



Our Ref.: SWD 230/980/87

Tel. No. : 2892 5100

Fax No. : 2893 6983

16 March 2007

Chairpersons/Agency Heads
Subvented Non-governmental Organizations
Operating Rehabilitation Services

Dear Sir/Madam,

**Invitation of Proposals on three Projects of
Community Rehabilitation Day Centres (CRDCs)
(NTE CRDC, NTW CRDC and Kowloon CRDC)**

As announced in Chief Executive's Policy Address 2005-06, the Government will strengthen the community support services to people with disabilities and their families by providing Community Rehabilitation Day Centres (CRDCs) to discharged patients with mental, neurological or physical impairments. The CRDC aims at providing short-term and time-defined rehabilitation service to discharged patients referred by professional staff of the Hospital Authority (HA). Improvement to the patients' functional level is expected after completion of the training packages so as to prevent them from becoming home bound, to postpone premature institutionalization and to minimize the need for long term care.

I am pleased to invite you to submit proposal to operate either one of the following three CRDCs on a time-defined basis for three years:

- i) NTE CRDC at Ground Floor, Luk Chuen House, Lek Yuen Estate, Sha Tin, New Territories;
- ii) NTW CRDC at Unit 1-6 & 9-16, Ground Floor, High Block, Wu Kwong House, Wu King Estate, Tuen Mun, New Territories; or
- iii) Kowloon CRDC at Ground Floor (Portion), No. 4, Fuk Tong Road, Kwun Tong, Kowloon.

Applicants are strongly advised to provide in their proposals centre-specific information for **All Three Projects** and clearly indicate the order of preference (i.e. 1st, 2nd and 3rd) in the proforma attached to the *Information to be Included in the Proposal*. Failing this, the opportunity for being awarded the operation of any of the centres would be affected. Each successful applicant will be awarded with the operation of one centre only.



Your application will be evaluated in accordance with the guidelines for the service proposal contained in the *Information to be Included in the Proposal* of the *Service Specification*. A Vetting Committee will be set up by the Department to assess the applications. Applicants may be invited to present their proposals to the Vetting Committee if needed. The three projects will be awarded to three suitable operating agencies on the recommendation of the Vetting Committee upon approval by the Director of Social Welfare. Successful agencies will be informed by June 2007 and are expected to commence service operation in the fourth quarter of 2007-08.

If you are interested in operating the CRDC, please submit your proposal in **not more than 65 pages** (including annexes, font size at 12, and in 6 hard copies and 1 soft copy) in sealed envelope **by hand, on or before 11 May 2007 (Friday) 5:00p.m.** to the following address:

Rehabilitation and Medical Social Services Branch
(Attn: Mr Charles LEUNG)
Social Welfare Department
Room 901, Wu Chung House,
213 Queen's Road East, Wan Chai,
Hong Kong

Late application will not be considered.

To facilitate your preparation of the application, I attach the *Summary of Service Specification on CRDCs* (Appendix 1) for your quick reference. For a full set of the Service Specification and related Annexes, you may download from the "What's New" section of the Social Welfare Department Homepage: <http://www.swd.gov.hk>

Site visits and a briefing session will be held with schedules as follows –

- i. 23 March 2007 (Friday), 4:00 p.m. to 5:30 p.m.– site visit to proposed Kowloon CRDC at G/F (Portion), No. 4, Fuk Tong Road, Kwun Tong;
- ii. 26 March 2007 (Monday), 4:00 p.m. to 5:30 p.m.– site visit to proposed NTE CRDC at G/F, Luk Chuen House, Lek Yuen Estate, Shatin;



- iii. 27 March 2007 (Tuesday), 4:00 p.m. to 5:30 p.m.– site visit to proposed NTW CRDC at Unit 1-6 & 9-16, G/F, High Block, Wu Kwong House, Wu King Estate, Tuen Mun; and
- iv. 28 March 2007 (Wednesday), 4:00 p.m. to 5:30 p.m.– a briefing session at Room 206, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong

Please complete the reply slip for attending the site visits and the briefing session and return by fax (fax no. : 2893 6983) on or before 22 March 2007. For enquiries on the site visits and briefing session and submission of service proposal, you may contact Miss Yondy LAI, Social Work Officer (Rehabilitation and Medical Social Services), at Tel No: 2892 5655.

Thank you for your attention and looking forward to your enthusiastic response.

Yours sincerely,

(SIT Tung)

for Director of Social Welfare

Encl.

c.c. HKCSS (Attn : Mr Philip YUEN, Chief Officer)

(By Fax 2893 6983)
on or before 22 March 2007

Reply Slip

To : Miss Yondy LAI, S(RM)6/SWD
From (name of agency) : _____
Fax no. : _____

Site Visits and Briefing Session for
Community Rehabilitation Day Centres (CRDCs)

I would like to inform you that the following numbers of staff of my agency will attend the site visits and the briefing session :

	<u>Session</u>	<u>Number of Person(s)</u> <u>to Attend</u> (Maximum 4 staff for each session)
1.	Site visit to Kowloon CRDC at G/F (Portion), No. 4, Fuk Tong Road, Kwun Tong (23 March 2007 (Friday), 4:00 p.m. to 5:30 p.m.)	
2.	Site visit to NTE CRDC at G/F, Luk Chuen House, Lek Yuen Estate, Shatin (26 March 2007 (Monday), 4:00 p.m. to 5:30 p.m.)	
3.	Site visit to NTW CRDC at Unit 1-6 & 9-16, G/F, High Block, Wu Kwong House, Wu King Estate, Tuen Mun (27 March 2007 (Tuesday), 4:00 p.m. to 5:30 p.m.)	
4.	Briefing session on three projects at Room 206, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong (28 March 2007 (Wednesday), 4:00 p.m. to 5:30 p.m.)	

