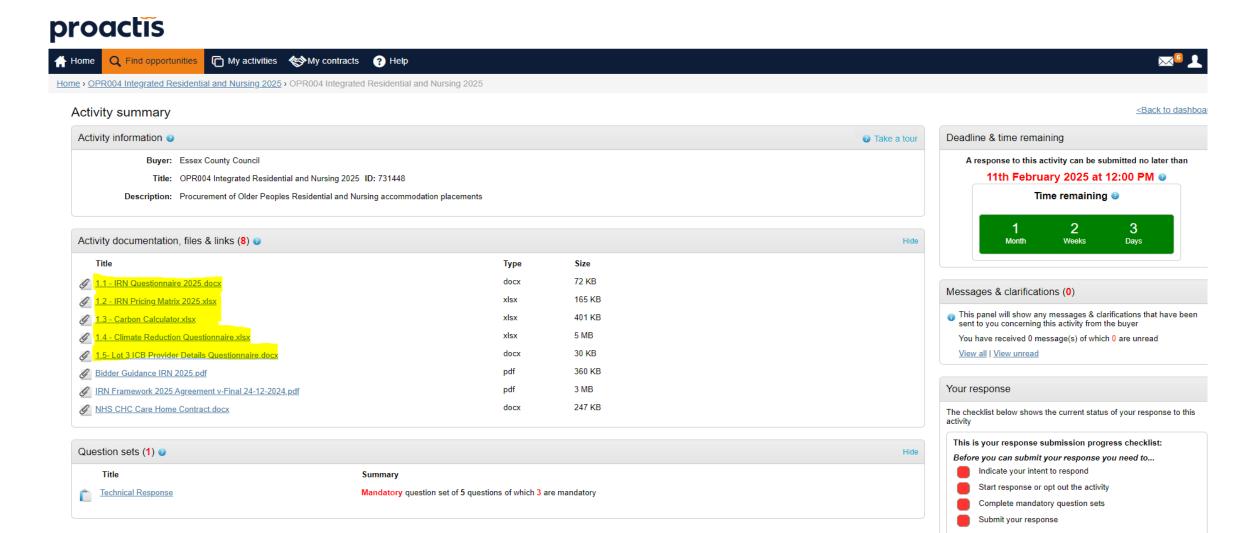
Step 3: Click on Register interest in this opportunity button



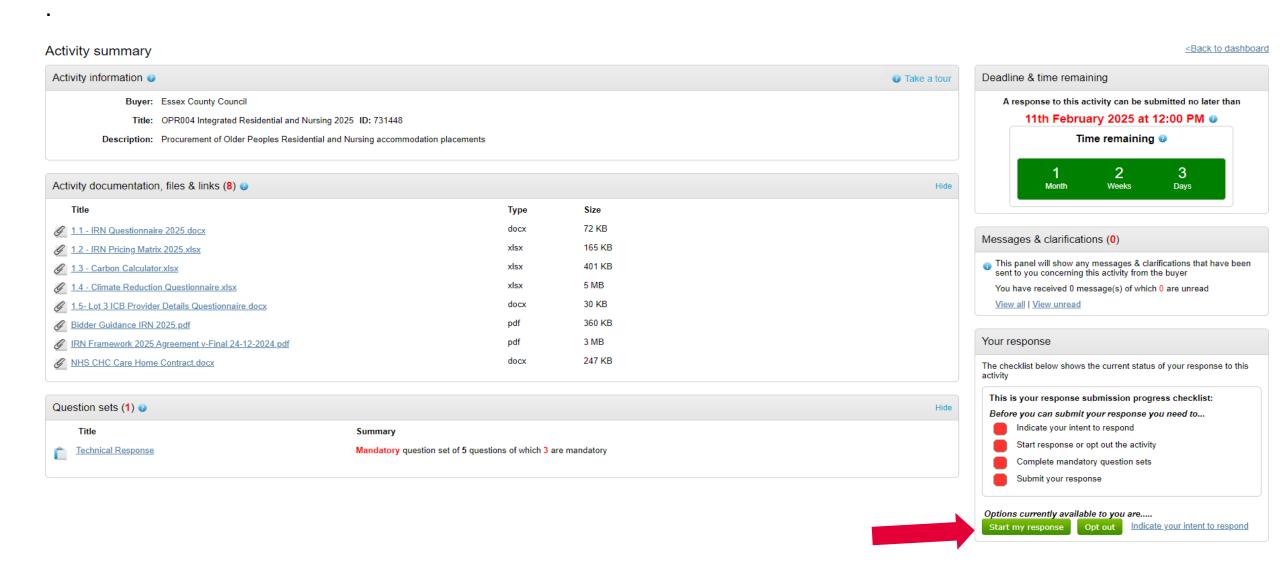
You have now successfully registered for access to the opportunity. Please close the pop up by clicking on right red X



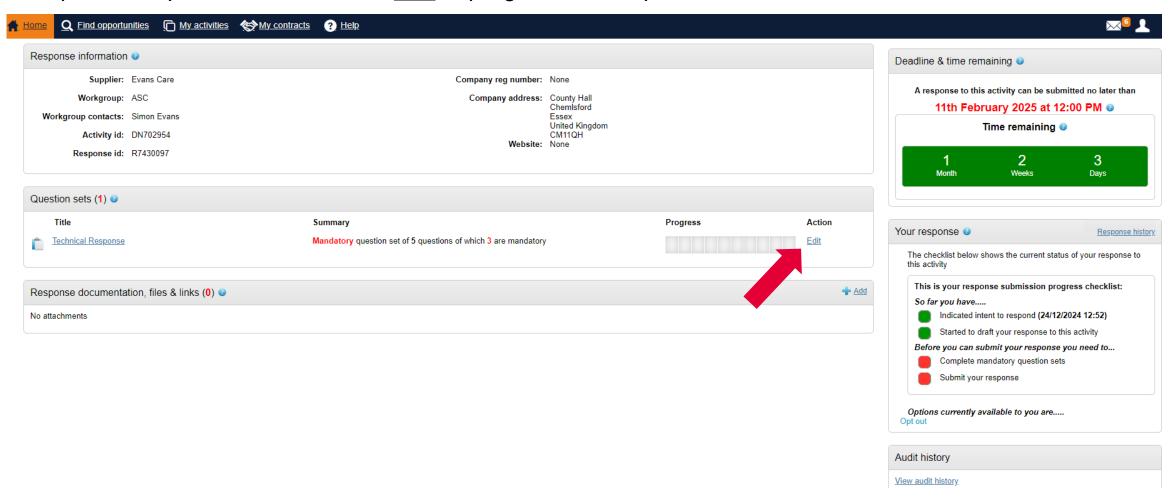
You are now in the opportunity. Highlighted yellow below are the documents which need to be download and saved to your desktop. Once completed these need to be re-uploaded to the platform under the relevant question set. For help completing these documents please go to slides 18-39 which demonstrates a step by step process.



