Key Points for Tenderers - Bristol Care Home Framework

- Note the deadline given on ProContract
  Your application must be submitted in time to be included in the next evaluation round, otherwise it will wait until after the next round deadline (usually 3 months later)

- Start completing your answers to tender questions early
  Don’t leave submission to 11th hour and get technical hitches etc.!

- Read through tender docs at earliest opportunity to give you time to raise any clarification questions

- All of the relevant documents are available to download from the ProContract system. We suggest that you read the documents in the following order:
  1. Care Home ITT – (Information to Tenderers)
  2. Commissioning Plan
  3. Contract terms and conditions – this is what you are signing up to deliver by submitting a tender
     o Care Home Service Specification
     o Residential Care - Open Framework Agreement
     o Residential Care - Spot contract
     o Residential Care - Block contract (if required)
     o Performance Management Framework

- Check your policies and procedures against requirements

- Check evaluation sub criteria for each question and ADDRESS EACH SUB CRITERIA POINT

- Answer EVERY question and address the sub criteria for each one

- If asked in a question to ‘demonstrate….’ You should show WHAT you do and HOW this demonstrates the evaluation criteria. It is a good idea to provide examples to support this

- Next steps and timescales:
  - Round closes
  - Evaluation and moderation of submissions from this round – 3 to 4 weeks
  - Notify providers of outcome – 1 week
  - Provider set up on Contract and Finance systems – 1 week