Name : _____
Post : _____
Contact Tel. No. : _____
Date : _____

**SERVICE SPECIFICATION
ON COMMUNITY REHABILITATION DAY CENTRES
(NTE CRDC, NTW CRDC and KOWLOON CRDC)**

SUMMARY

<u>Major Items</u>	<u>Descriptions</u>
• Applicant	A mandatory requirement that the non-governmental organization (NGO) applicant should be a bona-fide non-profit making agency with tax exempted status under Section 88 of the Inland Revenue Ordinance (Cap.112).
• Duration of the project	The Project is allocated for a time-defined period of three years . Continuation of service for the next term will be subject to negotiation prior to the expiry of the period with regard to the relevant considerations such as the prevailing policy directive, service need and the Operator's performance, etc.
• Preparatory period	A preparatory period of two months for the officer-in-charge at OTI/ PTI rank prior to the target operation date of the Project will be supported to facilitate staff recruitment, purchase of furniture and equipment, and case processing and admission of the subvented services.
• Target commencement date	The fourth quarter of 2007-08.
• Target service users	<u>Rehabilitation Training Service</u> Discharged patients who are <ul style="list-style-type: none">• aged 15 and above;• suffering from stroke, neurological, physical impairments or other physical illnesses affecting their functional performance and who are in need of continuous rehabilitation training; and• being referred by medical/ allied health professionals of the hospitals of HA through standardized referral system that has been endorsed by the Department.

The caregivers/ family members of the discharged patients

Day Care Service for Severely Disabled Persons (DC/SD)

- severely mentally handicapped/ severely physically handicapped persons;
 - aged between 15 to 59;
 - disability level should be equivalent to those eligible for Care and Attention Home for Severely Disabled Persons or Hostel for Severely Physically Handicapped Persons;
 - not bed-ridden or requiring infirmary care;
 - without severe aggressive behaviour endangering self and others;
 - without infectious disease; and
 - in need of day care service.
- Capacity
 - NTE CRDC has an average 60 daily attendances for rehabilitation training service and 5 places of day care service for severely disabled persons.
 - NTW CRDC has an average 80 daily attendances for rehabilitation training service and 5 places of day care service for severely disabled persons.
 - Kowloon CRDC has an average 80 daily attendances for rehabilitation training service and 10 places of day care service for severely disabled persons.

- Key output and outcome standards

Rehabilitation Training Service

	<u>NTE CRDC</u>	<u>NTW CRDC</u>	<u>Kowloon CRDC</u>
Average daily attendances	60	80	80
Number of assessment, individual/group by therapists	1,650	2,200	2,200

- 95% of achieving individual training and support plans;
- 80% of service users and their caregivers/ family members being satisfied with the overall services/ programmes delivered to them within one year.

Day Care Service for Severely Disabled Persons

- Average monthly occupancy rate of 95% in a year; and
- Rate of reviewing care plan of 100% in a period of 6 months.

- Control mechanism

Successful applicant will be required to comply with the requirements as laid down in this Specification, the funding and service agreement, as well as the Operator's proposal and supplementary information, if any, as agreed with the Social Welfare Department (SWD).

- Operational cost

At 2006-07 price level –

- Around **HK\$2.495 million** per annum for NTE CRDC.
- Around **HK\$2.601 million** per annum for NTW CRDC.
- Around **HK\$2.896 million** per annum for Kowloon CRDC.
- Rent and rates of all three projects to be reimbursed on an actual cost basis.

- Premises

The Government will supply the premises.

NTE CRDC & NTW CRDC

The Operator is responsible for fitting out the premises. Two grants from the Lotteries Fund will be provided with the amounts detailed as follows –

- A grant capped at **HK\$3,007,400** for NTE CRDC.
- A grant capped at **HK\$3,895,000** for NTW CRDC.

Kowloon CRDC

The Operator is responsible for carrying out the

essential and minor alteration works and can apply for a **minor Lotteries Fund grant Not exceeding \$400,000** to meet the cost.

- Furniture and equipment
Three grants from Lotteries Fund will be provided for the purchase of furniture and equipment. No Lotteries Fund application needs to be separately made by the Operator. The amounts of LF grants are detailed as follows –
 - A grant capped at **HK\$1,946,700** for NTE CRDC.
 - A grant capped at **HK\$2,375,500** for NTW CRDC.
 - A grant capped at **HK\$2,433,500** for Kowloon CRDC.
- Fee charging
Fee level to be determined by SWD and fee income will be retained by the Operator to meet the cost of the service.
- Staffing structure
Registered social worker, qualified nurse and qualified physiotherapist and occupational therapist should be included.
- Core service hours
Core service hours of CRDC are Monday to Friday, from 8:00am to 6:00pm and 8:00a.m. to 1:00pm on Saturday.

Notes -

1. If no suitable Operator is found after the assessment of applications, SWD reserves the right to re-invite proposal from NGOs.
2. Given the time-defined nature of the project, SWD will not accept any funding liability for staff engaged by the NGO of this project.
3. The subventions allocation will be subject to civil service pay adjustment, if any, and also adjusted annually in line with the Government-wide Price Adjustment Factor announced by SWD.

*Social Welfare Department
March 2007*