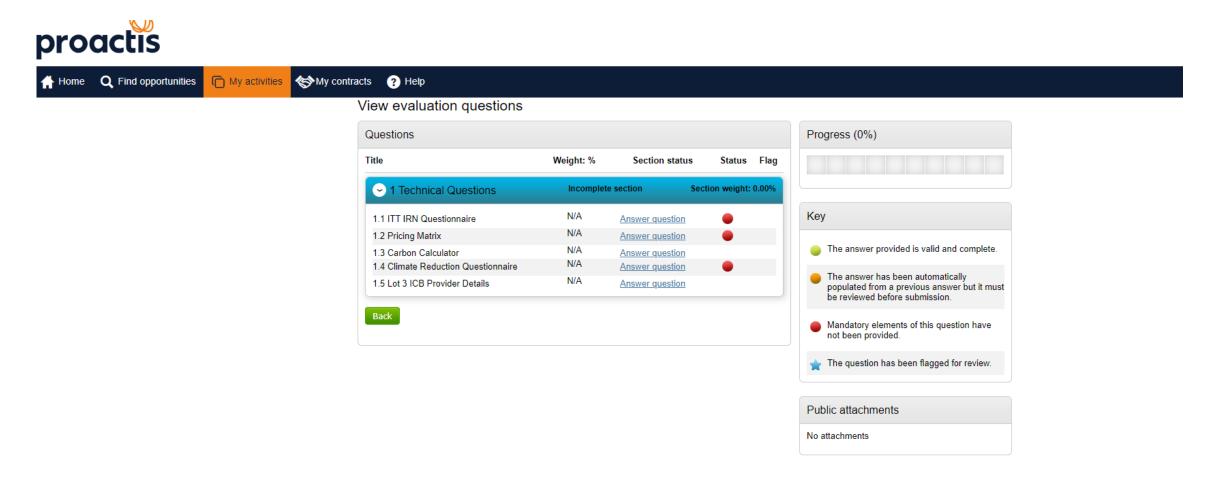
To the right of your screen is your response panel detailing the actions required. Each item will change colours through a traffic light system to indicate progress. Click on Start my response button to begin.



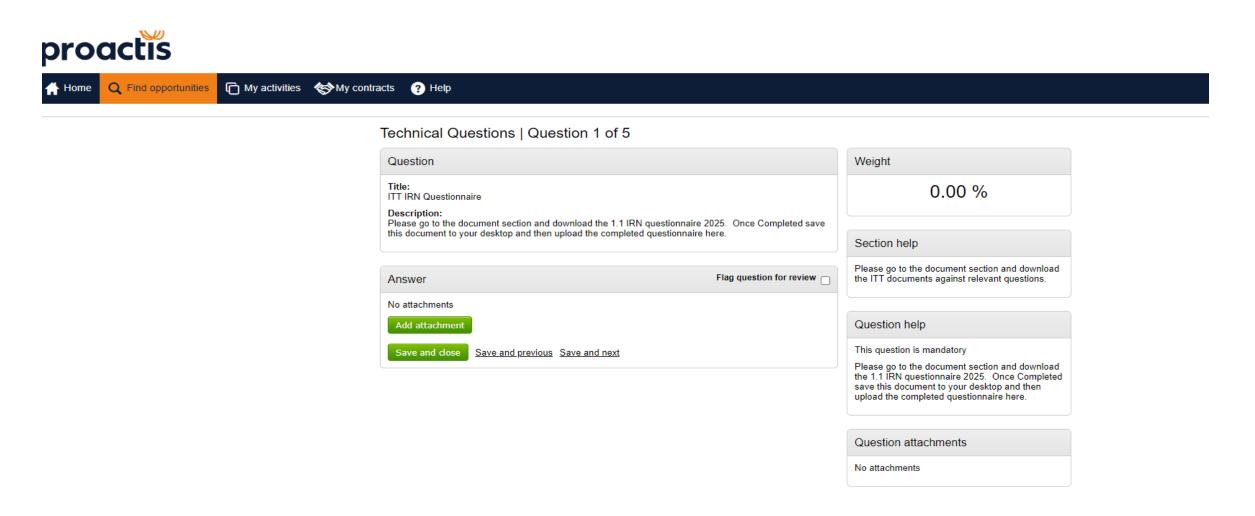
By clicking on start my response this amends the response checklist and advises the next step is to complete the question set. Click on <u>Edit</u> to progress to the questions.



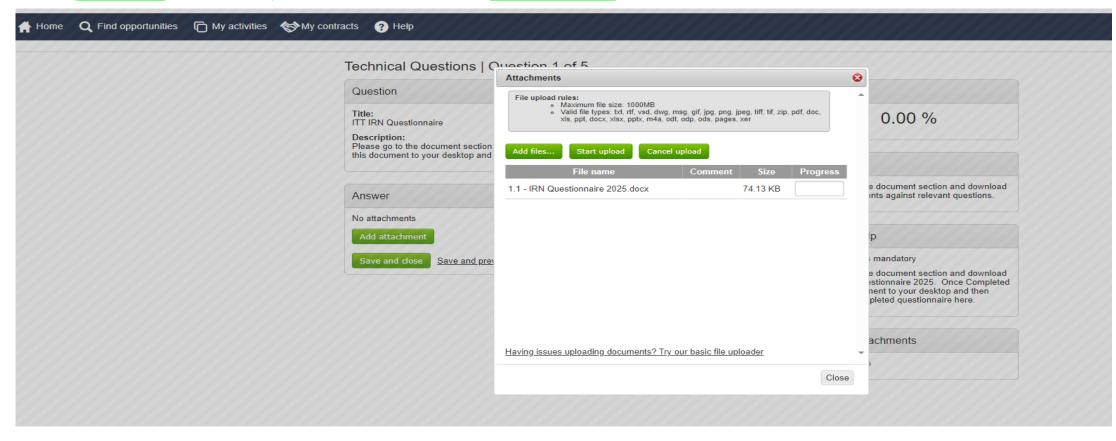
• Select Answer question against each question to open and upload your completed documents



