



Cardiff Council  
Domiciliary Care and Sessional Support Services  
Dynamic Purchasing System  
Application Guide

Last Reviewed: October 2021

adam

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### Version Control

New Version Number	Changes Made	Date updated	Change made by	Change issue
V.2	CIW evidence updated – a screen shot from the CIW registration page will now also be acceptable as evidence.	15 <sup>th</sup> September 2021	Cardiff Council	16 <sup>th</sup> September 2021
V.3	CIW evidence updated – a scan of your CIW certificate is no longer acceptable as proof of CIW Registration Status.	1 <sup>st</sup> October 2021	Cardiff Council	1 <sup>st</sup> October 2021

## Cardiff - Application Guide

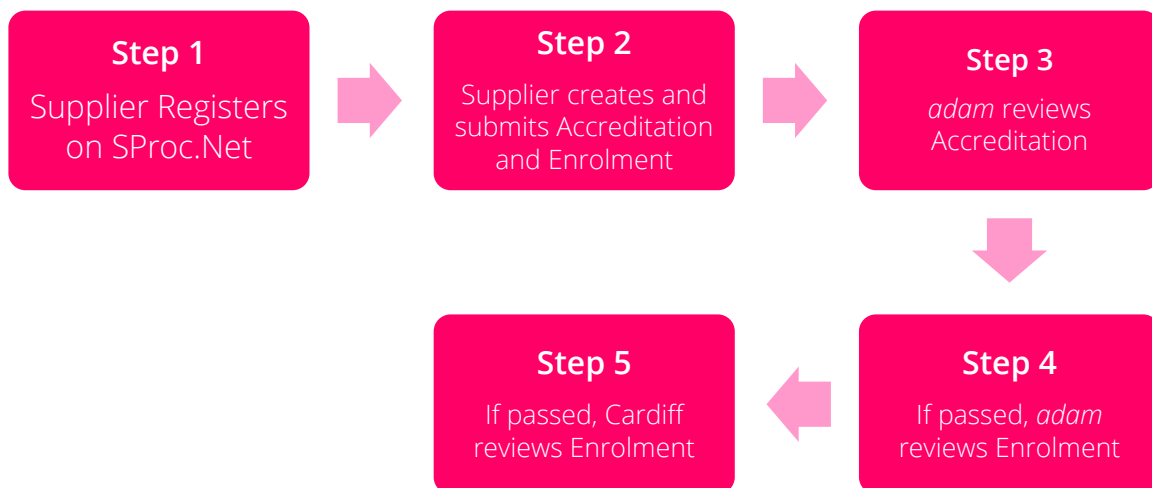
Cardiff will be working with *adam* HTT Ltd to implement a new Dynamic Purchasing System (DPS) for Domiciliary Care Adult's and Children's. All Providers wishing to join this DPS will need to complete an Accreditation and Enrolment (A&E) on the new DPS to receive Requirements through SProc.Net.

This document will cover the following:

- Registration – applicable for Providers new to SProc.Net
  - Adding Users
  - Adding Locations
- Accreditation – information required
- Enrolment – information required
- Next Steps

How to join SProc.Net

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation or the Enrolment is failed, the Provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Enrolment is Rejected by Cardiff, the Provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

# Registration

## Register

You must register your business on the system (<https://www.sproc.net>). If your business is part of a larger parent group, then head office should register on SProc.Net. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

## Add a System User

Once the company details have been filled in, you will be taken to a page to create a system User for head office which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net the User will be prompted to change their password. The User will have the ability to create other Users for their organisation.

## Add a Location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

## Accreditation & Enrolment

The Accreditation and Enrolment are the two phases of the application criteria to join the DPS. The tables below show the questions which the Provider will have to respond to. Some questions will only have to be answered depending on the response to another question.

### 1. Accreditation

To start a new Accreditation, you will need to select the following:

Client: Cardiff City Council

Category: Domiciliary Care Adult's and Children's

This table shows the questions which will need to be completed as part of your Accreditation. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	Are you registered with Care Inspectorate Wales?	
2	If yes please advise for which services you are registered for	1 - Yes
3	If Yes please provide evidence which demonstrates that you/your organisation is registered with Care Inspectorate Wales (CIW).  Please note that to join/onboard the DPS you must be registered with CIW.	1- Yes
4	If No, please provide details of why you are not registered?  *Please note that the Council reserves the right to consider your response and seek further information in support of you application or to reject your application if not registered with CIW.	3 - No
5	Please self certify that you will upload a copy of all your relevant Statement of Purposes in line with your CIW registration.  *Please note that the Council may consider this statement as part of your ongoing provider quality score.	
6	Please confirm that you have/or will you have a Registered office in Cardiff or within a ten mile radius of Cardiff from the date of your application to on board the DPS.	
7	If you are a new Provider Organisation or a new Provider Organisation to Cardiff Council joining the DPS post 4th November 2021, Cardiff Council, encourages you to contact <a href="mailto:ascsd@cardiff.gov.uk">ascsd@cardiff.gov.uk</a> ahead of undertaking the enrolment process to understand areas of need within the City.  This is not a mandatory requirement, however, please confirm that you have read and understood this statement.	
8	Name of legal entity or sole-trader	

