

INVITATION TO QUOTE

Substance Use Community Recovery Spaces Pilot Project

Ref: PHQ011

**Contents**

[1. Instructions on how to quote 3](#_Toc137824532)

[2. Assessment of the quote 4](#_Toc137824533)

[3. Key dates 5](#_Toc137824534)

[4. Project / Service Specification 6](#_Toc137824535)

[5. Invitation to Quote: Bidder Response 8](#_Toc137824536)

[**5.1**  **Scoring Weighting for Questions** 8](#_Toc137824537)

[**5.2**  **Bidder Details** 8](#_Toc137824538)

[**5.3** **Bidder response to specification** 9](#_Toc137824539)

[**5.4**  **Cost breakdown** 10](#_Toc137824540)

[**5.5** **Confirmation of Insurances** 11](#_Toc137824541)

[**5.6** **Confirmation of the Councils Terms and Conditions** 11](#_Toc137824542)

# **Instructions on how to quote**

Please review the content of the document in full to understand the background and context for this opportunity.

Please submit your proposals electronically to asch.publichealth.commissioning@derbyshire.gov.uk by 10:00am on 30th January 2024. It is the responsibility of all potential providers to ensure that their quotation response is received no later than the appointed time. Derbyshire County Council will not consider quotations received after that time.

In order to be considered eligible all quotes submitted must include:

* This document with section 5 – Bidders Response fully completed

The Council expressly reserves the right to require a potential provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the tender documentation. The Council may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the timescale given, may mean that your organisation will not be considered further.

Quotes will be assessed against the scoring criteria outline in section 2. Quotes may be deemed to be non-compliant where they fail to achieve a minimum score of 2 for the answer provided to any question or are not quoted within the provided budget available.

Please note that any general clarification questions which are not commercially sensitive may be disclosed to others quoting in the interests of transparency; should this apply, you will be advised in advance of the intention to circulate this information.

Derbyshire County Council are not bound to accept the lowest priced (although this maybe a consideration if stated in the specification) or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract.

By providing us with a quotation you agree to be bound by Derbyshire County Councils Terms and Conditions which will apply to any contract awarded to you after you have provided us with the quotation. These terms and conditions can be found here <https://www.derbyshire.gov.uk/site-elements/documents/pdf/business/procurement/suppliers-and-services-terms-and-conditions.pdf>.

Should you have any questions please email them to; asch.publichealth.commissioning@derbyshire.gov.uk before the closing date for submissions.

# **Assessment of the quote**

If you wish to quote for this service / project, you are required to complete section 5 after reviewing sections 2 to 4 to understand the full project / service scope. The responses in section 5 will be assessed against the scoring principles set out in the table below.

Quotes may be deemed to non-compliant where they fail to achieve a minimum score of 2 for all questions.

**Please Note: All answers to questions should be written under each specific question, as listed in section 5. Only answers written for each question will be taken into account. No information from anywhere else in your response will be considered. If you choose to provide your tender return in a separate document, please ensure you write the question first, followed by the specific answer to this question as the same will apply.**

Table 1: Scoring Principles



Quotes for this opportunity will also be evaluated for quality and price based on the following:

1. 90% proposal quality; providers should take note of the weighting against each of the evaluation criteria and give due attention to those weighted higher in terms of their contribution to the overall quality score. Weightings for each question can be found in section 5.1.
2. 10% cost breakdown price
	1. The prices detailed in section 5 – Cost Breakdown will form the basis of the assessment of prices.
	2. The formula used for the assessment of prices will be: **Score = (Benchmark Price ÷ Quote Price) x 100** \*Please note benchmark price refers to the lowest compliant bid price).

# **Key dates**

|  |  |
| --- | --- |
| **Key Milestones/Deadlines:**  | **Date:** |
| Issue of Invitation to Quote | 09/01/2024 |
| Deadline for submission of quotes | 30/01/2024 |
| Review of quotes (completed by DCC) | 09/02/2024 |
| Notification of award\* | 16/02/2024 |
| Delivery of contract to commence\* | 11/03/2024 |

\*Please note the above dates are given as guidelines only and are subject to change.

