

SCHEDULE 8 – ALLOCATION OF WORK TO PROVIDERS

1. Individual Agreements under the Flexible Contracting Arrangements and the Framework Agreement will be advertised via a Micro Procurement process to relevant categories of providers; based upon the service user's care requirements; and then awarded to a Provider based upon a quality determination as detailed in Schedule 15 (Quality Assurance Framework).
2. The Micro Procurement process will facilitate short-listing and selection of a provider.
3. The Micro Procurement system will automate key components of the Flexible Contracting Arrangement and the Framework Agreement wherever possible.
4. Care Homes With and Without Nursing will be required to keep the Commissioners up to date with the number of 'vacancies' that they are holding, via the Micro Procurement system.
5. Care and Support (Supported Living) Providers will be required to advise the Commissioners of the number of vacancies that they are holding and give information about the types of property available, via the Micro Procurement system.
6. Other appropriate vacancy related information will need to be completed by all Providers within the Micro Procurement system.
7. A Service Provider will be selected to deliver a care package in line with the following process and in accordance with Schedule 15 (Quality Assurance Framework):
 - a. A long list of potential Providers from the Flexible Contracting Arrangement or the Framework Agreement, who can meet the needs of the Service User, will be generated. This will be based upon: Provider categories, geographic location and service type.
 - b. Providers will be asked to respond within a defined period of time stating:
 - i. Whether they can meet the needs and outcomes of the Service User, by responding to the care requirements and submitting and On-line Tender.
8. The defined period of time referred to above will vary for Care Homes With and Without Nursing (and other categories of care as appropriate) if an emergency placement or quick discharge from hospital (because of delayed transfer of care) is required.

The top 'ranked' provider(s) will be identified and the score will be based upon the Provider's Quality Rating in accordance with Schedule 15 (Quality Assurance Framework).

9. The Service User will be presented with details of the top-ranked Provider(s). The Provider chosen to deliver Services to the Service User will have confirmed that they are able to meet the Service User's needs, preferences and requirements as described in the Support Plan. There may, however, be circumstances where the top-ranked Provider is not chosen by the Service User:
- a. The Service User can exercise their right to choice and select an alternative Provider, as long as:
 - The Provider is not registered as 'Inadequate' by the Care Quality Commission.
 - For Home Support only, an alternative Provider has been selected via a Direct Payment option (Direct Payments do not currently apply to Care Homes With and Without Nursing).
 - For Care and Support (Supported Living) only, the Service User has selected a specific scheme and there is an on-site care Provider that comes with that scheme.
 - For Care Homes With and Without Nursing only, the Service User can choose where they want to live in line with the Choice Directive but the Service User and/or advocate understands and agrees that where the chosen Provider's price is above the Standard Residential Fee or the Standard Nursing Fee, a Third Party Top-Up/Third Party Funding Agreement will be requested unless there are exceptional circumstances, which will be considered on a case by case basis at the Council's sole discretion.
 - The choice is reasonable, with legitimate reasons why the Service User would like to choose that specific provider i.e. the Service User cannot use the process to unreasonably reject a Provider.