Dear Bidders,

**Invitation to Tender: PRJ 578 Transforming Care Positive Behaviour Support Pilot North Central London”**

I am writing to you on behalf of Islington CCG. We currently have a requirement for a

Transforming Care Project Behaviour Support Development Project (North Central London) the details of which are set out in the Annex A to this letter.

The contract will commence on **1st February 2018** and finish on **31st January 2019.**

Please note the attached (Annex B) NHS Standard Contract 2016-17 / Terms and Conditions for the Supply of Services /Terms and Conditions for Supply of Goods will apply to any contract awarded as a result of this tender.

Expression of Interest, questions for clarification and Tender submissions are via Pro-Contract ([www.supplying2nhs.com](http://www.supplying2nhs.com)) portal. Expression of interest and tender submission by any other means will not be considered. Please register (free) on the website and search for “PRJ 578 Transforming Care Positive Behaviour Support Pilot North Central London”

If you are interested in quoting for this requirement, please reply with a ‘bid response document’ by email to: nelcsu.clinical-procurement@nhs.net **by 15th December 2017** with the following information:

* Full name and address of supplier, our reference number and your contact details;
* Details of services to be supplied including details in response to the requirements set out in the Annex A / the evaluation criteria to this letter and a referee (preferably public sector);
* Expected delivery / start / finish date, and a project time table;
* Completed questionnaire
* Total price excluding VAT (Annex C);
* Confirmation of acceptance of the terms and conditions of contract (Annex B);
* Annex D – Conflict of Interest Declaration.

The CCG is seeking quotations from a number of suppliers. The following criteria will apply to the selection of the successful supplier:

| # | Evaluation Criteria | Weight |
| --- | --- | --- |
| **1** | **Proposed Approach (Questions E.5 to E.7)** | **60%** |
| **2** | **Price** | **30%** |
| **3** | **Interview (Section G)** | **10%** |
|  | **Proposed Approach + Price + Interview** | **100%** |

|  |  |
| --- | --- |
| **Score** | **Definition** |
| 0 | Non-compliant | No response or partial response and poor evidence provided in support of it.  Does not give the commissioner confidence in the ability of the bidder to deliver the contract. |
| 1 | Weak | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the bidder to deliver the contract. |
| 2 | Minor reservations | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the bidder to deliver the contract. |
| 3 | Compliant | Response is comprehensive and supported by good standard of evidence. Gives the commissioner confidence in the ability of the bidder to deliver the contract. Meets the commissioner’s requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives the commissioner a high level of confidence in the ability of the bidder to deliver the contract. Exceeds the commissioner’s requirements in some respects.  |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives the commissioner a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the commissioner’s requirements in most respects. |

**The tender must be submitted in a PDF format, with pricing submitted in a separate file Quotations received after the above date and time may not be considered.**

*It would be appreciated if you could advise,* within 3 days of receiving this document*, if you intend to submit a bid or your reasons for not submitting a bid.*

If the panel feels at any point that there is not sufficient evidence to score a bidder on any evaluation point then they may, at their discretion, seek clarification from any and all bidders. Bidder clarifications will at all times take account of the commercial confidence of bidders.

In order for bidders proposed approach to be considered, they will need to pass all sections from the eligibility questionnaire. Islington CCG reserves the right to exclude bidders who do not pass one or more of the selection (eligibility criteria)

If a bidder scores a ‘0’ on any sub-section then they may be eliminated at the discretion of the panel, dependent on how service critical the panel deems that sub-section to be. If a bidder scores ‘0’ on an entire section of the evaluation, the bidder will be automatically eliminated from any further evaluation.

The pass-mark for the qualitative evaluation (Section E) element is **50%**. If a bidder does not attain this score overall then their bid will be rejected. This process ensures that NEL Commissioning Support Unit and Islington CCG attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held. Following the moderation meeting, Islington CCG and NELCSU will, invite the bidders scoring over 50% to a post bid submission clarification meeting / interview to establish confidence in the Evaluation Panel that you will be able to deliver what you have stated. The interview will be scored. The interview *will be held on the 19th December 2017.*

*In the event of a tie (where two or more top scoring bidders had the same total weighted score including both quality and price), the CCG will select from amongst those bidders, the submission of the bidder with the highest weighted score for Questions E5 and E6.*

Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if Islington CCG accepts that offer then a legally binding contract will exist between us.

Respondents accept that the Islington CCG is subject to the Freedom of Information Act and government transparency obligations which may require Islington CCG to disclose information received from you to third parties.

This RFQ letter and your response do not give rise to any contractual obligation or liability unless and until such time as Islington CCG issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. Islington CCG does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for a Quotation.