Select the green Add attachment button to upload the relevant completed file that is saved to your desktop

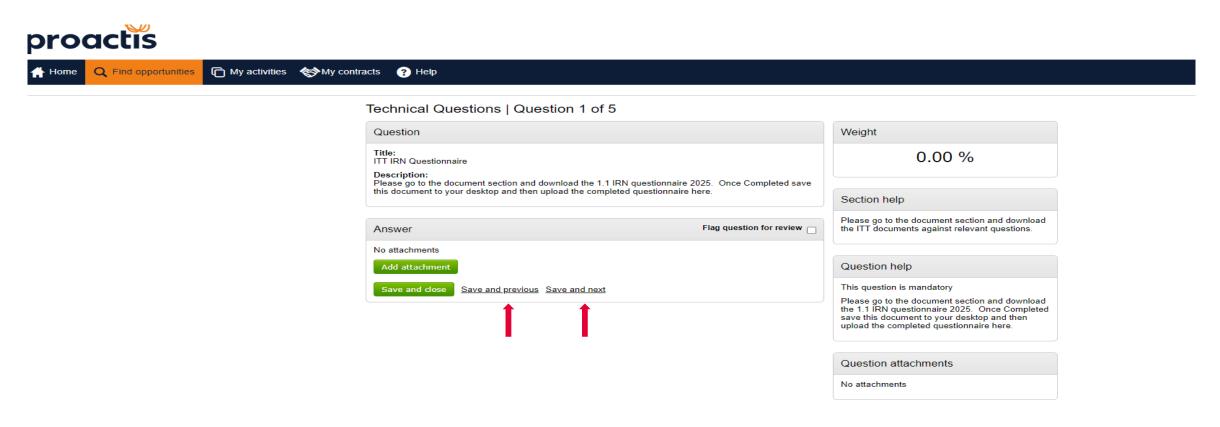


Select Add File to attach your file, then select start upload.

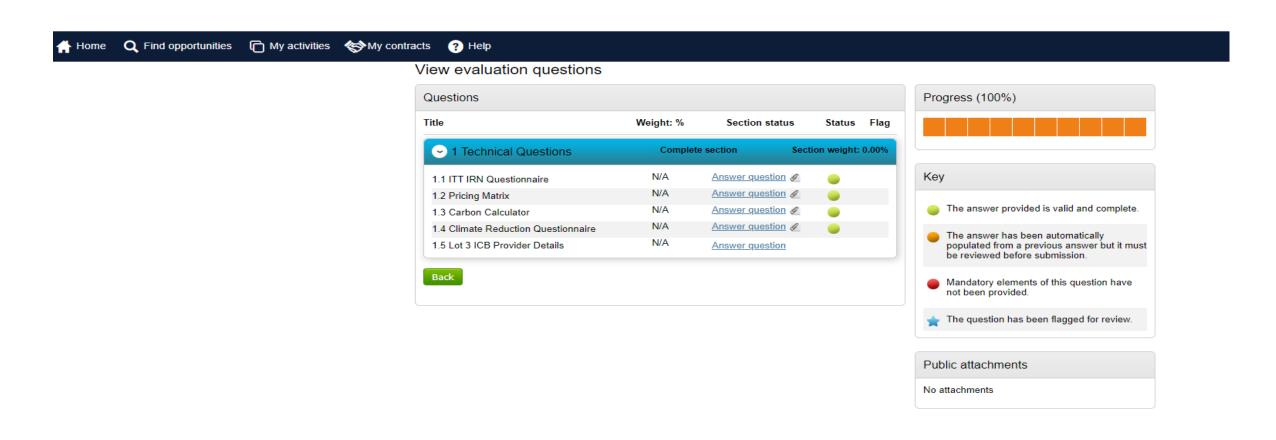


Once the file is uploaded save and next takes you to the next question.

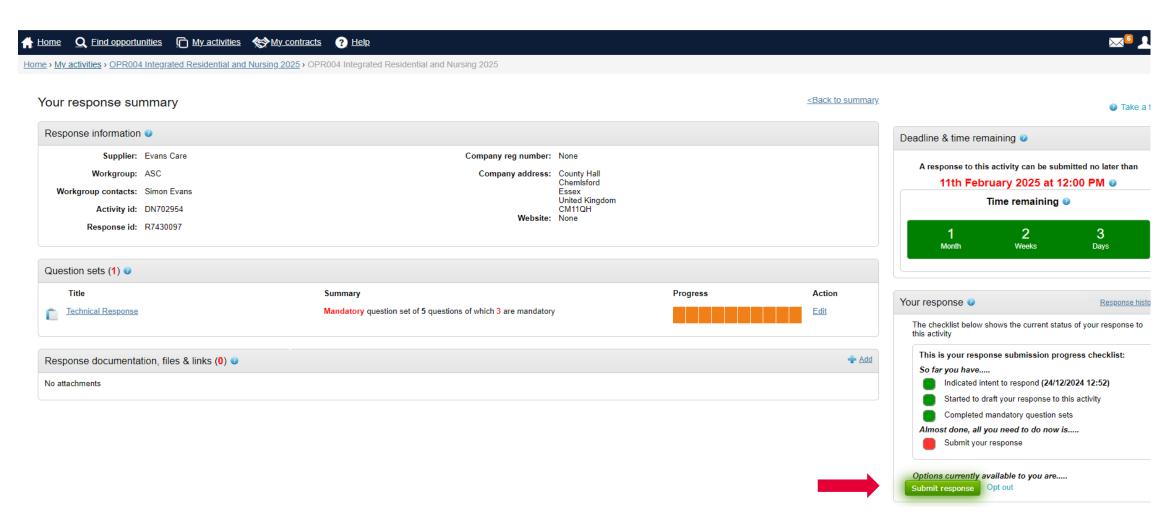
Repeat all above steps for each question set. Questions 1-4 are mandatory for Lots 1& 2. Please only complete question 5 ICB provider details questionnaire 2025 for application to Lot 3. Once all questions are complete select save and close.