# **Project / Service Specification**

|  |  |
| --- | --- |
| **Project / Service Title:** | Substance Use Community Recovery Spaces Pilot Project |
| **Expected Start Date** | 11/03/2024 |
| **Expected End Date** | 10/03/2025 |
| **Budget Range** | £40,000.00 (Bids exceeding this amount shall be deemed non-compliant).  |
|  |
| **Introduction** |
| Derbyshire County Council (DCC) require an experienced local community provider (or a partnership of providers) to deliver a Community Recovery Space/Spaces for individuals in Recovery from Drug and/or Alcohol use. Recovery Community Spaces are community spaces or hubs that are open to anyone, regardless of their treatment status. They:* offer a range of support to help people sustain long-term recovery.
* encourage and strengthen recovery networks by connecting people and families in recovery.
* reduce stigma by making recovery visible to the wider community.
 |
| **Background / Context** |
| Evidence shows that individuals in receipt of drug and alcohol treatment are more likely to recover from addiction if they can access supportive arrangements alongside treatment. Both researchers and clinicians devised the construct of ‘recovery capital’ which refers to the sum of the resources needed to initiate, facilitate, and sustain recovery. Although recovery capital includes social resources that people can call on during challenging times (such as family, partners and friends), it is not limited to this, and includes the person’s engagement and commitment to the community and their willingness to contribute to its values.Community Recovery Spaces have been identified by the Office of Health Improvement and Disparities (OHID) as an evidence-based and effective way of supporting individuals at all stages of their recovery journey. These spaces, based in locations where people can access them easily, act as community hubs where individuals in recovery can come together to encourage and strengthen their recovery networks by connecting people together, reduce stigma by making recovery visible to the wider community, and offering a range of support to help people to sustain long term Recovery. The Council is seeking an organisation (or organisations) to provide a pilot of a Community Recovery Space in Derbyshire to support individuals in recovery, reduce stigma and support the wider substance use system.  |
| **Aims** |
| The aims of the pilot project include: * Making recovery visible within local communities.
* Supporting individuals into and through recovery through:
* improving their physical and mental health and wellbeing.
* providing purposeful activity and skills development.
* providing opportunities for employment and volunteering.
* Reducing isolation by providing access to a mutually supportive community of people with shared experience.
* Challenging associated stigma.
* Providing the opportunity for meaningful co-production and engagement with individuals with lived and living experience.
* Supporting the substance use system across Derbyshire.
 |
| **Delivery Requirements** |
| **Service Model**The Council is seeking an organisation (or organisations) to provide a local community space within the geographical boundaries of Derbyshire which is open and welcoming to individuals in recovery from substance use. This space needs to be in an easily accessible area, should be available for a defined number of days/hours per week and welcome anyone who wishes to engage. It should be facilitated by a small staff team and offer social activities and opportunities for attendees to build connections and challenge stigma. The space should also welcome outside organisations to come in and engage with attendees, offering some signposting and pathways to other support services. The Council is open to multiple organisations working together to deliver this pilot project, sharing experience and expertise, and will consider joint bids outlining how the proposed partnership of organisations meets the requirements of the project as set out in the specification. **Premises/Location:*** Must be easily accessible by foot/public transport or private transport to ensure accessibility.
* Must provide a welcoming environment.
* All spaces and equipment to be utilised must be risk assessed and comply with relevant health and safety legislation.
* There must be first aid equipment available and a trained first aider must be on site at all times.
* The venue must not be located in a setting where alcohol can be purchased or consumed.

**Service Availability:** * The project must have clearly defined hours of operation and must operate every week throughout the year.
* The project must ensure that the space is open to individuals for a minimum of 12 hours per week which must include some weekend and evening provision.
* The project must have an online presence to improve awareness of provision.

**Staffing** * The pilot must be co-ordinated and overseen by paid staff and could be supported by volunteers:
	+ With lived/living experience of substance use and recovery.
	+ Who want to give back into the community.
* The pilot must establish pathways for participants with lived/living experience of recovery to become volunteers or progress into paid employment as part of the pilot staff team.
* All staff and volunteers must have an up-to-date DBS check.