9	Registered office address (if applicable)	
10	Registered website address (if applicable)	
11	What is the legal entity type of your organisation	10 - Other
12	If Other, please specify the legal entity type of your organisation	
13	Date of registration in country of origin	
14	Company registration number (if applicable)	
15	Charity registration number (if applicable)	
16	Head office DUNS number (if applicable)	
17	Registered VAT number	
18	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	17 - Yes
19	Please provide the relevant details, including the registration number(s)	
20	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	19 - Yes
21	Please provide additional details of what is required and confirmation that you have complied with this.	
22	Trading name(s) that will be used if successful in this procurement	
23	Relevant classifications (state whether you fall within one of these, and if so which one)	
24	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: <a href="https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en/">https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en/</a>	
25	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Date of birth</li> <li>- Nationality</li> <li>- Country, state or part of the UK where the PSC usually lives</li> <li>- Service address</li> <li>- The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)</li> <li>- Which of the following conditions for being a PSC are met <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p> <p>UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will</p>	

	need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.	
26	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
27	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
28	Are you bidding as the lead contact for a group of economic operators?	
29	What is the name of the group of economic operators? Please enter N/A if not applicable.	27 - Yes
30	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
31	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	30 - Yes
32	Please confirm you have uploaded additional details for each sub-contractor in the downloadable template.	31 -Yes

This table shows the documents which will need to be uploaded as part of your Accreditation.

<b>Documents</b>	<b>Instructional text</b>
Declaration Statement	Please Download and tick to confirm your agreement
Self-Bill Agreement	Please Download and tick to confirm your agreement
Sub-Contractor Information	If you have responded 'Yes' to Question 30, please download the Sub-Contractor Information document, complete, and re-upload. If you have responded 'No' to Question 30, please upload a document stating that no Sub-Contractors are to be used.
CIW registration Certificate	If you responded Yes to question 3 please upload confirmation of your registration for

	the services for which you are registered. – this evidence can be one of the following: <b>CIW website Screen shot</b> <b>Or CIW inspector email/letter confirming your registration status.</b>
CIW Statement of Purpose	Please upload a copy of all your relevant Statement of Purposes for the CIW as per question 5.

## 2. Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

This table shows the questions, which will need to be completed as, part of your Enrolment. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	<p>"Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this web page:  <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>            which should be referred to before completing these questions.</p> <p>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 on the webpage.</p> <ul style="list-style-type: none"> <li>- Participation in a criminal organisation</li> <li>- Corruption</li> <li>- Fraud</li> <li>- Terrorist offences or offences linked to terrorist activities</li> <li>- Money laundering or terrorist financing</li> <li>- Child labour and other forms of trafficking in human beings"</li> </ul>	
2	<p>If you have answered 'yes' to the question above, Please provide further details;</p> <ul style="list-style-type: none"> <li>- Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</li> <li>- Identity of who has been convicted</li> <li>- If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</li> </ul>	1 - Yes
3	<p>If you have answered "Yes" to any of the questions above. have measures been taken to demonstrate the reliability of the organisation</p>	1 - Yes



	despite the existence of a relevant ground for exclusion ? (Self-Cleaning)	
4	<p>Regulation 57(3)</p> <p>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?</p>	
5	<p>Please provide further details. Please also 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.</p> <p>Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p>	4 - Yes
6	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <ul style="list-style-type: none"> <li>- Breach of environmental obligations</li> <li>- Breach of social obligations</li> <li>- Breach of labour law obligations</li> <li>- Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state</li> <li>- Guilty of grave professional misconduct</li> <li>- Entered into agreements with other economic operators aimed at distorting competition</li> <li>- Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure</li> <li>- Been involved in the preparation of the procurement procedure</li> <li>- Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to</li> </ul>	

	early termination of that prior contract, damages or other comparable sanctions	
7	Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	6 - Yes
8	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? <b>(self-cleaning)</b>	6 - Yes
9	Regulation 57 (8) Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. - The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria - The organisation has withheld such information - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award	
10	Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	9 - Yes
11	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? <b>(self-cleaning)</b>	9 - Yes
12	Please confirm that, if required you will make yourself available for a visit from or meet with officers of Cardiff Council within the enrolment period.  Please note that this meeting may be required to be undertaken remotely, via Microsoft Teams.	
13	Please give the names and addresses of each Director and Partner. Please indicate whether any of these individuals have relatives who are,	

