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**Private & Confidential**

20 September 2012

Dear Mayor Oliver,

I am writing to update you on the recent procurement process that we have been undertaking to identify an alternative provider for the re-provision and redevelopment of care to the residents of Occombe House.

This process has followed a competitive dialogue procurement process with a set of providers that the families and carers of the Occombe residents had selected from a list of approved providers of enhanced care.

The families and carers, as well as existing staff at Occombe House, have been part of every stage of this procurement process, fully involved and engaged in meetings and communicated to in writing in between. Relevant documents and information have been shared and discussed with all involved. We have found this to be a very productive and positive process.

We are now imminently reaching a key stage in the procurement process, in which we close the competitive dialogue stage and issue the invitation to tender. I am writing to assure you that to date we have been working closely with the family members and included them in every stage of the process.

We intend to continue to do so as we progress through issuing the invitation to tender, evaluating the bids and identifying a potential suitable provider for the future provision and redevelopment of the care provision for the Occombe residents on the Occombe site.

If you have any questions, please feel free to contact me.

Yours sincerely,

Dr Sonja Manton  
Assistant Director of Operations



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