**Activities*** Attendees must be made to feel welcomed and at ease.
* Opportunities for socialising and building social connections, such as games, group activities and facilitated group discussions must be facilitated. Some of these activities must also aim to develop skills, including but not limited to:
* Communication, social and interpersonal skills.
* Mindfulness, self-care and managing stress.
* Problem solving and critical thinking.
* Healthy lifestyle.
* Team building.
* Creativity.
* The activities offered must also be co-produced with people in recovery from drug and alcohol use, and attendees of the space. Their thoughts and needs must be factored into the service offering, and the service must be adaptable to meet their needs.
* Refreshments must be offered at no cost to the attendee. When serving food and/or drinks the organisation must comply with all relevant guidelines and requirements in relation to food hygiene and health and safety.
* The pilot must facilitate drop-in sessions for other Derbyshire-based support services to engage with attendees e.g. Live Life Better Derbyshire, Derbyshire Recovery Partnership, Citizens Advice, Derbyshire Recovery Projects (can be found on [*https://www.growingrecoveryinderbyshire.co.uk/*](https://www.growingrecoveryinderbyshire.co.uk/)), or other community-based support – this is not an exhaustive list.
* Actively promote opportunities into treatment and other recovery projects through promotion and dissemination of leaflets and flyers of partner services.
* The pilot should have an online virtual presence, and clearly promote the hours of operation and location.

**Reducing Stigma*** Reducing stigma is a key element of this pilot. Rather than viewing substance use through a lens of judgment, it is crucial to recognise it as a complex health issue that can affect anyone.
* The pilot must support reducing stigma through fostering open conversations, dispelling myths, and using non-stigmatising language, as well as creating an environment where individuals feel comfortable and welcomed.
* The pilot shall ensure that all staff and volunteers avoid use of stigmatising language (including slang, derogatory and discriminatory terms) and should champion safe and compassionate language. Examples include:
* Avoiding using words such as "addict" "addiction" or "disease".
* Avoiding using the phrase "people don't just wake up and take drugs".
* Using the hard drug/soft drug dichotomy.
* Avoiding using phrases such as "drug abuse" or "misuse".
* Avoiding using the clean/dirty dichotomy.
* Vilifying any substances, their consumption, and using sensationalist language to this end.
* Suggesting that recreation and pleasure are invalid reasons to consume substances.
* Further information on how to avoid using stigmatising language can be found through the following link: [Stigma of Addiction | Johns Hopkins Medicine](https://www.hopkinsmedicine.org/stigma-of-addiction#:~:text=Use%20words%20that%20can%20reduce%20addiction%20stigma.&text=Research%20indicates%20that%20use%20of,not%20his%20or%20her%20condition.).

**Acceptance Criteria*** Whilst there is a focus on recovery, the space must operate an open-door policy and be open for anyone to attend, regardless of whether they are in recovery from substance use or not.
* There is no requirement that individuals in attendance must be over the age of 18. However, for the safety and well-being of all individuals it is a requirement that those under the age of 18 must be accompanied by a responsible adult. This is to ensure a secure and supportive environment for children and young people, as the presence of a responsible adult is crucial for their supervision and assistance.
* Although this funding is to support residents of Derbyshire County (excluding Derby City), it would not be appropriate to refuse to allow individuals on the basis of address. It is anticipated that a sizeable number of people in need of recovery support may also be homeless or have no fixed abode.

**Exclusion Criteria*** Individuals whose behaviour breaches acceptable standards as deemed by the provider, or where their actions or behaviour have posed a risk to staff or others.

  **Safeguarding*** All staff must be aware of their statutory role and responsibility to safeguard children, young people (up to their 18th birthday) and adults and know what to do when concerns about their welfare including, how to make a referral to social care and/or police.
* The Provider will ensure that local procedures are followed in a timely and appropriate manner and adheres to statutory and non-statutory guidance in line with the local Safeguarding Children Board and Safeguarding Adults Board policies and procedures.
* The Provider will ensure the service has a nominated lead for safeguarding issues and make staff and volunteers aware of whom the lead is. Safeguarding advice must be available to staff during working hours including the management of all forms of abuse and maltreatment.
* The Provider will ensure that staff are aware of their responsibilities and when and how to share information with other professionals and teams when a safeguarding concern has been identified.
* Information for child protection conference will be submitted in line with the local Safeguarding Children Board and Safeguarding Adults Board processes.