	or have in the last five years been employed by the Council or are members of the Council.	
14	<p>Please state the total number of full time staff that are employed within your organisation to deliver services within Cardiff.</p> <p>Please clearly provide a breakdown of that number by the following roles:</p> <ul style="list-style-type: none"> <li>- Care Workers</li> <li>- Office Staff and/ or Coordinators</li> <li>- Managers</li> <li>- Other Staff (if applicable)</li> </ul>	
15	<p>Please state the total number of part time staff that are employed within your organisation to deliver services within Cardiff.</p> <p>Please clearly provide a breakdown of that number by the following roles:</p> <ul style="list-style-type: none"> <li>- Care Workers</li> <li>- Office Staff and/ or Coordinators</li> <li>- Managers</li> <li>- Other Staff (if applicable)</li> </ul>	
16	Please state how many male care workers are employed within your organisation's registered location	
17	Please state how many female care workers are employed within your organisation's registered location	
18	Please state how many gender fluid care workers are employed within your organisation's registered location	
19	<p>Please indicate the percentage of care workers who left in the last 12 months.</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
20	<p>Please indicate the percentage turnover of care workers in the last 12 months.</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
21	<p>Please indicate the percentage of your care workers that currently hold a minimum of Level 2 QCF in Health &amp; Social Care.</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at</p>	

	<a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a> , for more on how this will affect your application.	
22	Please indicate the percentage of non-qualified staff who have completed the All Wales Induction Framework (AWIF)	
23	<p>Has your organisation suffered a deduction for liquidated or ascertained damages in respect of any contract within the last three years?</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
24	Please provide details including name of customer, reasons for deduction and any explanation of what action you have taken to ensure this won't happen again.	23 - Yes
25	<p>Has your organisation had a local authority/NHS contract terminated, or not renewed, or has your organisation been otherwise sanctioned by a customer for failure to perform, or serious breach of contract within the last three years?</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
26	Please provide details including name of customer, reasons for cancellation and any action taken to ensure this will not happen again.	25 - Yes
27	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an employment tribunal, an employment appeal tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
28	Please provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from recurring.	27 - Yes
29	Does this organisation have a dedicated responsible individual?	
30	Is this organisation working towards having a dedicated responsible individual?	29 - No
31	If yes please provide the name and contact details of the responsible individual	30 - Yes
32	Does this location have a Manager?	

33	Please confirm that the named manager has an appropriate qualification that has enabled them to register with Social Care Wales.	32 - Yes
34	Please confirm that the named manager is working towards an appropriate qualification that will enable them to register with Social Care Wales	33 - No
35	Please provide the name and contact details of the manager.	33 - Yes
36	Please explain why the named manager is not currently registered with Social Care Wales to an appropriate level	34 - No
37	Please provide details of how the named manager is working towards obtaining this registration.	34 - Yes
38	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide the following:  A statement of the 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  OR  A statement of a 2 year cash flow forecast for the current year and a bank letter outlining the current cash and credit position</p> <p>Please note: If only providing a cash flow forecast this may be subject to review to verify information provided elsewhere</p>	
39	<p>If no, can you provide the following:  Alternative means of demonstrating financial status if any of the above are not available (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).</p>	38 - No
40	Are you able to provide parent company accounts? (if applicable)	39 - No
41	If yes please confirm you will upload this in the Financial Document section of this Enrolment.	40 - yes
42	If no, would the parent company be willing to provide a guarantee if necessary?	43 - No
43	If yes, please upload a copy of the guarantee from your Parent Company in the financial document section.	42 - yes
44	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	42 - No
45	If yes, please confirm you will upload the evidence of this guarantee in the financial document section.	44 - yes
46	<p>What is your acid-test ratio from your last set of accounts?</p> <p>The ratio is defined as: (Cash + accounts receivable + short term</p>	

	<p>investments) divided by (Current Liabilities)</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
47	Please give details of your net profit (or loss) after tax for the last two years	
48	Identify and describe any outstanding civil or criminal litigation that has been brought against your organisation, and comment on its potential to result in damages or remedy that could affect the financial stability of your organisation.	
49	Provide the name and contact details of the person you would like the Council to liaise with regarding any queries about the financial position of your organisation.	
50	<p>Please enter your Dun &amp; Bradstreet (DUNS) registration number here</p> <p>If you are not currently registered you can obtain a free DUNS number for your organisation by visiting <a href="http://www.dnb.co.uk/forms/duns_request.asp">http://www.dnb.co.uk/forms/duns_request.asp</a></p> <p>Note: The Council will not be able to review your application without this information being provided</p>	
51	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Please enter N/A if you do not sub-contract.</p>	
52	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
53	<p>If you have answered yes to question 52 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>If yes, Please provide the relevant URL to view the statement. If no please provide an explanation</p>	52 - Yes
54	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover	

