

Children and Families Support Services
Market Information Event 13th January 2022
Questions & Answers

No.	QUESTION	RESPONSE
General		
1.	If providers are already delivering services to a West Midlands local authority and are already on its preferred supplier list, do providers still need to tender for the CAFSS pseudo-DPS?	<p>If you wish to receive referrals from all local authorities which are party to the CAFSS pseudo-DPS, then you will need to submit a tender application to become an approved provider.</p> <p>If you are currently providing services to a particular local authority on a spot contract basis, then please liaise with the local authority to check if they require you to apply to join the CAFSS pseudo-DPS.</p>
2.	Is the CAFSS pseudo-DPS going to be a West Midlands SEND contract? We already have successfully won SEND contracts recently with West Midlands local authorities, so CAFSS comes as a surprise!	The CAFSS pseudo-DPS is separate from any other contracts which any local authorities are already a party to.
3.	What volume of work do you anticipate coming through the CAFSS arrangement? For example, if a provider tenders for Form F assessment services, will this be commissioned on a case-by-case basis or do providers need to commit to a certain number of assessments?	<p>Services will be commissioned on a case-by-case basis by each local authority. Any specific requirements, including volume, will be set out in each referral.</p> <p>There is no guarantee of any volume of work for any CAFSS approved provider.</p>
4.	When a provider has been accepted to deliver services under a particular Lot, is there a limit on the number of other	There is no limit on the number of providers for each Lot.

	providers also being accepted for that Lot? For example, for SEND Mediation – how many providers are you looking for?	
5.	Do providers need to be able to provide sessions across all 14 West Midlands local authority areas in order to become an approved provider, or will you accept providers which are only able to deliver services within certain local authority areas?	No, the CAFSS pseudo-DPS will accept services that can only be delivered within a certain Local Authority area.
Services / Lots		
6.	Will the CAFSS pseudo-DPS will cover educational services, or is it focused only on care needs?	No direct educational services are commissioned under the CAFSS pseudo-DPS, but there are Lots which could support an education setting.
7.	Are mediation and SEND mediation being commissioned as two separate services under two separate Lots or as two categories of service within the same Lot?	Yes, these will be - Lot 7 Mediation and Lot 15 SEND Mediation.
8.	Are you looking for a specific model of FGC for LAC / CYP with SEND?	No.
9.	In terms of psychological therapy, is the expectation that the sessions would be delivered face-to-face, remotely, or both? If face-to-face, are rooms available or would these need to be provided or does it depend on location?	This would be specified by the local authority in its referral document at the Call-off stage (Stage 2).
10.	Will there be an opportunity to discuss more specialist assessment types that may be branched into which may not be listed?	It is intended that the CAFSS pseudo-DPS will be reviewed at regular intervals by the local authorities. If the local authorities identified a need for a particular service, category of service or specialism that was not reflected within the current Lots, consideration would be given to future inclusion.
Tender Process / Delta		
11.	What is the tender submission deadline date?	The tender goes live on 31 st January 2022. This is open for 4 years, with the first tranche of evaluations being completed by 1 st April 2022.

		The evaluations will be completed every 3 months in the initial year, following onto every 6 months.
12.	Are you able to provide any information on contract values?	This information will be included in the Invitation to Tender when the tender is launched.
13.	Will there be an option for providers to confirm, as part of the tender, which of the 14 West Midlands local authority areas they can cover?	Yes.
14.	Will successful providers have to repeat submissions through the life of the contract?	Only if applying for a new Lot that wasn't initially tendered for.
Operation of the CAFSS Pseudo-DPS		
15.	How will providers on the lots receive referrals? Will they be issued via Delta or via email?	All local authorities party to the CAFSS pseudo-DPS will issue referrals electronically. The Lead Council (Telford & Wrekin) plans to issue all referrals through its Delta e-procurement system. Other local authorities will use either email or their own e-procurement system.
16.	Will the financial envelope be clear on each lot?	Yes.
17.	Will Covid arrangements (face-to-face and buildings) for each West Midlands local authority be set out in the referrals?	Yes.
DBS Checks		
18.	We already use the Carecheck system for our DBS checks – are we still able to use this or do we have to obtain DBS checks through Cataphract?	<u>For companies</u> – to join the CAFSS pseudo-DPS, you will need to certify that all employees involved in delivering services have current, enhanced DBS certificates. You are free to obtain the DBS certificates in accordance with your own company procedures/policies. Providers will be required to certify annually that staff DBS certificates remain valid, and that staff remain subscribed to the DBS Update Service. It is important to ensure that subscription to the DBS Update Service does not lapse, e.g., because of an expired bank card.