 You have now completed all required steps. A green circle against each question set confirms you have uploaded a response. Select the back button



 You have now completed all required steps, please confirm your submission to Essex by selecting the green submit your response button.



1.1 IRN Questionnaire

Please download to your desktop and save 1.1 IRN Questionnaire. The Bidder is to complete the required information concerning their organisation. The resultant contracts will match the information given here.

1.2 Pricing Matrix

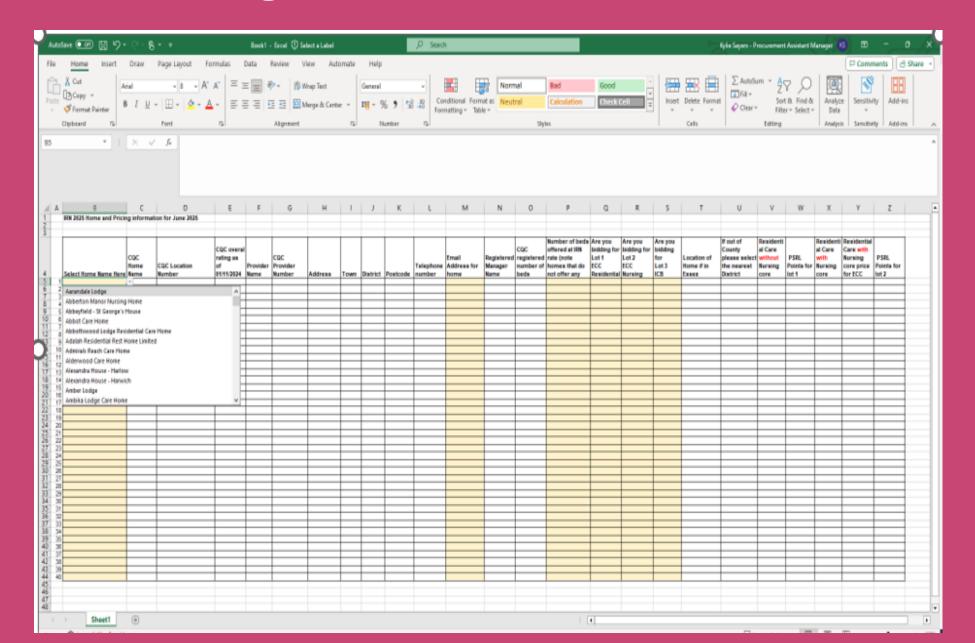
The Pricing Matrix is used to obtain the individual home's information, the base rate for each lots the bidder is bidding for and to confirm the minimum number of beds being offered to ECC at the selected base rate at any one time.

Bidders are to confirm the pricing applicable to each home for the lots for which they have applied.

The bidder is required to complete the pricing matrix, in the prescribed format and attach the completed document to the relevant question in the Questions section on the Procontract eSourcing system.

Bidders can choose a price for individual homes against Lot 1 and/or Lot 2 and/or Lot 3 from a list of choices dependent upon the physical location of the home

1.2 Pricing Matrix



Bidders are required to complete all yellow highlighted cells for each care home applying to join the IRN 2025. This is an intuitive form so once you have selected your home name from the cell in column B many of the cells will populate necessary information. Likewise, once you have selected a yes/no answer to which Lots you are bidding for, Cells will appear as yellow for you to select your rate for that Lot. If the Individual Service Provider Premises is outside Essex geographical jurisdiction, please select home not listed from the drop down and then overwrite the Care home name and work through each cell inputting necessary information.

1.3 Carbon Calculator

The Carbon Calculator is being used to calculate care homes carbon emissions. This will be submitted as part of each care home's tender submission (and at other intervals during the life of the framework).

The Carbon Calculator is a mandatory submission and is for information only at this stage. This will enable the Council to benchmark and for care home providers to better understand their care home carbon emissions.

Bidders are required to complete the Carbon Calculator, in the prescribed format and attach the completed document to the relevant question in the Questions section on the Procontract eSourcing system.

You will need utility and service invoices to complete this calculator.

1.3 Carbon Calculator

Each Individual Service Provider Premises wishing to bid for the IRN 2025 needs to complete a Carbon Calculator.

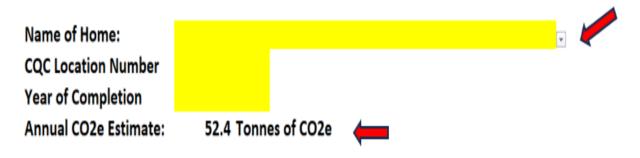
There are Eight tabs to be completed on this document, On each tab the section to be completed is highlighted Yellow. You will need your utility bills to complete this document.

- 1. Summary
- 2. Energy Bills -Gas
- 3. Energy Bills-Electricity
- 4. Heating Oil Bill
- 5. Clinical waste
- 6. Air Conditioning
- 7. General Waste
- 8. Water Bill

The following Grey slides will take you through each tab and how to complete it.

REMEMBER TO SAVE THE COMPLETED DOCUMENT TO YOUR DESKTOP READY TO UPLOAD TO THE RELEVANT QUESTION SET IN PROCONTRACT

1.3 Carbon Calculator – Summary Tab



Instructions:

Fill in your monthly usage in each tab using your bills. (You can complete either Jan-Dec or Apr-Mar depending on your billing pattern and if you have gaps averages will be used to estimate remaining months)

Cells that need to be completed are highlighted yellow

Annual and monthly estimates are displayed on this page, further detail can be found on each tab.

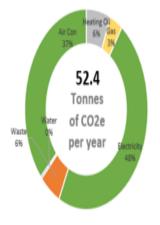
52,399

Information on the conversion factors used to generate these estimates can be found here.