	<p>indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p>	
55	<p>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:</p> <p>Public Liability Insurance = £5m</p>	
56	<p>Please confirm that you will download, read, sign and reupload a copy of Cardiff Council's Data Processing Agreement.</p> <p>Please note: this document can be found in the downloadable templates of this Enrolment</p>	
57	<p>Cardiff Council has a statutory duty to comply with the Welsh Language Standards. Please confirm that you are able to comply with the requirements described in the Welsh Language Service Delivery Standards document in order to meet the needs of a Service User who wishes to receive services and the provision of their care through the Welsh language.</p>	
58	<p>If you are not currently able to comply with these requirements, can you commit to be able to offer this if required during the first 12 months following enrolment on to the DPS?</p> <p>Please note: that this question will be monitored as part of the ongoing Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	57 - No
59	<p>Consistent with the Welsh Government's 'More than Just Words' strategy, is sensitivity to Service User's use of the Welsh language and its possible impact on care delivery included in your staff training programme?</p>	
60	<p>If you are not currently able to comply with these requirements, can you commit to be able to offer this during the first 12 months following enrolment on to the DPS?</p> <p>Please note: that this question will be monitored as part of the ongoing Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	59 - No
61	<p>Are you, or is your company, registered with an industrial or occupational safety group, for example a member of the Safety Schemes in Procurement (<a href="http://www.SSIP.org.uk">www.SSIP.org.uk</a>) or equivalent? If you are bidding as, or on behalf of a consortium, or as a lead contractor organisation working alongside sub-contractors, please answer in</p>	

	respect of all consortium members / organisations who are included in your bid, please indicate which of your consortium members are registered.	
62	Please state the organisation concerned, provide your membership number, your membership level, and other details of what your registration covers.	61 - Yes
63	Please confirm that you will have the appropriate certification in place before delivery of the contract commences.	61 - No
64	If you use subcontractor(s), or are bidding on behalf of an economic group, do you have processes in place to check whether any enforcement/remedial orders served against Directors or Executive Offices apply to these other organisations? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	
65	Please confirm you will provide evidence of the procedures you use to monitor subcontractors' or consortium members' Health and Safety arrangements.	64 - Yes
66	Do you use subcontractors and/ or agency care workers and/or agency registered nursing staff (if applicable) to deliver care.	
67	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
68	Please provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	67 - Yes
69	Please confirm that your company has a Health and Safety Policy. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	
70	Is your Health and Safety policy reviewed/ amended periodically (at least bi-annually)?	
71	Do all staff receive induction and / or safety training before undertaking work? If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.  If you are bidding on behalf of a consortium please include data from all consortium members.	
72	Do you have a nominated competent person responsible for Health & Safety advice?	
73	Please provide the name and contact details of this person.	72 - Yes
74	Please confirm that you have arrangements in place to manage chemicals used under the Control of Substances Hazardous to Health (COSHH) Regulations?	



	If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	
75	Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate.  If this is not applicable, please put N/A	
76	Do you have means of recording and reporting accidents and dangerous occurrences (e.g. accident book)?	
77	Please confirm you will upload:  A document describing your accident reporting/investigation policies or procedures and your Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) procedure  OR  Your organisation's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) policy document	
78	Does your Personal Protective Equipment meet required British/EN Standards?	
79	Do you provide Personal Protective Equipment to employees free of charge & hold updated records of Personal Protective Equipment supplied?	
80	Have you carried out risk assessments for the activities you undertake?	
81	Have the risk assessments been formally documented?	80 - Yes
82	Do you have a Violence and Aggression policy/procedure in place? You may be required to provide copies of such documents at a later date.	
83	Do you have a Control of Infection policy/procedure in place? You may be required to provide copies of such documents at a later date.	
84	Do you have a Medication policy/procedure in place? You may be required to provide copies of such documents at a later date.	
85	Do you have a Clinical Waste policy/procedure in place? You may be required to provide copies of such documents at a later date.	
86	Do you have a Water Analysis / Legionella policy/procedure in place? You may be required to provide copies of such documents at a later date.	
87	Do you have a First Aid policy/procedure in place? You may be required to provide copies of such documents at a later date.	
88	Do you have an Individual care plans/ service plans which cover safe working practices policy/procedure in place? You may be required to provide copies of such documents at a later date.	

89	<p>If required, would you be able to provide the latest certificates of inspection for each of the following where applicable?:</p> <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• Portable appliance testing</li> <li>• Fixed Electrical Installations</li> <li>• Gas Safety</li> </ul>	
90	<p>Please confirm that you have a current whistleblowing policy in place. You may be required to provide copies of such documents at a later date.</p>	
91	<p>Please self-certify that your organisation has a General Data Protection Policy that complies with current legislative requirements.</p>	
92	<p>Please confirm that you will be able to provide a copy of your Organisation's General Data Protection Policy, if requested.</p>	
93	<p>Please self-certify that your organisation has a Sustainability or Environmental Policy or Statement that complies with current legislative requirements.</p>	
94	<p>Please confirm that you will be able to provide a copy of your Organisation's Sustainability or Environmental Policy or Statement, if requested.</p>	
95	<p>Please outline how you contribute to environmental sustainability in the course of your business</p> <p>Your response should include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Use of renewable resources and the preservation of non-renewable ones</li> <li>• The reduction, reuse and recycling of materials, with particular reference to plastics</li> <li>• The use of electronic equipment and case management systems in order to reduce paper use and wastage</li> <li>• The support provided to staff to travel across the City e.g. shared transport / cycle schemes (where applicable)</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
96	<p>Please self-certify that your organisation has a Diversity or Equality Statement that complies with current legislative requirements.</p>	
97	<p>Please confirm that you will be able to provide a copy of your Organisation's Diversity or Equality Statement, if requested.</p>	
98	<p>Please outline how you ensure diversity and inclusion within the workplace for both your Service Users &amp; Workforce.</p> <p>Your response should include but not be limited to:</p>	

