

**Cornwall and Isles of Scilly Primary Care Trust
Unscheduled Care Team**

NHS Cornwall & Isles of Scilly
Foundry Road
Camborne
TR14 8DS

Tel: 01209 886585

Fax: 01209 888206

Email: julie.green@ciospct.cornwall.nhs.uk

29th September 2009

Dear Colleague,

RE: Quotations sought for the provision of a Peer Support Memory Group Facilitator

Cornwall Council, in partnership with NHS Cornwall and Isles of Scilly, wishes to commission a Peer Support Memory Group Facilitator to set up Memory Cafes and other appropriate support networks as appropriate across each of the 19 Community Networks in Cornwall. In Year 2 this post will be supported by 2 Project Support Workers.

This project is part of the Department of Health Demonstrator Sites for Peer Support as described in the National Dementia Strategy.

For 09/10 we wish to see six new Memory Cafes set up, with a further 13 during 10/11.

We are now writing to a range of voluntary sector providers for interested parties to provide formal quotations in response to the attached high level service brief. Commissioned services will be subject to a formal contract and detailed service specification.

Available Funding

Quotes should not exceed £44k per annum in year one and £95K in year two.

Service Brief

A high level service brief is attached. Final service requirements will be captured in a contract between Commissioner and Provider(s).

Providing a Quote

If you are interested in delivering this service to the attached brief, please provide a written proposal covering the points described in the attached brief and send by email to Julie Green, Head of Commissioning – Older People and Long Term Conditions julie.green@ciospct.cornwall.nhs.uk by **16th October 2009**. The successful provider will be notified by the 23rd October.

The funding for this project has only just been confirmed and we are aware that this is a challenging timescale. We would be interested in identifying providers who are able to be operational by the beginning of December 2009.



Chair : Andrew Williamson CBE • **Chief Executive** : Ann James
PEC Chair : Dr Jon Tilbury

Working in Partnership to promote a Healthy Future for Cornwall and the Isles of Scilly
www.cornwallandislesofscilly.nhs.uk

Further Information

If you require further information, please do not hesitate to contact Julie Green on 01209 886585.

Yours sincerely

Carol Williams

Carol Williams
Director of Service Improvement
For and on behalf of Cornwall Council and NHS Cornwall and Isles of Scilly

enc