Annual CO2e by source:	kgCO2e	%
Heating Oil	3,327	6%
Gas	1,811	3%
Electricity	24,903	48
Clinical Waste	329	19
General Waste	2,592	59
Water	198	0%
Air Conditioning	19,240	37

Annual Total Estimate Kg CO2e:





There are two cells to complete on this tab highlighted yellow. Please select your home name from the drop-down cell highlighted yellow. This is an intuitive form so once you have selected your home name the Home CQC ID will automatically populate. If your Service Provider Premises are outside Essex geographical jurisdiction, please select home not listed from the drop down and then overwrite the Care home name and CQC ID. Year of completion: Please enter the year you are completing this document. As you complete the further 7 tabs this page will collect and display your annual CO2e estimate.

Carbon Calculator- Gas Tab

Enter the Kilowatt hours used per month for Gas within the Home in the cell highlighted yellow for the relevant month. Averages will be used for any gaps to give a full year estimate. As you enter your monthly usage your annual KgCO2e will be calculated at the top of the page. If you have more than one meter, please remember to include both.



1.3 Carbon Calculator- Electricity Tab

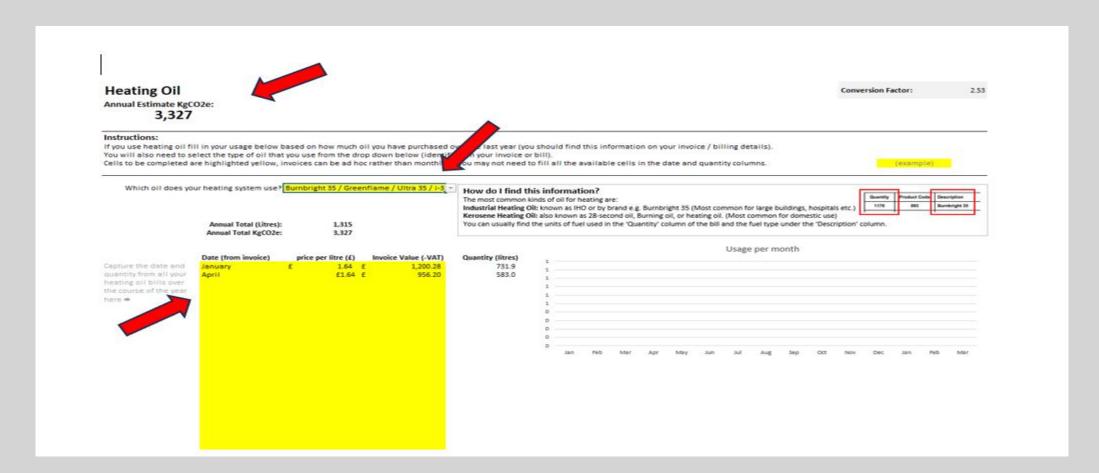
Enter the Kilowatt Hours used per month for Electricity within the Home in the cell highlighted yellow for the relevant month. Averages will be used for any gaps to give a full year estimate. As you enter your monthly usage your estimated annual KgCO2e will be calculated at the top of the page. If you have more than one meter, please remember to include both.



1.3 Carbon Calculator - Heating Oil-Tab

Please complete this tab if you use Heating oil.

Select the type of oil your heating system uses in the yellow highlighted cell from the drop down selection. Then enter where indicated invoice information regarding date of purchase, price per litre and total invoice value in the yellow highlighted cells. As you enter your monthly usage your estimated annual KgCO2e will be calculated at the top of the page.



1.3 Carbon Calculator - Clinical WasteTab

Please fill in your monthly usage using your clinical waste bills and bags collected. Where there are gaps, averages will be used to give a full years estimate. As you enter your monthly usage your estimated annual KgCO2e will be calculated at the top of the page.



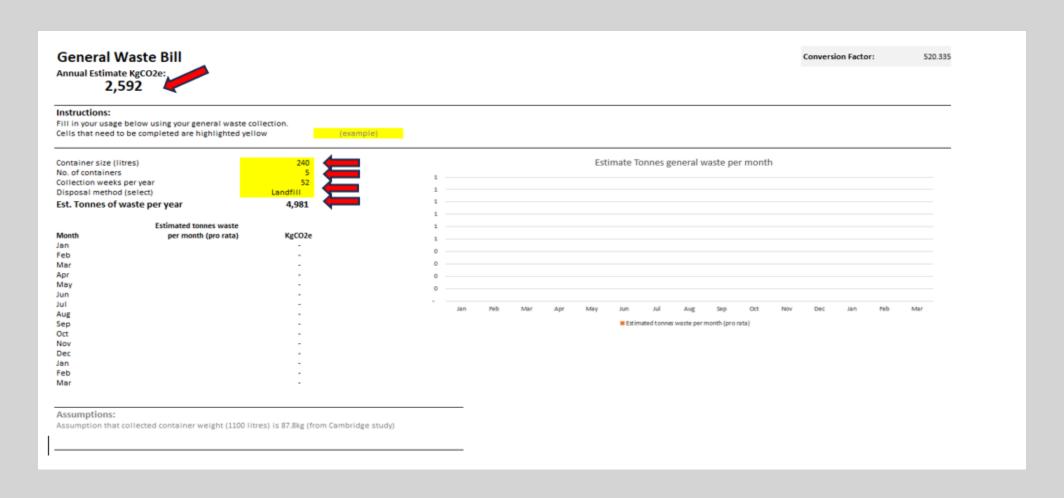
1.3 Carbon Calculator-Air Conditioning-Tab

If you use air conditioning, please record your 'top up' refrigerant purchases in either monthly amounts or annual amounts in Kg. If you choose to input monthly you can leave gaps for any months that refrigerant was not topped up., Cells that need completing are highlighted yellow. As you enter usage your estimated annual KgCO2e will be calculated at the top of the page.