 **Serious Untoward Incidents*** The provider will ensure commissioners are made aware of any incidents at the venue being used as the Recovery Café, or if they become aware of any concerns of individuals using the venue so that we can work with yourselves, and other substance misuse commissioned providers to ensure a person is appropriately supported.
* Incidents need to be reported by the provider to Public Health as soon as possible, but within at least two working days of the incident.
* An email needs to be sent to the Public Health Commissioning Team Inbox ASCH.publichealth.Commissioning@derbyshire.gov.uk marked as Confidential and Urgent.
* This email needs to contain a ‘Notification of Escalation’ Document which the provider will be issued with, with all sections completed and sufficient detail provided to enable Public Health to have a comprehensive understanding of the incident and actions taken.

 **Required Insurance Levels*** To provide this service you must already have, or commit to obtain prior to the commencement of the contract, the levels of insurance cover indicated below:
* Employer’s (Compulsory) Liability Insurance = £5m
* Public Liability Insurance = £5m
* Product Liability Insurance = £5m
* Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.
* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.
 |
| **Outcomes** |
| The main outcomes of this pilot include:* The creation of a safe space to enable the development of a recovery community.
* Individuals are supported into and through recovery by:
* Supporting physical and mental health and wellbeing.
* providing purposeful activity and skills development.
* providing opportunities for employment and volunteering.
* reducing isolation by providing access to a mutually supportive community of people with shared experience.
* Stigma around substance use is challenged by adoption and promotion of non-stigmatising language.
* Individuals with lived/living experience are provided with the opportunity to co-produce further developments of the pilot through meaningful engagement.
* Engaging with the substance use system across Derbyshire.
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| **Key Performance Indicators (KPI’s)** |
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| **Project Aim** | **Key Performance Indicator** | **Target** | **Frequency of reporting** |
| Making recovery visible within local communities | Number of individuals accessing community space.Number of promotional campaigns (virtual and local campaigns) undertaken. | Monitor1 per month | Quarterly  |
| Supporting individuals into and through recovery | Number of opportunities to volunteer provided.Number of clients supported to develop new skill/access employment or volunteering opportunities.Number and type of activities provided.Evidenced through case study. | Monitor MonitorMonitor One per quarter | Quarterly  |
| Challenging associated stigma | Percentage of staff/volunteers trained on non-judgemental and non-stigmatising language.Satisfaction survey completed on whether individuals felt welcomed and at ease.Evidenced through case study. | 100%90% of attendeesOne per quarter |  |
| Co-production and engagement | Number of opportunities for co-production.Satisfaction survey completed on whether individuals felt that they could share their ideas.Satisfaction survey completed. | Monitor 50% of attendeesOne per quarter | Quarterly |
| Supporting the substance use system across Derbyshire | Number of people signposted to treatment and recovery services.Number of people signposted to Recovery Projects.Number of external drop-in sessions hosted.Evidenced through case study. | MonitorMonitorMonitorOne per quarter | Quarterly  |

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| **GDPR and Confidentiality** |
| The provider is expected to fully comply with the General Data Protection Regulations (GDPR) as set out in the contract and the Councils standard terms and conditions.  |
| **Monitoring and Contract Management** |
| Frequency of Reporting: Quarterly Review meetings:1 – June 20242 – September 20243 – December 20244 – March 2025 |
| **Budget, Proposed Payment Schedule and Invoice Arrangements** |
| **Budget:**The budget for the Community Recovery Spaces pilot project is £40,000.00 (exclusive of VAT).Prices quoted should be inclusive of all costs.Quotes out of the budget range stated will be deemed as non-compliant.**Payment Schedule:**An invoice is to be submitted on contract award for the full amount of the contract value and payment will be made 30 days in arrears from invoice date.**Invoices**The Council requires the ability to raise electronic orders, receive electronic invoices and that:* Invoices always quote the purchase order number and a contact name;
* Invoices for equipment orders are sent to the email address(es) specified by the Council;
* Orders are accepted by the Contractor via the Council’s electronic ordering system, regardless of who raised the order, as internal validation will have been carried out before the order is submitted.

