

Dear Provider

The council have completed the verification of your bid for the above service and are pleased to inform you that you have been successful in your application to join the Care @ Home Approved List. *Subject to:*

- 1) *Completion of the Contractual documentation relating to this service*
 - 2) *Completion of the Provider Service Development Plan*
 - 3) *Attendance at a pre contract meeting with the Lead Commissioner*
- Please Contact Ian Gardner, ian.gardner@herefordshire.gov.uk*

It is anticipated that the approved list will commence on the 1st February 2018 and run in parallel with Home and Community Support (HACS) Herefordshire's current home care services framework until 31st of March. Thereafter, Care @ Home will be the council's sole mechanism for sourcing homecare packages.

New providers may join the Care @ Home approved list at any time and it is anticipated that the list will continue to run for the foreseeable future. The council does however reserve the right to end the approved list at any time by giving at least six months' notice of its intention to do so.

There is no guarantee of volume or expectation of work associated with the approved list. However, the council will review the financial standing information submitted with your application to ascertain the maximum level of business we can undertake with your organisation (without excessive risk to the council) this will be reviewed from time to time .

The councils Quality and Review team will assess from time to time to ensure that the quality of service is being maintained. Assessments will be on a perceived risk (RAG rating) basis based on the council's understanding of your business.

Therefore, you may receive further clarifications or requests for information relating to finance and service quality throughout the term of this approved list and I would ask that you respond promptly to such clarifications.

Please can you complete the attached contractual agreement by entering your organisations name in.....and signing on page.