



PRE-PROCUREMENT CONSULTATION QUESTIONNAIRE

DN622575 Personal Assistant Register Wirral 14th July 2022

To help inform its procurement process, Wirral Council wishes to consult with organisations who have an interest in the provision of a **Personal Assistant (PA) Register**.

The aim of this short questionnaire is to gauge interest in this opportunity from providers within the social care market and identify potential suppliers to express an interest to deliver this service.

Overview of the Service:

Wirral Council are looking to establish a Personal Assistant Register to be accessed by:

- people in Wirral who are in receipt of a Direct Payment
- Personal Assistants looking for work
- Self-funders to access support.

Wirral Council are committed to increase the number of people who wish to access a social care Direct Payment that enables individuals to remain independent through developing their own packages of care and support.

Wirral Council consider the availability of a PA Register will assist people receiving a Direct Payment to identify and employ a Personal Assistant (s) who have the necessary skills and qualities to support and meet their needs, and also provide a platform for Personal Assistants to advertise their availability for work. We would expect the supplier to have the capability to deliver a digital offer as a sole provider or in partnership.

Wirral Council wish to commission a Personal Assistant Register for Wirral, primarily to support people receiving a Direct Payment, but also for Personal Assistants and self-funders. We would need assurance that the successful provider would engage with people with lived experience whilst developing the PA Register and support service with a view to them assuming responsibility for the operational delivery of it once embedded.

The provider will have a clear understanding of the regulations associated with Direct Payments and the barriers that currently exist for people who are looking to manage their own care needs.

The anticipated contract start date is late 2022.

Pre-Procurement Questionnaire:

Interested parties should respond to the questions outlined below.

Please respond via The Chest by 5th August 2022

Appendix 2 - Soft Market exercise questionnaire



Interested parties should respond to the questions outlined below. Please do not exceed the word count limit stated. All submissions will be treated confidentially.

Please note you are **not** required to respond to all questions.

1. Have you in the past, or are you currently providing a Personal Assistant Register or similar service in other areas? Please provide a short explanation of the scope of the service you offer.
(max. 350 Word Count)
2. Please can you tell us the nature of your business, for example are you a charity, private health or social care company, Community Interest Company, User led organisation etc.
(max. 350 Word Count)
3. Would you be interested in submitting a quote for the development and management of the service?
Yes
No
Comment: (max. 100 Word Count)
4. What mobilisation period would you need if you were awarded a contract for this service?
(max. 350 Word Count)
5. What would be your preferred contract length? And why?
(max. 100 Word Count)

Your Organisation details:

Organisation name:	
Contact name for enquiries:	
Contact position (job title):	
Telephone No.:	
Email:	
Website address:	
Submission Date:	



PLEASE NOTE:

Any responses to this Early Market Engagement Exercise imply no commitment on Providers to engage in any subsequent procurement process, nor do they confer any advantaged status or guarantee of inclusion in any subsequent procurement process for those Providers who do respond. The questionnaire and all responses received are in no way legally binding on any party.

Wirral reserve the right to withdraw this notice at any time. Wirral Council are not bound to accept any proposals submitted by Providers and will not be liable for any costs incurred as a result of Providers engaging with this process. This Early Market Engagement Exercise does not guarantee that procurement will take place and Wirral Council reserves the right to defer from any procurement entirely.

Terms and Conditions

No terms and conditions are issued with a Soft Market Testing exercise; these will be issued if a tender process is initiated through Procurement.