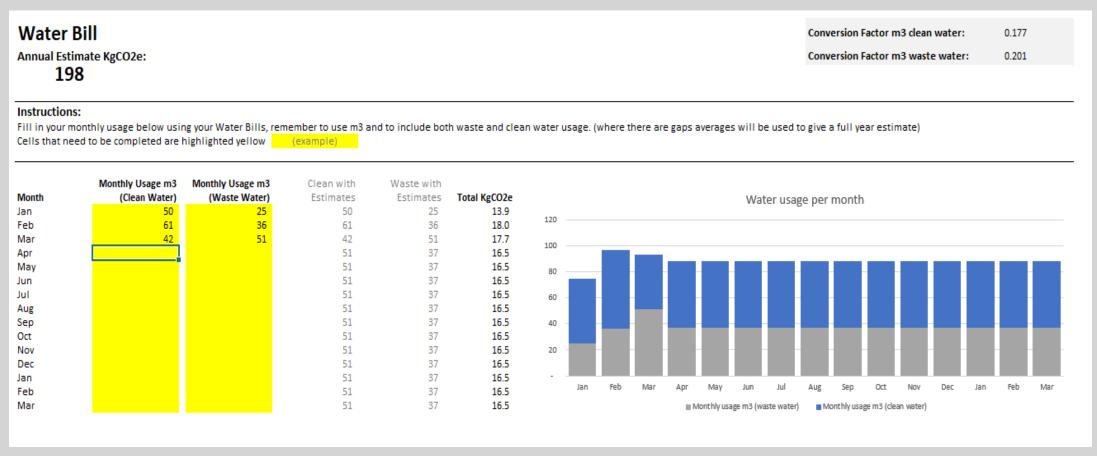
1.3 Carbon Calculator –General Waste Tab

Please fill in your usage for your general waste in the yellow highlighted cells. As you enter usage your estimated annual KgCO2e will be calculated at the top of the page.



Carbon Calculator-Water Tab

Please fill in your monthly usage using your water bills, this is calculated in m3 and both waste and clean water is to be included. Where there are gaps, averages will be used to give a full years estimate As you enter usage your estimated annual KgCO2e will be calculated at the top of the page.



REMEMBER TO SAVE THE COMPLETED DOCUMENT TO YOUR DESKTOP READY TO UPLOAD TO THE RELEVANT QUESTION SET IN PROCONTRACT

Essex County Council (ECC) is committed to achieving carbon net zero by 2050, as set out in the council's <u>Everyone's Essex</u> <u>strategy</u>. A significant source of the Council's greenhouse gas (GHG) emissions are from purchased goods and services, therefore, ECC is working with its suppliers to reduce GHG emissions in this area.

The Climate Reduction Questionnaire sets out measures within care homes to reduce carbon emissions and to minimise environmental impact. Each Individual Service Provider Premises wishing to bid for the IRN 2025 needs to complete a Climate Reduction Questionnaire.

This checklist will be completed annually and will form part of the quality rating for ranking each care home on the Preferred Supplier Rank List (PSRL). Over the lifespan of the contract, it enables us to monitor environmental improvements made within the Homes.

There are 26 questions over five categories in the questionnaire to answer questions on

- Travel and Transport
- Energy
- Food and Waste
- People
- Planning

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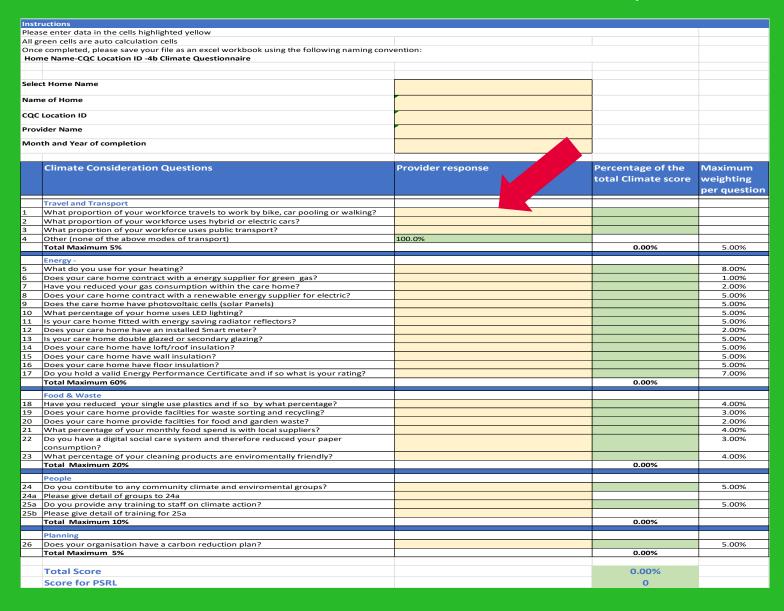
EVERYONE'S ESSEX ENVIRONMENT NET ZERO TRANSPORT AND BUILT ENVIRONMENT MINIMISE WASTE GREEN COMMUNITIES LEVELLING UP THE ENVIRONMENT

Instr	uctions			
Please enter data in the cells highlighted yellow				
	een cells are auto calculation cells			
	completed, please save your file as an excel workbook using the following naming conv	vention:		
	ne Name-CQC Location ID -4b Climate Questionnaire			
Selec	t Home Name			
			4	
Nam	e of Home			
coc	Location ID			
cqc	Location ID			
Prov	der Name			
	the seal Version of second selection.			
ivion	th and Year of completion			
	Climate Consideration Questions	Provider response	Percentage of the	Maximum
		Total Tesponse	total Climate score	
			total Climate score	weighting
				per question
	Travel and Transport			
1	What proportion of your workforce travels to work by bike, car pooling or walking?			
2	What proportion of your workforce uses hybrid or electric cars?			
3	What proportion of your workforce uses public transport?			
4	Other (none of the above modes of transport)	100.0%		
	Total Maximum 5%		0.00%	5.00%
	Energy -			
5	What do you use for your heating?			8.00%
6	Does your care home contract with a energy supplier for green gas?			1.00%
7	Have you reduced your gas consumption within the care home?			2.00%
8	Does your care home contract with a renewable energy supplier for electric?			5.00%
9	Does the care home have photovoltaic cells (solar Panels)			5.00%
	What percentage of your home uses LED lighting?			5.00%
	Is your care home fitted with energy saving radiator reflectors?			5.00%
	Does your care home have an installed Smart meter?			2.00%
	Is your care home double glazed or secondary glazing?			5.00%
	Does your care home have loft/roof insulation?			5.00%
15	Does your care home have wall insulation?			5.00%
	Does your care home have floor insulation?			5.00%
17	Do you hold a valid Energy Performance Certificate and if so what is your rating?			7.00%
	Total Maximum 60%		0.00%	
	Food & Waste			
18	Have you reduced your single use plastics and if so by what percentage?			4.00%
	Does your care home provide facilties for waste sorting and recycling?			3.00%
	Does your care home provide facilties for food and garden waste?			2.00%
21	What percentage of your monthly food spend is with local suppliers?			4.00%
22	Do you have a digital social care system and therefore reduced your paper			3.00%
	consumption?			
23	What percentage of your cleaning products are enviromentally friendly?			4.00%
	Total Maximum 20%		0.00%	
	People			
24	Do you contibute to any community climate and environmental groups?			5.00%
	Please give detail of groups to 24a			5.00%
	Do you provide any training to staff on climate action?			5.00%
	Please give detail of training for 25a			3.0070
	Total Maximum 10%		0.00%	
	Planning			
26	Does your organisation have a carbon reduction plan?			5.00%
	Total Maximum 5%	1	0.00%	
	Total Score		0.00%	
	Score for PSRL		0	

