

# Community Based Day Support 2017 – 2020

## Finance Element of Tender

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# Day Services: Finance Tender Submission

The financial part of this tender requires tenderers to submit two items, a fully completed template and financial statements or management accounts.

## 1) Submission Template

This form includes information around bid price, expected attendance and a 3 year forward financial plan.

## 2) Financial Statements

These are required to enable cross referencing with bid information and ensure the financial sustainability of the service.

***If you run several centres we will require templates and management accounts for each individual day centre.***





# Submission Template

## Part 1 – Centre Information, Bid Price and Attendance Expectations

### Things to note:

#### *Half Day & Full Day*

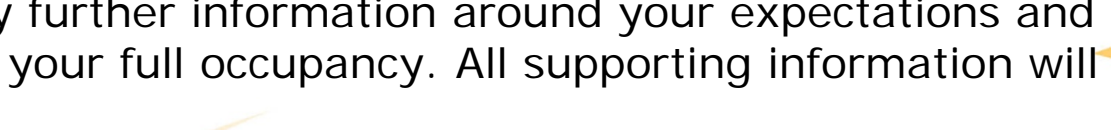
All Bid Prices & Attendance information will need to relate to either a half or full days attendance. The benchmark for a full day is 6 hours of service.

#### *Full Day Equivalent*

The Full Day Equivalent will be based on a 6 hour day so for example if you have four half day sessions this will equate to 2 full days.

#### *Notes*

Please add notes and any further information around your expectations and how you have calculated your full occupancy. All supporting information will be valuable.





# Submission Template

## Part 2 – 3 Year Forward Plan

### Things to note:

#### ***Staffing***

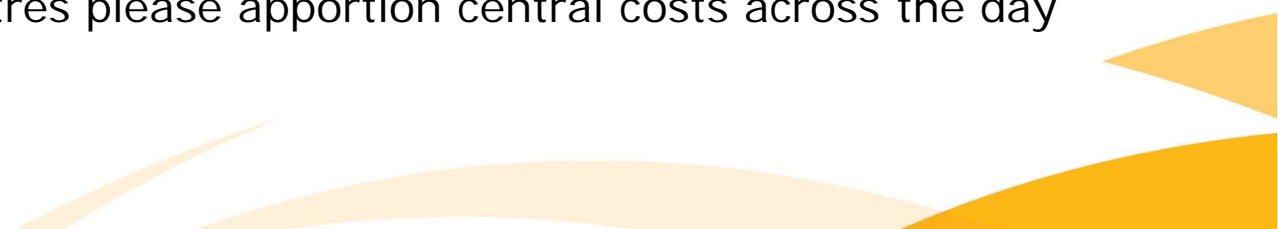
Please enter all staff numbers in FTE using 37 hours as the full time equivalent. If you have staff that flex between centres please apportion their time as you best see fit.

#### ***Annual Income***

The tender is for a 3 year period with no scope for uplift, please keep this in mind.

#### ***Annual Costs***

If you have multiple centres please apportion central costs across the day centres.






# Financial Statements

**Please submit your latest financial accounts (Statement of Profit & Loss and Statement of Financial Position).**

If these are over 18 month old or if you have multiple day center's please submit management accounts for last complete financial year.





# Queries & Assistance

**If you have any queries or require any assistance  
in completing the submission please email the  
Financial Advisory Service.**

**[financialadvisoryservice@cornwall.gov.uk](mailto:financialadvisoryservice@cornwall.gov.uk)**