	<ul style="list-style-type: none"> <li>• How you promote equality and accessibility without discrimination to service users &amp; individuals</li> <li>• How you ensure that employment/ engagement &amp; other opportunities are promoted in a manner which is fully accessible</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
99	<p>Please upload a copy of your organisation's Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (e.g. telephone lines down, bad weather, unpredictable staff sickness).</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
100	<p>Please outline any continued training and development processes and opportunities provided to staff within your organisation to ensure continued high quality care delivery.</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
101	<p>Demonstrate how your organisation ensures that all staff who are employed (including agency workers who are utilised) have been initially assessed to be suitable to work with vulnerable adults and children and how this is continued throughout their employment. This will include how your organisation ensures that Disclosure and Barring Service checks are undertaken and how renewals are undertaken every three years or as per current legislation.</p> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
102	<p>Please confirm that you have a current safeguarding policy in place</p>	
103	<p>Please confirm you will upload a copy of your safeguarding policy.</p> <p>Please note that if required, this may be used by the evaluation team to verify information submitted in response to Question 102.</p>	

104	Please confirm that your Organisation's Safeguarding Policy is in line with the Wales Safeguarding Procedures.	
105	Please confirm your organisations Safeguarding Policy ensures your workforce is made aware of possible risks to people in receipt of services, to themselves and others when providing domiciliary care.	
106	Please provide details, including role, name and contact number for the person who is responsible for safeguarding within the organisation.	
107	Please confirm that all staff are aware of the Lead Person within the organisation responsible for Safeguarding.	
108	Please provide details of the process in place for staff to report when the lead is not available.	
109	Please confirm that all staff have undertaken safeguarding training within their induction period.	
110	<p>Please select the statement which best reflects your organisation from the below options:</p> <p>Statement 1 - I am an accredited Living Wage Foundation Employer and pay my staff the Real Living Wage Foundation rate for both Contact Time and Travel Time, and uplift pay in line with the current Real Living Wage Foundation rate.</p> <p>Statement 2 - I am an accredited Living Wage Foundation Employer and pay my staff the Real Living Wage Foundation rate for Contact Time and uplift pay in line with the current Real Living Wage Foundation rate.</p> <p>Statement 3 - I am currently going through the process of becoming an accredited Living Wage Foundation Employer and will be an accredited provider within the first 6 months of the framework/contract</p> <p>Statement 4 - I am not an accredited Living Wage Foundation Employer but pay the Real Living Wage Foundation rate to all employees (except volunteers, apprentices and interns)</p> <p>Statement 5 - I am not an accredited Living Wage Foundation Employer but commit to gaining accreditation over the first 6 months of the framework/contract</p> <p>Statement 6 - I am not an accredited Living Wage Foundation Employer and do not currently pay the Real Living Wage Foundation rate to all employees but commit to paying the Real Living Wage Foundation rate to all employees (except volunteers, apprentices and interns) within the first 6 months of the framework/contract</p> <p>Statement 7 - I am not an accredited Living Wage Foundation Employer</p>	

	and do not currently pay the Real Living Wage Foundation rate to all employees	
111	If you have selected Statement 1 or 2 above, please confirm you will upload a copy of your Living Wage Foundation Certificate.	
112	Please confirm you understand that the council will conduct site visits as part of their ongoing Provider monitoring.	
113	<p>What is your approach to quality management?</p> <p>Your response should include but not be limited to how you will:</p> <ul style="list-style-type: none"> <li>• Implement quality improvement measures</li> <li>• Engage with and feedback from people using the service and their advocates</li> <li>• Deliver performance management information</li> <li>• Ensure appropriate procedures are in place for Quality governance audit</li> <li>• Put in place remedies if the quality of service was found to be failing to meet the required standard</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
114	Do you intend to offer care for Adult Services (Older People, Mental Health Services for Older People, Learning Disabilities, Mental Health, Substance Misuse or Physical and Sensory Impairment) ?	
115	<p>If yes please self certify that you will download, read, sign and reupload a copy of the Domiciliary Care - Adult Service Contract?</p> <p>Please note a copy of the contract can be found in the Enrolment downloaded template section.</p>	115 - yes
116	If yes, please confirm that you have read, understood and will deliver the services in line with the Adult Services Service Specification and Business Rules. Which can be found in the downloadable templates within this Enrolment or on <a href="https://demand.sproc.net/">https://demand.sproc.net/</a> .	115 - yes
117	<p>Please confirm that you will download, read, sign and reupload a copy of the Domiciliary Care - Adult Services Declaration Statement AND Form of Tender.</p> <p>Please note: these documents can be found in the downloadable templates of this Enrolment</p>	115 - yes
118	Do you intend to offer care for Older People and Mental Health Services for Older People (over 65's)?	
119	Please outline your organisation's knowledge and understanding of the All Wales Adult Procedures for Safeguarding.	118 - yes

