



Notice to readers

Request for a Service Proposal

This document is current and will be updated in September 2012.

Please be advised that any reference to Department of Human Service (DHS) should be read as Department of Family & Community Services (FACS).

The name change does not affect the content of this document.

Version 1.0

**Accommodation Support Directorate
Ageing, Disability and Home Care
Department of Family and Community Services NSW
July 2012**

Final



**Family &
Community Services**
Ageing, Disability & Home Care

COVER LETTER
Regional Letterhead

< PQP Panel Member >
< Address >

Dear <Contact Person>,

Re: REQUEST FOR A SERVICE PROPOSAL

New Accommodation Support Places - < Service Delivery Reference Number>

I am writing to invite your organisation to submit a service proposal to provide a recurrently funded accommodation support service for the placement of <no. of clients> in the < Region > on a <permanent or interim> basis. The service model is a < e.g. group home> under the <Young People Leaving Care> Program.

Under *Stronger Together*, the NSW Government's 10 year plan for disability services there will be significant growth in the number of accommodation support places available for people with a disability in NSW over the few years.

Your organisation has been selected from the Pre-Qualified Panel (PQP) listing of Accommodation Support providers eligible to deliver the required service. It should be understood that other organisations may also have received this request.

An electronic version of this Request for a Service Proposal package for your perusal has been sent to the email address you lodged in your original pre-qualification application. The package includes:

- Part A: Information Document
- Part B: Application Form
- Part C: Summary Service Specification with the attachments of Service User Profiles and Service Description. Please note that the client profiles whilst they do not provide the client's name should be regarded as confidential and given full consideration as such.

To respond to this Request for a Service Proposal, your organisation must complete the Application Form: Part B in which you will describe the person-centred approach your organisation will use to develop the proposed service model, its operation, service cost and the implementation plan for the commencement of the service.

The **closing date and time** for the return of the Service Proposal is < at least 2 weeks from the date of receipt> at < office closing time 4.30 or 5 pm>.

The original and two hard copies of your completed Service Proposal should be marked and returned to:

Confidential
PQP Lodgement BOX
Request for a Service Proposal, Accommodation Support
<Service Delivery Reference Number>
<Postal Address>

The outcome of the process will be announced after the assessment of the Request for Service Proposal in accordance with the stated selection criteria and the endorsement of the recommendations of the Assessment Panel by the Minister or his delegate. Please note this Request for Service Proposal does not commit the Department in any way to the provision of recurrent funding for this service.

The Contact Person for this process is <name> and may be contacted for matters of clarification, subject to probity considerations, during the course of your preparation of the Service Proposal. He/She is contactable by phone on < phone number> or by email < email address> during office hours 9 am to 5 pm Monday to Friday.

Thank you for considering this invitation to assist in the expansion of services to people with a disability and their carers in our community.

Yours faithfully

Deputy Regional Director
<Region >REGION
<Date>