

Midlands and Lancashire Commissioning Support Unit: Merseyside Care at Home

Continuing Healthcare in the home

Entry Criteria:

The Midlands and Lancashire Commissioning Support Unit (MLCSU) are using a new method to contract with providers for delivery of Continuing Healthcare packages in the home within Merseyside. If you wish to be an approved provider, regardless of whether you have contracted with the MLCSU before or not, you will need to Register, Accredite and Enrol on SProc.Net. During this process, you will answer questions and upload relevant insurance documents and contractual documents. The questions and documents are outlined below.

The Merseyside Clinical Commissioning Groups (CCGs) will be using this method to procure all future CHC placements and therefore, if you wish to continue to receive CHC referrals you will need to engage in this process.

Accreditation Criteria:

Accreditation takes place at company level and this captures information about your company as a whole. The Accreditation is entirely objective with some questions having a required answer. If you are unable to respond with the required answer, then you will be unable to submit your Accreditation and become an approved provider. The Accreditation Criteria is laid out below.

For Information Only

These questions do not have an impact on whether or not you will pass the Accreditation. The purpose of these questions is to learn more about the supply base and the Home Care market in and around Merseyside.

	Accreditation Question	Question Trigger
1	Relevant classifications - Is your organisation a Voluntary, Community and Social Enterprise (VCSE)?	
2	Relevant classifications - Is your organisation a Sheltered Workshop?	
3	Relevant classifications - Is your organisation a Public Service Mutual?	
4	Are you a Small, Medium or Micro Enterprise (SME)?	
5	Do you have an immediate parent company?	
6	Please provide the following details of your immediate parent company: - Full name of the immediate parent company	Dependent on your response to Q5
7	Please provide the following details of your immediate parent company: - Registered office address (if applicable)	Dependent on your response to Q5
8	Please provide the following details of your immediate parent company: - Registration number (if applicable)	Dependent on your response to Q5
9	Please provide the following details of your immediate parent company: - Head office DUNS number (if applicable)	
10	Please provide the following details of your immediate parent company: - Head office VAT number (if applicable)	Dependent on your response to Q5

11	Do you have an ultimate parent company (that is not the same as the immediate parent company)?	
12	Please provide the following details of your ultimate parent company: - Full name of the ultimate parent company	Dependent on your response to Q11
13	Please provide the following details of your ultimate parent company: - Registered office address (if applicable)	Dependent on your response to Q11
14	Please provide the following details of your ultimate parent company: - Registration number (if applicable)	Dependent on your response to Q11
15	Please provide the following details of your ultimate parent company: - Head office DUNS number (if applicable)	Dependent on your response to Q11
16	Please provide the following details of your ultimate parent company: - Head office VAT number (if applicable)	Dependent on your response to Q11

Enrolment Questions:

The Enrolment takes place at location level, meaning you will need to create an Enrolment for each branch or arm of the organisation from which you will be submitting offers. Here you will be asked to upload details that are specific to each branch and will be asked to submit which specific services you can provide, e.g. whether you can cater for End of Life Care packages or Carer or Nursing. The questions are as follows:

Grounds for Mandatory Exclusion

Responses to the below questions will not dictate whether or not your application to join the MLCSU supply base is successful or not.

	Enrolment Question	Question Trigger
1	Has your organisation completed the European Single Procurement Document? Please upload to the space provided on your enrolment.	
2	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . - Participation in a criminal organisation	Dependent on your response to Q1
3	Please provide the date of conviction and the reasons for conviction.	Dependent on your response to Q2
4	Please provide the identity of who has been convicted.	Dependent on your

		response to Q2
5	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Dependent on your response to Q2
6	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Dependent on your response to Q2
7	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . - Corruption	Dependent on your response to Q1
8	Please provide the date of conviction and the reasons for conviction.	Dependent on your response to Q7
9	Please provide the identity of who has been convicted.	Dependent on your response to Q7
10	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Dependent on your response to Q7
11	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Dependent on your response to Q7
12	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . - Terrorist offences or offences linked to terrorist activities	Dependent on your response to Q1
13	Please provide the date of conviction and the reasons for conviction.	Dependent on your response to Q11
14	Please provide the identity of who has been convicted.	Dependent on your

		response to Q11
15	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Dependent on your response to Q11
16	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Dependent on your response to Q11
17	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . - Money laundering or terrorist financing	Dependent on your response to Q1
18	Please provide the date of conviction and the reasons for conviction.	Dependent on your response to Q17
19	Please provide the identity of who has been convicted.	Dependent on your response to Q17
20	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Dependent on your response to Q17
21	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Dependent on your response to Q17
22	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . - Fraud	Dependent on your response to Q1
23	Please provide the date of conviction and the reasons for conviction.	Dependent on your response to Q22
24	Please provide the identity of who has been convicted.	Dependent on your