	<p>Your response should include but not be limited to:</p> <ul style="list-style-type: none"> <li>• The understanding of your obligations under the procedures</li> <li>• How all employees involved in direct delivery of services understand and recognise issues relating to the safeguarding of vulnerable adults in line with legislative and best practice requirements</li> <li>• How you will use your knowledge and understating of the safeguarding procedures to successfully manage outcomes where there are suspicions or incidences of abuse.</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
120	<p>Describe your organisation's approach to outcome-based support planning and procedures.</p> <p>Your response should include but not be limited to how you will:</p> <ul style="list-style-type: none"> <li>• Measure and monitor individual's outcomes progress and the success of support tools</li> <li>• Manage individuals' outcomes</li> <li>• Work with the individuals' to achieve their outcomes</li> <li>• Develop and maintain family or other personal relationships where appropriate</li> <li>• Make use of necessary facilities or services in the local community</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	118 - yes
121	<p>Please confirm that you have uploaded your/your organisation's Implementation Plan for each cluster for which you wish to deliver services within.</p> <p>Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	118 - yes
122	<p>Older People and/or Mental Health Services for Older People – Cardiff West</p> <p>If you have indicated that you wish to deliver services for OP/MHSOP within this cluster, please confirm that you have uploaded your/your organisation's Implementation plan.</p>	121 - yes

	Please note: See the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a> , for more on how this will affect your application.	
123	<p>Older People and/or Mental Health Services for Older People – Cardiff South West</p> <p>If you have indicated that you wish to deliver services for OP/MHSOP within this cluster, please confirm that you have uploaded your/your organisation's Implementation plan.</p> <p>Please note: See the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	121 - yes
124	<p>Older People and/or Mental Health Services for Older People – Cardiff City and South</p> <p>If you have indicated that you wish to deliver services for OP/MHSOP within this cluster, please confirm that you have uploaded your/your organisation's Implementation plan.</p> <p>Please note: See the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	121 - yes
125	<p>Older People and/or Mental Health Services for Older People – Cardiff South East</p> <p>If you have indicated that you wish to deliver services for OP/MHSOP within this cluster, please confirm that you have uploaded your/your organisation's Implementation plan.</p> <p>Please note: See the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	121 - yes
126	<p>Older People and/or Mental Health Services for Older People – Cardiff East</p> <p>If you have indicated that you wish to deliver services for OP/MHSOP within this cluster, please confirm that you have uploaded your/your organisation's Implementation plan.</p> <p>Please note: See the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	121 - yes
127	<p>Older People and/or Mental Health Services for Older People – Cardiff North</p> <p>If you have indicated that you wish to deliver services for OP/MHSOP within this cluster, please confirm that you have uploaded your/your organisation's Implementation plan.</p>	121 - yes

	Please note: See the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a> , for more on how this will affect your application.	
128	Do you intend to offer care for Physical Sensory Impairment/Mental Health/Learning Disability?	
129	<p>Please outline your organisation's knowledge and understanding of the All Wales Adult Procedures for Safeguarding.</p> <p>Your response should include but not be limited to:</p> <ul style="list-style-type: none"> <li>• The understanding of your obligations under the procedures</li> <li>• How all employees involved in direct delivery of services understand and recognise issues relating to the safeguarding of vulnerable adults in line with legislative and best practice requirements</li> <li>• How you will use your knowledge and understating of the safeguarding procedures to successfully manage outcomes where there are suspicions or incidences of abuse.</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	128 - Yes
130	<p>Describe your organisation's approach to outcome-based support planning and procedures.</p> <p>Your response should include but not be limited to how you will:</p> <ul style="list-style-type: none"> <li>• Measure and monitor individual's outcomes progress and the success of support tools</li> <li>• Manage individuals' outcomes</li> <li>• Work with the individuals' to achieve their outcomes</li> <li>• Develop and maintain family or other personal relationships where appropriate</li> <li>• Make use of necessary facilities or services in the local community</li> </ul> <p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	128 - Yes
131	Do you intend to offer Children Young People and Families services?	
132	If yes please self certify that you will download, read, sign and reupload a copy of the Domiciliary Care - Children Young People and Families Service Contract?	131 - yes



