



Our Ref. : SWD 213/980/87  
Tel. No. : 2892 5114  
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Rehabilitation & Medical  
Social Services Branch  
9/F, Wu Chung House  
213 Queen's Road East  
Wan Chai, Hong Kong

25 January 2007

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

Dear Sir/Madam,

### **Invitation of Proposals on Transitional Care and Support Centre for Tetraplegic Patients**

As announced in Chief Executive's Policy Address 2005-06, the Government has planned to provide transitional residential care and ambulatory day training services to tetraplegic patients to facilitate their return to community living. Capital and recurrent funding has been secured from the Hong Kong Jockey Club Charities Trust under the Chief Executive Community Project 2005 for the setting up the Transitional Care and Support Centre for Tetraplegic Patients (TCSC). The TCSC aims at providing a time-defined and goal-oriented community-based rehabilitation programme to tetraplegic patients being discharged from hospitals to improve their physical, cognitive, communicative, behavioural, psychological and social functioning in a non-medical setting. It also serves to strengthen the training and support for the family members/caregivers of tetraplegic patients to enhance their caring capacities.

I am pleased to invite you to submit proposal for operating the new centre. 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. Service will be awarded to the suitable operating agency on the recommendation of the Vetting Committee upon approval by the Director of Social Welfare. Successful agency will be informed by March 2007.

If you are interested in operating the TCSC, please submit your proposal in **not more than 50 pages** (including annexes, font size at 12, and in 6 hard copies and 1 soft copy) in sealed envelope **by hand, on or before 9 March 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 of the TCSC (Appendix 1) for your quick reference. For 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>

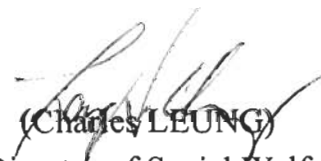
Site visit and a briefing session will be held with schedules as follows –

- i. 1 February 2007 (Thursday), 10:30 a.m. to 12:00 p.m.– site visit to the TCSC at G/F., Heng Yat House, Heng On Estate, Ma On Shan; and
- ii. 1 February 2007 (Thursday), 2:15 p.m. to 4:00 p.m. – a briefing session at Lecture Room 1, Sha Tin Town Hall

Please indicate your intended presence at these sessions by returning the completed reply slip by fax (fax no. : 2893 6983) on or before 31 January 2007. For enquiries on the site visit 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,



(Charles LEUNG)

for Director of Social Welfare

Encl.

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

(By Fax 2893 6983)  
on or before 31 January 2007

**Reply Slip**

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

Site Visit and Briefing Session for  
Transitional Care and Support Centre for Tetraplegic Patients

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

	<u>Session</u>	<u>Number of Person(s) to Attend</u>
1.	Site visit to TCSC at G/F., Heng Yat House, Heng On Estate, Ma On Shan (1 February 2007 (Thursday), 10:30 a.m. to 12:00 p.m.)	
2.	Briefing session on the project at Lecture Room 1, Sha Tin Town Hall (1 February 2007 (Thursday), 2:15 p.m. to 4:00 p.m.)	

Name : \_\_\_\_\_  
Post : \_\_\_\_\_  
Contact Tel. No. : \_\_\_\_\_  
Date : \_\_\_\_\_

**SERVICE SPECIFICATION  
ON TRANSITIONAL CARE AND SUPPORT CENTRE  
FOR TETRAPLEGIC PATIENTS  
AT HENG ON ESTATE**

**SUMMARY**

<u>Major Items</u>	<u>Descriptions</u>
<ul style="list-style-type: none"> <li>• Applicant</li> </ul>	<p>A mandatory requirement that a 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). The applicant agency should operate subvented rehabilitation services.</p>
<ul style="list-style-type: none"> <li>• Duration of the project</li> </ul>	<p>The Project is allocated for a time-defined period of five 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.</p>
<ul style="list-style-type: none"> <li>• Preparatory period</li> </ul>	<p>A preparatory period of two months for the officer-in-charge at SWO 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 services.</p>
<ul style="list-style-type: none"> <li>• Target commencement date</li> </ul>	<p>Tentatively in October 2007</p>
<ul style="list-style-type: none"> <li>• Target service users</li> </ul>	<ul style="list-style-type: none"> <li>• Discharged patients suffering from spinal cord injury, neuro-muscular disease or severe spastic resulting in tetraplegia;</li> <li>• aged 15 and above; and assessed to have genuine need for transitional residential service for a time-defined period with specific purposes.</li> </ul>

- The family members/caregivers of the discharged patients
- Capacity
  - 20 residential places
  - 20 ambulatory day training places
- Key output standards
  - Transitional Residential Service
    - Average enrolment rate of 90% in a year;
  - Ambulatory Day Training Programme
    - 4,600 attendances in a year;
  - Social Work Services
    - 1,800 counseling hours for service users and their families in a year;
  - Occupational Therapy/Physiotherapy Services
    - 2,000 assessment, individual/group treatment sessions in a year.
- Control mechanism
 

Successful applicant will be required to comply with the requirements as laid down in this Specification, the service agreement, as well as the Operator's proposal and supplementary information, if any, as agreed with the Social Welfare Department (SWD) and the Hong Kong Jockey Club Charities Trust (HKJCCT).
- Operational cost
 

\$39.7 million will be released by HKJCCT on reimbursement basis for the whole project period.
- Capital cost
 

The Government will supply the premises while the Operator is responsible for carrying out the conversion works. HKJCCT grant capped at \$9.92 million for fitting-out works (including Approved Person consultancy fees and contingency) and the purchase of furniture and equipment (including two 16-seater vans with tail lifts) has been approved for this project.
- 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
  - 24 hours for residential places and respite places.
  - Core service hours for the ambulatory day training programme are Monday to Friday from 8:00am to 6:00pm and 8:00a.m. to 1:00pm on Saturdays.

**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.

Social Welfare Department  
January 2007