Submission of a bid will be taken as confirmation that your organisation (or organisations) can comply with the stated ordering and invoicing requirements. |

# **Invitation to Quote: Bidder Response**

After reviewing section 4 to understand the full project / service scope, please complete the following sections in full if you wish to submit a quote. You will be asked to provide a response to a number of questions outlined in section 5.3, please enter your response in the ‘response’ box. Section 2 outlines how the responses will be scored, and section 5.1 provides the weightings for each question that contributes to the quality score outlined in section 2.

**Please Note: All answers to questions should be written under each specific question, as listed in section 5. Only answers written for each question will be taken into account. No information from anywhere else in your response will be considered. If you choose to provide your tender return in a separate document, please ensure you write the question first, followed by the specific answer to this question as the same will apply.**

## **5.1 Scoring Weighting for Questions**

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| **Scoring Weighting**  |
| **Question number** | **Question** | **Scoring** | **Weighting** |
| **5.3.1** | Your chosen venue(s) for the Community Recovery Space must not be located in a setting where alcohol can be purchased or consumed. Please confirm that your venue(s) will meet this requirement. | Pass/Fail | n/a |
| **5.3.2** | All staff and volunteers working on the project must have an up-to-date DBS check. Please confirm that you will meet this requirement prior to contract commencement. | Pass/Fail | n/a |
| **5.3.3** | All staff and volunteers must be aware of their statutory role and responsibility to safeguard children, young people (up to their 18th birthday) and adults and know what to do when concerns about their welfare including, how to make a referral to social care and/or police. Please confirm that you will meet this requirement prior to contract commencement.  | Pass/Fail | n/a |
| **5.3.4** | Describe your model for delivering a Substance Use Community Recovery Space in Derbyshire as per the requirements set out in the specification. Please reference: * The proposed location(s) of your space(s) and the rationale for selecting it.
* Service availability, including confirmed dates and times of weekday and weekend provision, and the rationale for choosing these hours.
* The staffing model and how you will implement pathways for individuals to enter voluntary or paid roles.
* The type and frequency of activities to be offered, and the rationale behind them.
* The type and frequency of refreshments to be offered to attendees, and the rationale behind this approach.
 | 0 1 2 3 4 5 | 50% |
| **5.3.5** | Please outline your previous experience of working with people in recovery or a comparable group of vulnerable people, and how you can utilise this experience in providing this service.  | 0 1 2 3 4 5 | 15% |
| **5.3.6** | * Please detail how you will facilitate drop-in sessions for other Derbyshire-based support services to engage with attendees. Include details such as the frequency of these sessions, which organisations will be invited, and how you would engage with these organisations and promote your service offer to them.
* Examples of organisations to invite include Live Life Better Derbyshire, Derbyshire Recovery Partnership, Citizens Advice, Derbyshire Recovery Projects (can be found on https://www.growingrecoveryinderbyshire.co.uk), or other community-based support. This is not an exhaustive list, and we welcome further suggestions.
 | 0 1 2 3 4 5 | 15% |
| **5.3.7** | Please demonstrate how your project will meet the aims and outcomes set out in this specification, as well as the tools utilised to demonstrate this.  | 0 1 2 3 4 5 | 10% |
| **5.3.8** | Please outline you will promote and market the service both physically and digitally, communicating positive messages around recovery, including: * Actively promoting opportunities into treatment and other recovery projects.
* Operating a virtual presence and promoting the community recovery space
* Challenging stigma around substance use and recovery.
 | 0 1 2 3 4 5 | 10% |
| **5.4** | Cost Breakdown | 0 1 2 3 4 5 | Review section 2 to see how price is evaluated |
| **5.5**  | Confirmation of Required Insurance Levels | Pass/Fail | n/a |
| **5.6** | Confirmation of the Councils Terms and Conditions | Pass/Fail | n/a |

## **5.2 Bidder Details**

|  |  |
| --- | --- |
| Name of Organisation(s):  |  |
| Organisation(s) Named Lead:  |  |
| Contact Email Address: |  |
| Contact Telephone Number:  |  |
| Company / Charity Number:  |  |
| Contact Address for Correspondence:  |  |

## **5.3 Bidder response to specification**

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| 5.3.1 – Your chosen venue(s) for the Community Recovery Space must not be located in a setting where alcohol can be purchased or consumed. Please confirm that your venue(s) will meet this requirement. (Pass / Fail) |
| Response: | **[ ]** Yes **[ ]** No |

