

APPLICATION TO JOIN THE FLEXIBLE CONTRACTING ARRANGEMENTS FOR THE PROVISION OF HOME SUPPORT (CHILDRENS AND ADULTS) SERVICES AND QUICK DISCHARGE (ADULTS ONLY) SERVICE

CONTRACT REFERENCE NUMBER: P2170

CHECKLIST

The table below has been prepared in order to further support potential suppliers in submitting whole and compliant submissions. Please use this checklist to ensure that all relevant information **within each section** has been completed and uploaded onto the CareMatch Portal.

Section	Title of Section
Web Form Lots 1 - 6	Complete CareMatch Portal webform questions and information
Upload Lots 1 - 6	Current Employers Liability Insurance Certificate or Summary of document cover stating £5m
Upload Lots 1 - 6	Current Public Liability Insurance Certificate or Summary of document cover £10m
Upload Lots 1 - 6	Please provide a copy of your detailed accounts for the last two years (audited if required by law).
Upload Lots 1 - 6	If you have your last two years of accounts please also complete and upload the financial spreadsheet with information of the last two years.
Upload Lots 1 - 6	If you cannot provide a copy of your accounts for the most recent two years, please provide one of the following for the most recent year(s) of trading: - Statement of the Turnover, Profit and Loss Account - Income Statement, Balance Sheet - Statement of Financial Position and Statement of Cash Flow.
Upload Lots 1 - 6	If you cannot provide a copy of your accounts for the most recent two years, please also provide a bank letter outlining the current cash and credit facility position.
Upload Lot 6	Quick Discharge only – Lot 6 002 P2170 – QDS Method Statement – complete and upload