

## Midlands and Lancashire Commissioning Support Unit: Merseyside Care Homes

### Continuing Healthcare within Care Homes

#### 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 within Care Homes 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 Care Home market in and around Cheshire and the Wirral.

|    | Accreditation Question  | Question Trigger                 |
|----|---|----------------------------------|
| 1  | Relevant classifications -<br>Is your organisation a Voluntary, Community and Social Enterprise (VCSE)?               |                                  |
| 2  | Relevant classifications -<br>Is your organisation a Sheltered Workshop?  |                                  |
| 3  | Relevant classifications -<br>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:<br>- Full name of the immediate parent company | Dependent on your response to Q5 |
| 7  | Please provide the following details of your immediate parent company:<br>- Registered office address (if applicable) | Dependent on your response to Q5 |
| 8  | Please provide the following details of your immediate parent company:<br>- Registration number (if applicable)       | Dependent on your response to Q5 |
| 9  | Please provide the following details of your immediate parent company:<br>- Head office DUNS number (if applicable)   |                                  |
| 10 | Please provide the following details of your immediate parent company:<br>- 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:<br>- Full name of the ultimate parent company  | Dependent on your response to Q11 |
| 13 | Please provide the following details of your ultimate parent company:<br>- Registered office address (if applicable) | Dependent on your response to Q11 |
| 14 | Please provide the following details of your ultimate parent company:<br>- Registration number (if applicable)       | Dependent on your response to Q11 |
| 15 | Please provide the following details of your ultimate parent company:<br>- Head office DUNS number (if applicable)   | Dependent on your response to Q11 |
| 16 | Please provide the following details of your ultimate parent company:<br>- 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 (individual Care Home) 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 Dementia packages. 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?<br>Please upload to the space provided on your enrolment.  |                                  |
| 2 | Regulations 57(1) and (2)<br>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<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> .<br>- 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                    |
| <b>6</b>  | 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  |
| <b>7</b>  | Regulations 57(1) and (2)<br>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<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> .<br>- Corruption  | Dependent on your response to Q1  |
| <b>8</b>  | Please provide the date of conviction and the reasons for conviction.   | Dependent on your response to Q7  |
| <b>9</b>  | Please provide the identity of who has been convicted.  | Dependent on your response to Q7  |
| <b>10</b> | 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  |
| <b>11</b> | 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  |
| <b>12</b> | Regulations 57(1) and (2)<br>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<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> .<br>- Terrorist offences or offences linked to terrorist activities | Dependent on your response to Q1  |
| <b>13</b> | Please provide the date of conviction and the reasons for conviction.   | Dependent on your response to Q11 |
| <b>14</b> | Please provide the identity of who has been convicted.  | Dependent on your response to Q11 |
| <b>15</b> | If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.  | Dependent on your                 |

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|           |   | response to Q11                   |
| <b>16</b> | 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 |
| <b>17</b> | Regulations 57(1) and (2)<br>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<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> .<br>- Money laundering or terrorist financing | Dependent on your response to Q1  |
| <b>18</b> | Please provide the date of conviction and the reasons for conviction.   | Dependent on your response to Q17 |
| <b>19</b> | Please provide the identity of who has been convicted.  | Dependent on your response to Q17 |
| <b>20</b> | 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 |
| <b>21</b> | 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 |
| <b>22</b> | Regulations 57(1) and (2)<br>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<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> .<br>- Fraud                                   | Dependent on your response to Q1  |
| <b>23</b> | Please provide the date of conviction and the reasons for conviction.   | Dependent on your response to Q22 |
| <b>24</b> | Please provide the identity of who has been convicted.  | Dependent on your response to Q22 |
| <b>25</b> | 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                   |
| <b>26</b> | 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 |
| <b>27</b> | Regulations 57(1) and (2)<br>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<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a> .<br>- Child labour and other forms of trafficking in human beings | Dependent on your response to Q1  |
| <b>28</b> | Please provide the date of conviction and the reasons for conviction.   | Dependent on your response to Q27 |
| <b>29</b> | Please provide the identity of who has been convicted.  | Dependent on your response to Q27 |
| <b>30</b> | 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 |
| <b>31</b> | 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 |
| <b>32</b> | Regulation 57(3)<br>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  |
| <b>33</b> | 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.

|           | <b>Enrolment Question</b>  | <b>Question Trigger</b>           |
|-----------|--|-----------------------------------|
| <b>34</b> | Are you able to provide a copy of your audited accounts for the last two years, if requested?  |                                   |
| <b>35</b> | 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 |
| <b>36</b> | 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 |
| <b>37</b> | 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 |
| <b>38</b> | Please self-certify that your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?   |                                   |
| <b>39</b> | What is the name of the organisation?  | Dependent on your response to Q38 |
| <b>40</b> | What is the relationship of the organisation to your organisation?   | Dependent on your response to Q38 |
| <b>41</b> | Are you able to provide parent company accounts if requested to at a later stage?  | Dependent on your response to Q38 |
| <b>42</b> | Please confirm that if necessary, your organisation's parent company would be willing to provide a guarantee.  | Dependent on your response to Q38 |
| <b>43</b> | Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Dependent on your response to Q42 |

## Insurances

All providers must self-certify that they currently have in place, or commit to putting 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.<br><br>* 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:<br>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:<br>Medical Malpractice Insurance = £10 million   |                  |

## For Information Only

The below 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 in and around Merseyside.

|    | 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 | What Nursing bed capacity does your registered location have?   |                                   |
| 54 | How many Nursing bed vacancies does your registered location have?  |                                   |
| 55 | What are your staffing ratios per tier?   |                                   |

## 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 within Care Homes.

|   | <b>Document Type</b>                            | <b>What is required to pass review</b>  |
|---|---|---|
| 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 Care Home 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.

|   | <b>Document Type</b>                 | <b>What is required to pass review</b>  |
|---|--------------------------------------|---|
| 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 CCGs 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.