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| --- |
| 5.3.2 - All staff and volunteers working on the project must have an up-to-date DBS check. Please confirm that you will meet this requirement prior to contract commencement. (Pass / Fail)  |
| Response: | **[ ]** Yes **[ ]** No |

|  |
| --- |
| 5.3.3 - All staff and volunteers must be aware of their statutory role and responsibility to safeguard children, young people (up to their 18th birthday) and adults and know what to do when concerns about their welfare including, how to make a referral to social care and/or police. Please confirm that you will meet this requirement prior to contract commencement. (Pass / Fail)  |
| Response: | **[ ]** Yes **[ ]** No |

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| 5.3.4 (50%) - Describe your model for delivering a Substance Use Community Recovery Space in Derbyshire as per the requirements set out in the specification. Please reference: * The proposed location(s) and venue(s) of your space and the rationale for selecting it.
* Service availability, including confirmed dates and times of weekday, evening and weekend provision, and the rationale for choosing these hours.
* The staffing model, how you will implement pathways for individuals to enter voluntary or paid roles, and why you feel this chosen approach will be beneficial.
* The type and frequency of the activities to be offered in the space, and the rationale behind them.
* The type and frequency of refreshments to be offered to attendees, and the rationale behind this approach.

(2000 words) |
| Response: |       |

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| 5.3.5 (15%) - Please outline your previous experience of working with people in recovery, or a comparable group of vulnerable people, and how you can utilise this experience in providing this service.(600 words) |
| Response: |       |

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| 5.3.6 (15%) - Please detail how you will facilitate drop-in sessions for other Derbyshire-based support services to engage with attendees. Include details such as the frequency of these sessions, which organisations will be invited, and how you would engage with these organisations and promote your service offer to them. * Examples of organisations to invite include Live Life Better Derbyshire, Derbyshire Recovery Partnership, Citizens Advice, Derbyshire Recovery Projects (can be found on <https://www.growingrecoveryinderbyshire.co.uk>), or other community-based support. This is not an exhaustive list, and we welcome further suggestions.

(600 words) |
| Response: |       |

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| 5.3.7 (10%) - Please demonstrate how your project will meet the aims and outcomes set out in this specification. Include details on the monitoring tools to be utilised to demonstrate performance against the Key Performance Indicators (KPIs).(500 words) |
| Response: |       |

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| 5.3.8 - Please outline you will promote and market the service, communicating positive messages around recovery, including: * Actively promoting your service offer to individuals in recovery, using both virtual and physical promotional materials, and the rationale behind this approach.
* Promoting opportunities into treatment and other recovery projects with individuals attending your space.
* Challenging stigma around substance use and recovery.

(500 words) |
| Response: |       |

## **5.4 Cost breakdown**

BIDDER INSTRUCTION: Please provide a quotation in your own format that meets the specification in section 4.

Please break down the proposed costs as appropriate e.g.;

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| Pricing Schedule – Delete As Appropriate |
| Goods-total material costs (E.g. Room hire, refreshments, promotional materials) | £XXXX |
| Service-total net labour cost (E.g. staffing costs, expenses for volunteers) | £XXXX |
| Other  | £XXXX |
| Other  | £XXXX |
| Total | £XXXX |

## **5.5 Confirmation of Insurances**

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| **Insurance** |
| **Question** | **Response** |
| 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:Employer’s (Compulsory) Liability Insurance = £5m Public Liability Insurance = £5m Product Liability Insurance = £5m  Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | [ ]  Yes[ ]  No |

## **5.6** **Confirmation of the Councils Terms and Conditions**

Please confirm acceptance of the Councils Terms and Conditions. <https://www.derbyshire.gov.uk/site-elements/documents/pdf/business/procurement/suppliers-and-services-terms-and-conditions.pdf>.

**[ ]** Yes **[ ]** No

Declaration: I confirm that to the best of my knowledge, all of the information I have provided in above is accurate and truthful.

|  |  |
| --- | --- |
| Print Name:  |  |
| Signature:  |  |
| Date: |  |

Please return to asch.publichealth.commissioning@derbyshire.gov.uk with the subject heading **Community Recovery Spaces - Ref: PHQ011**by the date stated above.

**Thank you for your time.**