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| Title: | SaILS DPS Pre-Round 3 Q&A |
| Date: | December 2020 |
| Author: | Placements North West |

# Summary

These questions have been compiled from the provider sessions that took place 3 December and 8 December 2020.

# The placements LAs are looking for

It’s difficult as a provider to grow in areas that aren’t local to us, it would be helpful to know how often you look outside your areas, can providers be given an idea of where the gaps are?
It has been difficult for us to effectively assess sufficiency as searching is different. We advise providers to have a relationship with the local authority commissioners.

One thing we come up against when taking placement is, Is SaILS placement right for those with complex needs? How do you decide if is suitable?
It needs to be discussed in depth with provider and Local Authority. Needs to be confirmed it would be support only and the young person’s needs match this.

# Policy evaluation

Are you happy with wider organisation polices that a tailored to the services by local procedures?
Can be used but must be adapted completely to represent the service offered or be clear which aspects of the policy relate to the relevant service.

If our policy has been lifted and used by someone else, how do you ensure we are not penalised for that? How would you work out who the policy belongs to?
It would cause concern, but we would not fail a submission if the policy is fit for purpose.

Do policies need have a certain font size? Some LAs require them to be a certain size or font. Do you have such requirements?
No.

Safeguarding policy says to include LADO details, we operate in 22 areas, would we include all the details?
Yes, include a chart to include the details or state where staff would find these details.

Missing from Home policy says to include a template, we don’t usually do these interviews ourselves so what happens then?
We are looking to see that you are monitoring that the young person has the interview and young person can do that return interview with a suitable person.

Do organisational charts just need to have job titles, or do you want names too?
Job titles are helpful, however, there's no specific requirement. It helps us to be clear if posts are filled or vacant so we can match with the staffing spreadsheet.

Non-administration of medication policy, we have this and staff are very clear, however, we have and do come across Social Workers who have young people on meds and have high risk of overdose, who insist that there is a higher level of support provided than we can offer. Is there any work being done by LAs with Social workers to educate them on the permitted remits of unregulated provisions?
We will pick this up in the SaILS governance group.

Our H&S policy is a lengthy document, would you want a shortened version for each property or would a larger one be ok? We have one for the overall service.
All long as it is fit for purpose you don’t need to shorten it. We would want to see the overall policy and any targeted policies for Sails too. We want to see any documents you are using for staff day to day.

# Minimum Standards

Is the tender process aligned with the minimum standards?
Yes, they are, there are 5 key policies at point of tender and these feature within the minimum standards. The Minimum Standards goes into more in depth.

We are a new set up, we don’t have staff yet as we want to get on the DPS first. What happens with your staff recruitment checks
Minimum Standards are done after tender so you may have staff by then. If not, we need to know your intentions on safer recruitment. Present us with a dummy file, show what you would do if you had staff – provide templates or records. Same applies of you don’t have young people in place.

# Locality Risk Assessments

As a provider we have a good relationship with the police. What relationship do the local authority have and what are you looking for with regard to this?
In Bolton the police want to know which young people are placed where so they can support where needed. We want to see honest evidence of your relationships with the police and other local stakeholders.

# Tender submissions

Will the format for the tender be the same as back in January or will things have changed slightly? We found it quite confusing as some of the numbering did not quite match.
There are no fundamental changes. We have included guidance this time and more details to help you. We will look into the numbering.

Last time clarification questions submitted over the weekend were not picked up and the deadline was 8am Monday morning. This means we didn’t get responses we needed.
We will look at the timing of the deadline for both clarifications and the tender submission.

Does everyone who meets the criteria get onto the DPS or are there further criteria?
There is no limit to the number of providers who can join the DPS and we have shared all the criteria we are scoring against. All providers who meet the criteria will be accepted onto the DPS.

Can we ensure that providers have received the outcome of their submission before further events are held?
Yes, if we plan any events we will allow for this delay.

If we haven’t acquired a property can we still tender for the DPS?
For Lots 1 you will need to have a property at the point of tender. For Lot 2 you must be able to have a property in place six weeks from the point of tender. We will then require the Accommodation Checklist and Locality Risk Assessment for each property.

“Whilst all group living providers must have accommodation at point of tender, it is expected that providers of accommodation with floating support are able to deliver at point of tender and that any accommodation will be identified within 6 weeks. Any accommodation subsequently added is subject to the same terms and conditions within the service specification.”

When will the tender documents be available?
The contract documents will be published in January when the opportunity opens.

If the criteria ask for a policy or document with a specific name but ours is called something different what happens?
As long as it is made clear to us that it is the equivalent or contains the same information and the body of the policy contains the information required by the checklist that is acceptable. Please make sure this is clear.

Can new start ups be considered for the DPS?
Yes

What are the financial requirements for providers?
There is a list of what you need as supporting evidence, accounts etc in the tender documents. If you have a Companies House number, initial checks will be done through that first. Don’t be put off applying if you do not have financial info.

Do Chest and Proactis use the same portal for tender notifications?
The Chest, Proactis and ProContract North are all the same portal. There are just different names depending on how it is being referred to.

Can we get a list of useful contacts for all of the local authority commissioners for the North West?
We don’t currently circulate the details however due to high demand; this will be brought up in the commissioning managers meeting in January. We advise providers to use council website to get details.