Bidders are required to complete all yellow highlighted cells for each care home applying to join the IRN 2025. Please select your home name from the drop-down selection. This will automatically populate the Homes CQC ID and Provider.

If the Individual Service Provider
Premises is outside Essex
geographical jurisdiction, please
select home not listed from the drop
down and enter required information
in the yellow highlighted cells for
Home name, CQC ID, Provider
Name

Please select month and year you are completing this form from the drop-down selection.



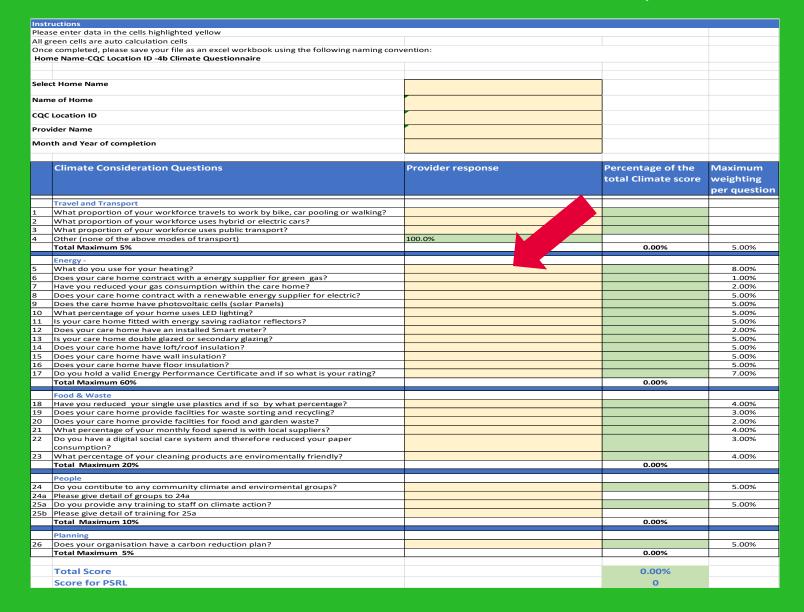
Section 1 Travel and Transport

Bidders are to answer three questions in regard to their workforce's method of transport to work in the yellow highlighted cells under column Provider Response.

Each highlighted yellow Cell is free text for you to input a percentage against the category

Your response should total 100% over the four categories. Question 4 will automatically populate.

As you input your answers the green highlighted cells will display your percentage score awarded.



Section 2 Energy

Bidders are to answer 13 questions in regard to their use of energy within the home in the yellow highlighted cells under column Provider Response.

Each highlighted yellow cell has a drop down for you to select as your response.

As you input your answers the green highlighted cells will display your percentage score awarded.

Instructions				
Please enter data in the cells highlighted yellow				
	een cells are auto calculation cells			
	completed, please save your file as an excel workbook using the following naming conv	rention:		
Hon	ne Name-CQC Location ID -4b Climate Questionnaire			
Sele	t Home Name			
Nam	e of Home			
IValli	e of Home			
cqc	Location ID			
Prov	ider Name			
Mon	th and Year of completion			
	Climate Consideration Questions	Provider response	Percentage of the	Maximum
			total Climate score	weighting
				per question
				per question
	Travel and Transport			
1	What proportion of your workforce travels to work by bike, car pooling or walking?			
2	What proportion of your workforce uses hybrid or electric cars?			
3	What proportion of your workforce uses public transport?			
4	Other (none of the above modes of transport)	100.0%		
	Total Maximum 5%		0.00%	5.00%
	Energy -			
5	What do you use for your heating?			8.00%
6	Does your care home contract with a energy supplier for green gas?			1.00%
7	Have you reduced your gas consumption within the care home?			2.00%
8	Does your care home contract with a renewable energy supplier for electric?			5.00%
9	Does the care home have photovoltaic cells (solar Panels)			5.00%
10	What percentage of your home uses LED lighting?			5.00%
11	Is your care home fitted with energy saving radiator reflectors?			5.00%
12	Does your care home have an installed Smart meter?			2.00%
13	ls your care home double glazed or secondary glazing?			5.00%
14	Does your care home have loft/roof insulation?			5.00%
15	Does your care home have wall insulation?			5.00%
16	Does your care home have floor insulation?			5.00%
17	Do you hold a valid Energy Performance Certificate and if so what is your rating?			7.00%
	Total Maximum 60%		0.00%	
	Food & Waste			
18	Have you reduced your single use plastics and if so by what percentage?			4.00%
19	Does your care home provide facilties for waste sorting and recycling?			3.00%
20	Does your care home provide facilties for food and garden waste?			2.00%
21	What percentage of your monthly food spend is with local suppliers?			4.00%
22	Do you have a digital social care system and therefore reduced your paper			3.00%
	consumption?			
23	What percentage of your cleaning products are environmentally friendly?			4.00%
	Total Maximum 20%		0.00%	
	People			
24	Do you contibute to any community climate and environmental groups?			5.00%
24a	Please give detail of groups to 24a			
25a	Do you provide any training to staff on climate action?			5.00%
25b	Please give detail of training for 25a			
	Total Maximum 10%		0.00%	
	Planning			
26	Does your organisation have a carbon reduction plan?			5.00%
	Total Maximum 5%		0.00%	5.0070
	Total Score		0.00%	
			0.00%	
	Score for PSRL	<u> </u>	0	

Section 3 Food and Waste

Bidders are to answer 6 questions in regards to their food and Waste practices within the home in the yellow highlighted cells under column Provider Response.