		response to Q22
25	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Dependent on your response to Q22
26	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Dependent on your response to Q22
27	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . - Child labour and other forms of trafficking in human beings	Dependent on your response to Q1
28	Please provide the date of conviction and the reasons for conviction.	Dependent on your response to Q27
29	Please provide the identity of who has been convicted.	Dependent on your response to Q27
30	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Dependent on your response to Q27
31	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	Dependent on your response to Q27
32	Regulation 57(3) Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Dependent on your response to Q1
33	Please provide further details and confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	Dependent on your response to Q32

Economic and Financial Standing

The MLCSU must ensure that all providers permitted to the supply base are financially viable. Where possible, a credit check will be run on your organisation. Where a credit check cannot be run, or where the credit check is insufficient, you must provide alternative means of demonstrating your financial viability. The information you provide will depend on the age of your organisation and you must state within the following questions which documentation you can provide.

	Enrolment Question	Question Trigger
34	Are you able to provide a copy of your audited accounts for the last two years, if requested?	
35	Are you able to provide a statement of turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation?	Dependent on your response to Q34
36	Are you able to provide a statement of cash flow forecast for the current year and a bank letter outlining the current cash and credit position?	Dependent on your response to Q35
37	Are you able to provide alternative means of demonstrating financial status (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status)?	Dependent on your response to Q36
38	Please self-certify that your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?	
39	What is the name of the organisation?	Dependent on your response to Q39
40	What is the relationship of the organisation to your organisation?	Dependent on your response to Q39
41	Are you able to provide parent company accounts if requested to at a later stage?	Dependent on your response to Q39
42	Please confirm that if necessary, your organisation's parent company would be willing to provide a guarantee.	Dependent on your response to Q39
43	Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?	Dependent on your response to Q43

Insurances

All providers must self-certify that they currently have in place the relevant insurances.

	Enrolment Question	Question Trigger
44	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, relevant insurances. * It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	
45	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £5 million	
46	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Medical Malpractice Insurance = £10 million	

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	Question	
47	Do you have a signed 2017-19 NHS Standard contract from the Merseyside CCGs.	
48	Please enter the name and contact details of the most senior member of staff to contact in the event of a serious issue arising.	
49	Please provide details of the person who is responsible for safeguarding.	
50	Does the registered location have a current registered manager?	
51	Please enter the name and contact details of the current registered manager.	Dependent on your response to Q50
52	Please explain why your organisation does not have a current registered manager and if necessary, what steps your organisation is taking to rectify this situation.	Dependent on your response to Q50
53	In number of hours, what is your organisations maximum capacity?	
54	Of your total capacity, how many hours are currently available?	

Enrolment Documents:

Mandatory Documents

All providers must upload the relevant document/s, as outlined below, in order to pass review and become an approved provider to deliver Continuing Healthcare in the home.

	Document Type	What is required to pass review
1	Service Provider CQC Registration Certification	This must be the Service Provider Certificate, NOT the Registered Manager Certificate. Pages must be uploaded to show both the Provider ID and the Location ID of the Home Care that is being enrolled.
2	NHS Standard Contract	Please complete and upload pages 3, 7, 9 & 10.
3	Insurance Schedule	Please upload your Insurance Policy/s or Schedule/s. We would expect to see but not limited to for example, Employer's Liability Insurance, Public Liability Insurance and Clinical Negligence or Medical Malpractice Insurance. An Insurance Certificate alone will not be sufficient.

Optional Documents

The following documentation may be uploaded but is not relevant for all submissions.

	Document Type	What is required to pass review
1	Financial Documentation	This document is required if a credit check cannot be run on your organisation or where the credit check is insufficient.
2	European Single Procurement Document	Please upload your completed European Single Procurement Document.

adam will review your Accreditation and Enrolment submissions. You can begin an Enrolment as soon as you have submitted an Accreditation, you do not need to wait for the Accreditation to be approved; however, the Enrolment can only be reviewed by *adam* if the Accreditation has been approved. Once the Enrolment has passed the initial checks by *adam*, this will go to the Commissioning Support Unit who will make a decision as to whether the application is sufficient for the provider to be submitted to the supply base to provide. All approvals take place on the system so as long as the uploaded documents show the requested detail and any responses which need them have the correct answer you will become an approved supplier.