		<p><u>For sole-traders/individuals</u> – to join the CAFSS pseudo-DPS, you must hold an enhanced DBS certificate and be registered with the DBS Update Service. You must register with the DBS Update Service within 28 days of your new DBS certificate being issued. If you failed to register for the DBS Update Service when you obtained your DBS certificate, then you will be required to obtain a new DBS certificate in order to register with the DBS Update Service – this will need to be undertaken via our preferred supplier, Cataphract.</p>
19.	Do we have to use Cataphract for DBS or can we continue to use our other Umbrella body?	<p><u>For companies</u> – to join the CAFSS pseudo-DPS, you will need to certify that all employees involved in delivering services have current, enhanced DBS certificates. You are free to obtain the DBS certificates in accordance with your own company procedures/policies. Providers will be required to certify annually that staff DBS certificates remain valid, and that staff remain subscribed to the DBS Update Service. It is important to ensure that subscription to the DBS Update Service does not lapse, e.g., because of an expired bank card.</p> <p>If you are a sole-trader and not currently registered with the DBS Update Service, you will be required to obtain a new DBS certificate in order to register with the DBS Update Service – this will need to be undertaken via our preferred supplier, Cataphract. Cataphract have been commissioned as our preferred provider to perform the required DBS checks.</p>
20.	If staff already have an enhanced DBS and are subscribed to the update service, are they required to apply for new DBS checks?	<p>If your staff have existing DBS certificates, they will not be required to obtain new ones in order to deliver services under the CAFSS pseudo-DPS. However, providers will be required to certify annually that DBS certificates remain valid, and that staff remain subscribed to the DBS Update Service.</p>
21.	As an organisation, will we be just be required to submit DBS certificate numbers for each member of staff as part of the tender process?	<p>No. You will be requested to confirm that your organisation will ensure that all staff members who deliver services under this Agreement have a current enhanced DBS certificate; the DBS certificates are reviewed annually by you for all staff members who</p>

		deliver services in accordance with your organisation's Recruitment, Selection and Induction Policy; and that evidence of this can be provided by you to the Lead Council upon request.
22.	Is there an option to be added to the DBS Update Service if I have an existing DBS certificate?	There is a short timeframe in which to subscribe to the DBS Update Service following the issue of a new DBS certificate. Unfortunately, there is no option to subscribe to the update service retrospectively, i.e. for existing DBS certificates. If you have an existing DBS certificate but are not subscribed to the DBS Update Service (or subscription has lapsed), you will need to obtain a new DBS certificate and then subscribe to the DBS Update Service within the required timeframe.
23.	How recent would the DBS need to be? In the NHS it tends to be 3 years.	<p><u>For companies</u> – providers will be required to certify annually that staff DBS certificates remain valid, and that staff remain subscribed to the DBS Update Service. It is important to ensure that subscription to the DBS Update Service does not lapse.</p> <p><u>For sole-traders</u> – we will undertake annual checks of the DBS Update Service and providing there are no concerns then the DBS certificate will remain valid.</p>
24.	In our service delivery model, the mediator never works on their own with CYP or vulnerable adults. We were previously advised that we cannot apply for DBS clearance. Do our mediators have to apply for DBS checks?	Cataphract have reviewed the very latest DBS guidance to identify the specific DBS certificate requirements for each role relevant to services commissioned under the CAFSS pseudo-DPS. The DBS certificate requirements for each CAFSS service is set out in the specifications and tender information which you are encouraged to read prior to application.