

Community Services Directorate
Employee Development Unit (Social
Care)

Corporate Training Centre
Mile Lane
COVENTRY
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www.coventry.gov.uk/social
Please contact: Corinne Lovering
Direct line: 024 76527522

Date: 11/08/08

Dear

Re: Contract Number: ABE/JT/08/10

I am writing to provide you with the a unique opportunity to tender to deliver training to the combined agencies of Police and Social Care staff across the West Midlands region.

This training will provide the model of good practice in Child Protection Investigations and develop consistency of service across the region.

You will be supported by an experienced co-facilitator from the Police service to both develop and deliver the training programme.

Included in this invitation is the specification/contract for the work

Please send the completed tender in a sealed envelope, marked on the outside with "Tender enclosed" and the contract number of work to which the tender relates. The sealed tenders will be held securely by the Employee Development Commissioning and Contracts Officer until the selection panel opens them.

Please note that the deadline for sending the completed tenders: 19th September 08 If we do not hear anything by this date, we will assume you no longer wish to be considered for this contract.

Following the deadline for receipt of tenders, the selection panel will meet on: 24th September 08 to decide which of the providers has best met the selection criteria.

Interviews and presentation will take place on Thursday 2nd October 08; providers will be notified following the selection process.

Once the decision to award the work to a specific provider has been made, a "Letter of Agreement" including the details specific to the work, will be sent. Any unsuccessful providers will also be contacted and informed of the decision made.



INVESTOR IN PEOPLE

Updated July 2005

I look forward to receiving your tender and if you have any queries, please do not hesitate to contact me on telephone 024 76527522

Yours sincerely

Corinne Lovering
Consultancy & Commissioning Team Manager - Employee Development Unit (Social Care)
Community Services Directorate
Coventry City Council

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