Each highlighted yellow cell has a drop down for you to select as your response.

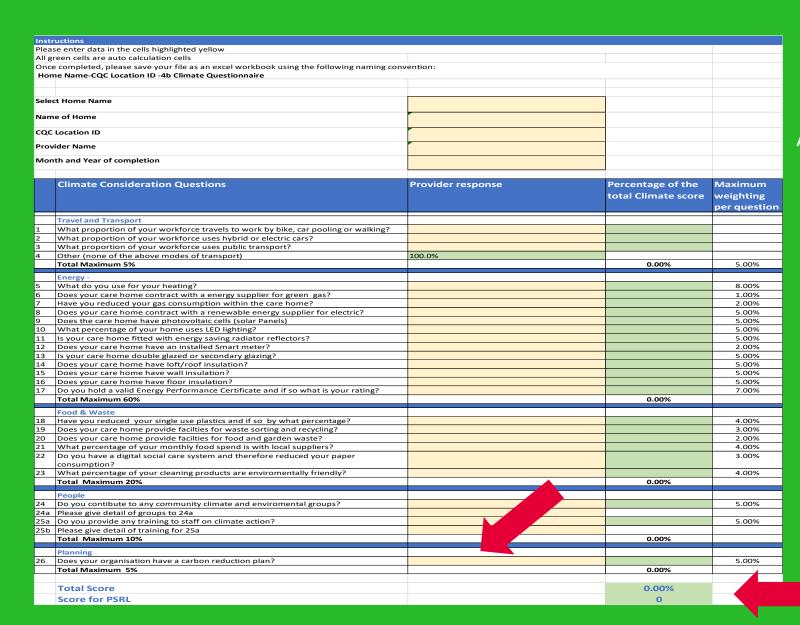
As you input your answers the green highlighted cells will display your percentage score awarded.

Instructions				
Please enter data in the cells highlighted yellow				
All green cells are auto calculation cells				
	completed, please save your file as an excel workbook using the following naming conv	rention:		
Hon	ne Name-CQC Location ID -4b Climate Questionnaire			
Selec	t Home Name			
Nam	e of Home			
cqc	Location ID			
Duan	ider Name			
FIOV	nder Name			
Mon	th and Year of completion			
	Climate Consideration Constitute	Duradidan nasaran	Daniel and a fall a	D.d
	Climate Consideration Questions	Provider response	Percentage of the	Maximum
			total Climate score	weighting
				per question
	Travel and Transport			
1	What proportion of your workforce travels to work by bike, car pooling or walking?			
2	What proportion of your workforce travels to work by blke, car pooling or walking? What proportion of your workforce uses hybrid or electric cars?			
3	What proportion of your workforce uses hybrid or electric cars? What proportion of your workforce uses public transport?			
4	Other (none of the above modes of transport)	100.0%		
7	Total Maximum 5%	100.070	0.00%	5.00%
			0.0075	5.00%
_	Energy -			
5	What do you use for your heating?			8.00%
6	Does your care home contract with a energy supplier for green gas?			1.00%
7	Have you reduced your gas consumption within the care home?			2.00%
8	Does your care home contract with a renewable energy supplier for electric? Does the care home have photovoltaic cells (solar Panels)			5.00% 5.00%
10	What percentage of your home uses LED lighting?			5.00%
11	Is your care home fitted with energy saving radiator reflectors?			5.00%
12	Does your care home have an installed Smart meter?			2.00%
13	Is your care home double glazed or secondary glazing?			5.00%
14	Does your care home have loft/roof insulation?			5.00%
15	Does your care home have wall insulation?			5.00%
16	Does your care home have floor insulation?			5.00%
17	Do you hold a valid Energy Performance Certificate and if so what is your rating?			7.00%
	Total Maximum 60%		0.00%	
	Food & Waste			
18	Have you reduced your single use plastics and if so by what percentage?			4.00%
19	Does your care home provide facilties for waste sorting and recycling?		_	3.00%
	Does your care home provide facilities for food and garden waste?			2.00%
21	What percentage of your monthly food spend is with local suppliers?			4.00%
22	Do you have a digital social care system and therefore reduced your paper			3.00%
	consumption?			
23	What percentage of your cleaning products are environmentally friendly?			4.00%
	Total Maximum 20%		0.00%	
	People			
24	Do you contibute to any community climate and environmental groups?			5.00%
	Please give detail of groups to 24a			3.00%
	Do you provide any training to staff on climate action?			5.00%
	Please give detail of training for 25a			2.20/0
	Total Maximum 10%		0.00%	
-	Planning			
26	Does your organisation have a carbon reduction plan?			5.00%
	Total Maximum 5%		0.00%	
	Total Constant		0.000/	
	Total Score		0.00%	
	Score for PSRL		0	

Section 4 People

Section 4 has 2 questions (Q24,Q25) in regard to awareness and action for the workforce and wider community.

Each highlighted yellow cell has a drop down for you to select as your response. If you select yes to either of these two questions, please give further details under questions 24a and 25a which is a free text field



Section 5 Planning

1 question to complete in the yellow highlighted provider response cell. As you input your answers the green highlighted cells will display your percentage score awarded.

Once all questions have been answered your total score for the PSRL Ranking is displayed at the bottom of the page.

REMEMBER TO SAVE THE
COMPLETED DOCUMENT TO
YOUR DESKTOP READY TO
UPLOAD TO THE RELEVANT
QUESTION SET IN
PROCONTRACT

1.5 Lot 3 ICB Provider Details



This document is being used to gain any additional information required by the ICB's in order to complete their framework agreement documentation, this form only needs to be completed if you are bidding for Lot 3 – Care in a Residential Setting NHS funded. As such information only and is not scored.

Once the ICB Provider details document is completed it must be attached to the relevant question in the Questions section on the Procontract eSourcing system.



For further help please contact IRN.ProjectTeam@essex.gov.uk



This information is issued by: Essex County Council

Contact us: IRN.ProjectTeam@essex.gov.uk

Essex County Council County Hall, Chelmsford Essex, CM1 1QH

Essex_CC

f facebook.com/essexcountycouncil

The information contained in this document can be translated, and/or made available in alternative formats, on request.

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