	Please note a copy of the contract can be found in the Enrolment downloaded template section	
133	If yes, please confirm that you have read, understood and will deliver the services in line with the Domiciliary Care - Children Young People and Families Service Specification and Business Rules which can be found in the downloadable templates within this Enrolment or on <a href="https://demand.sproc.net/">https://demand.sproc.net/</a> .	131 - yes
134	Please confirm that you will download, read, sign and reupload a copy of the Domiciliary Care - Children's Services Declaration Statement AND Form of Tender.  Please note: these documents can be found in the downloadable templates of this Enrolment.	131 - Yes
135	Please outline your organisation's knowledge and understanding of The Wales Safeguarding Procedures applicable across Children's Services. Your response should include but not be limited to: <ul style="list-style-type: none"> <li>• The understanding of your duties and obligations under the procedures - including the Duty to Report.</li> <li>• How all employees involved in direct delivery of services understand and recognise issues relating to the safeguarding of children at risk in line with legislative and best practice requirements.</li> <li>• How you will use your knowledge and understating of the safeguarding procedures to successfully manage outcomes where there are suspicions or incidences of abuse.</li> </ul> Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a> , for more on how this will affect your application.	131 - Yes
136	Describe your organisation's approach to outcome-based support planning and procedures.  Your response should include but not be limited to how you will: <ul style="list-style-type: none"> <li>• Measure and monitor children and young peoples' outcome progress and the success of support tools</li> <li>• Work in partnership with children and families and other agencies to review children and young peoples' outcomes</li> <li>• Work with and support children and young people to achieve their outcomes</li> <li>• Develop and maintain family or other personal relationships where appropriate</li> <li>• Make use of necessary facilities or services in the local community</li> <li>• Evidence distance travelled against outcomes or evidence maintenance of outcomes as applicable , at each review</li> </ul>	131 - Yes

	<p>Please note: This question will affect your Provider Quality Score. Please see the Application guide, which can be found at <a href="http://demand.sproc.net/Clients">http://demand.sproc.net/Clients</a>, for more on how this will affect your application.</p>	
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The below tables show the documents which will need to be uploaded as part of your Enrolment.

**Mandatory Documents** are required for you to upload (depending on the services you have selected in the Enrolment questionnaire; these may vary slightly) in order to complete the onboarding process.

**Optional Documents** are not necessarily required for you to successfully onboard to the DPS. Please refer to the body of the questions/document descriptions to see what you will need to upload.

Mandatory Documents	Instructional text
Financial Documentation	Please upload copies of the required financial documentation, as requested in Q38-45, as applicable
Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m), as requested in Q54.
Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m), as requested in Q55.
Data Processing Agreement	Please confirm that you will download, read, sign and reupload a copy of Cardiff Council's Data Processing Agreement as requested in Q56.
Business Continuity Plan	Please upload a copy of your Business Continuity Plan as requested in Q99.
Sub-contractor Health & Safety Monitoring Policy	Please upload a file demonstrating the procedures you use to monitor subcontractors' or consortium members' Health and Safety arrangements as requested in Q64.
RIDDOR policy	<p>Please upload:</p> <p>A document describing your accident reporting/investigation policies or procedures and your Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) procedure</p>

	<p>OR</p> <p>Your organisation's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) policy document</p>
Safeguarding Policy	Please upload a copy of your Safeguarding policy as requested in Q103.
Care for Adult Services - Declaration Statement	Please download, sign and reupload the declaration statement within the downloadable template section of this enrolment as requested in Q117.
Domiciliary Care - Adult Service Contract	Please download, sign and reupload the Domiciliary Care - Adult Service Contract template as requested in Q133
Domiciliary Care - Children Young People and Families Service Contract	Please download, sign and reupload the Domiciliary Care - Adult Service Contract template as requested in Q132
Care for Children, young people and their families Declaration Statement	Please download, sign and reupload the declaration statement within the downloadable template section of this enrolment as requested in Q134.

<b>Optional Documents</b>	<b>Instructional text</b>
Living Wage certification	Please upload a copy of your Living Wage Foundation Certification as requested in Q110. If this is not applicable to yourself, please upload a document stating this.
Older People and/or Mental Health Services for Older People – Cardiff West - Implementation Plan	Please download the Implementation Plan template and complete as per the cluster you are signing up for
Older People and/or Mental Health Services for Older People – Cardiff South West - Implementation Plan	Please download the Implementation Plan template and complete as per the cluster you are signing up for
Older People and/or Mental Health Services for Older People – Cardiff City and South - Implementation Plan	Please download the Implementation Plan template and complete as per the cluster you are signing up for
Older People and/or Mental Health Services for Older People – Cardiff South East - Implementation Plan	Please download the Implementation Plan template and complete as per the cluster you are signing up for
Older People and/or Mental Health Services for Older People – Cardiff East - Implementation Plan	Please download the Implementation Plan template and complete as per the cluster you are signing up for

Older People and/or Mental Health Services for Older People – Cardiff North - Implementation Plan	Please download the Implementation Plan template and complete as per the cluster you are signing up for
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**Please Note for Adult Services ONLY** - Older Person/ Mental Health Service for Older People – Category

If you are intending on applying for the Older Person (OP)/Mental Health Service for Older People (MHSOP) please note that you will be required to upload a locality working implementation plan for each cluster within the Sub Category you wish to join.

Whilst the Implementation Plan will NOT form part of your Provider Quality Score it will be evaluated by Council Officers and the following rule will be applied:

Please note that for each OP/MHSOP cluster you apply for, the Council will evaluate your implementation plan in line with the evaluation scoring criteria but it will NOT form part of your Provider Quality Score. However, if you score a '0' in line with the evaluation scoring criteria then your application will be rejected for that cluster. If you score anything above a '2' in line with the evaluation scoring criteria and providing you meet the threshold for all other sections within the enrolment process, you will be conditionally approved on to the DPS. Please note that this is a conditional approval on to the DPS, which will be reviewed throughout a 6 month period to assess your Implementation plan and your commitment and development within each cluster you have applied for. If however, during this period you have failed to improve (i.e. meet a minimum score of 5) or meet the details within your implementation plan, the Council reserves the right to suspend you from any clusters you have been conditionally approved on to.

If within the 6 months implementation period you are unable to demonstrate that you can achieve or maintain a minimum score of 5, based on our evaluation scoring criteria, again the Council reserves the right to suspend you from bidding on one, some or all the clusters. You will have the opportunity to work with the Council to consider the clusters within which you have been suspended on to ensure that any packages you may have remain sustainable and allow you to consider future business requirements.

## 2.1 Enrolment Quality Criteria

Please note that the scored question within the Enrolment section of the application to on-board/join the DPS is detailed in the question set and is categorised within Table 1.

Table 1

Section	Number of scored questions	%
Staffing and Contractual Arrangements	6	19%
Finance	4	25%
Diversity & Inclusion / Environment Sustainability	2	4%
Contract & Service Development	3	12%

Safeguarding	1	15%
Case Management	2	25%
Total	18	100%

These scored questions will be evaluated using the Council's Evaluation Scoring Criteria as detailed in Table 2. Please ensure that you read the questions within the Accreditation and Enrolment stage of the on boarding process and ensure that you fully understand the requirements and can respond appropriately to those scored questions.

Please note that the scored questions within the Enrolment section of the process will affect your Provider Quality Score, details of which can be found within the Operational and Business Rules Guide.

Table 2.

Evaluation Scoring Criteria	Score
Excellent evidence has been submitted and information and/or supplementary documentation leave no doubt that all of the desired outcomes are likely to be exceeded substantially. It is evident that there will be significant added value incorporating aspects that are unique to this provider.	10
Very clear evidence has been submitted and information and/or supplementary documentation are of a very high calibre indicating that the desired outcomes are likely to be exceeded. It is evident that there will be some added value.	7
Adequate evidence has been submitted and information and/or supplementary documentation are of an adequate calibre indicating that the desired outcomes are likely to be achieved.	5
Some evidence has been submitted and information and/or supplementary documentation are of a barely adequate calibre indicating that the desired outcomes are unlikely to be met.	2
No evidence has been submitted and any information and/or supplementary documentation are of an inadequate calibre indicating that the desired outcomes are very unlikely to be met.  Or  Either the question has not been answered or the answer given clearly does not provide a solution that would lead to the desired outcomes being achieved.	0

## 2.2 Adding Service Categories

The Service Categories below show a breakdown of the services which Cardiff includes under the Domiciliary Care Adult's and Children's Category.

You will need to select all the Service Categories which apply to your organisation, so that you can later receive the relevant notifications. These are:

<b>Service Category</b>
Older People and/or Mental Health Services for Older People – Cardiff West
Older People and/or Mental Health Services for Older People – Cardiff South West
Older People and/or Mental Health Services for Older People – Cardiff City and South
Older People and/or Mental Health Services for Older People – Cardiff South East
Older People and/or Mental Health Services for Older People – Cardiff East
Older People and/or Mental Health Services for Older People – Cardiff North
Adults with Learning Disabilities – City Wide
Adults with Mental Health – City Wide
Adults with Substance Misuse – City Wide
Adults with Physical and Sensory Impairment – City Wide
Children, young people and their families - City Wide

### 2.3 Adding Bank Details

You will be provided with a space to enter your Bank Details for payment purposes.

### Next Steps

Following submission, the Accreditation and Enrolment will be reviewed by *adam* who will complete the objective check to ensure the documents are uploaded as requested within the questions. The Enrolment will then be reviewed by Cardiff, who will complete the objective check and score all the quality question. System notifications are issued following each review stage to advise if the application has been Approved.

For more details on how to create and submit your Accreditation and Enrolment information, please see the Accreditation and Enrolment User Guide available at <http://demand.sproc.net> under the 'Help' section.

To register and begin your application n, visit [www.sproc.net](http://www.sproc.net).