## Canvassing and contacts

Bidders shall not in connection with this procurement:

* Offer any inducement, fee or reward to any officer or employee of NELCSU or Islington CCG or any person acting as an advisor to NELCSU or Islington CCG in connection with this Procurement
* Do anything which would constitute a breach of the Bribery Act 2010
* Canvass any of the persons referred to above in connection with the Procurement

No attempt should be made to contact NELCSU or Islington CCG staff, except the Project Team, or to contact NELCSU / Islington CCG or NELCSU / Islington CCG advisers or other NHS/DoH bodies as part of the procurement process. Any enquiries made to persons other than the NEL Commissioning Support Unit Project Team will be regarded as prima facie evidence of canvassing.

## Conflicts of interest

In order to ensure a fair and competitive procurement process, Islington CCG requires that all actual or potential conflicts of interest that a potential bidder may have are identified and resolved to the satisfaction of the CCG.

Potential Applicants should notify the CCG of any actual or potential conflicts of interest in their response to the RFQ. If the potential bidder becomes aware of an actual or potential conflict of interest following submission of the application it should immediately notify the CCG by completing the Conflict of Interest form (see Annex D) for this procurement. Such notifications should provide details of the actual or potential conflict of interest.

If, following consultation with the potential bidder or bidders, such actual or potential conflict(s) are not resolved to the satisfaction of the CCG, Islington CCG reserves the right to exclude at any time any potential applicants(s) from the procurement process should any actual or potential conflict(s) of interest be found by the CCG to confer an unfair competitive advantage on one or more potential bidder(s), or otherwise to undermine a fair procurement process.

Examples of potential conflicts of interest are (without limitation) as follows:

* A bidding organisation, or any person employed or engaged by or otherwise connected with a bidding organisation, is currently carrying out any work for the CCG, NHS England and/or the Department of Health (DH), or has done so within the last six (6) months;
* A bidding organisation is providing services for more than one potential bidder, in respect of this procurement.

The ‘Conflict of Interest Declaration’, provided in Annex D, must be completed by an authorised signatory, in his / her own name, on behalf of the bidding organisation and attached in response to this section of this RFQ.

The CCG should be immediately notified, in the event that any actual or potential conflict of interest comes to a potential bidder’s attention at any time following the submission of the potential bidder’s ‘Conflicts of Interest Declaration’ and bid documents.

If you have any queries about this letter or the requirement, please use the message board provided in pro-contract.

If you are unable to meet this requirement or are otherwise not intending to provide a quote, I would be grateful if you could let me know as soon as possible.

Yours sincerely,

Cristina

Cristina Marcus

Procurement officer for NCL

nelcsu.clinical-procurement@nhs.net

NEL Commissioning Support Unit

**Eligibility Questionnaire / Bid Response document**

|  |  |  |
| --- | --- | --- |
| Question No. | Question | Scoring Method |
| **SECTION A** | **OFFER DETAILS** |  |
| **Question A.1** | **Please confirm that you will abide by the Pricing Model defined by the commissioner in the offer documentation/service specification for this service** | **Pass/Fail** |
| **Response A.1** |  |  |
| **Question A.2** | **Please confirm that you have read, understood and are in agreement with the Terms and Conditions of the NHS Standard Contract (ITT Part 2)** | **Pass/Fail** |
| **Response A.2** |  |  |
| **Question A.3** | **Please confirm consent for the Contracting Authority to obtain a credit check if required.** | **Pass/Fail** |
| **Response A.3** |  |  |
| **Question A.4** | **Please confirm that your organisation has or complies with all of the applicable policies and legislation as outlined in the specification.** | **Pass/Fail** |
| **Response A.4** |  |  |
| **Question A.5** | **Please confirm that you have read the Memorandum Of Information (MOI), Specification and any other tender documents issued with this invitation to tender.** | **Not Sored (NS)** |
| **Response A.5** |  |  |
| **Question A.6** | **Please confirm that you have the necessary consents, powers and authority to bid for and provide the Service. Where the Application is formed of more than one organisation, a separate Declaration of Consent must be signed by an authorised signatory from each organisation which forms part of the Application. A template for the Declaration of Consent is attached herewith.**Please ensure that you have uploaded the signed Declaration of Consent when submitting your response. | **Pass/Fail** |
| **SECTION B** | **ORGANISATIONAL INFORMATION****This section is to enable Bidders to provide details about their organisation, any Consortium Members and/or Material Sub-Contractors. It must be completed in full.** |  |
| **Question B.1** | **Bidder’s Details - Please provide the following information:** **B.1.1) Name/Registered Name, B.1.2) Current trading Name if different from Registered Name, B.1.3) Registered number (if applicable). State ‘Not Applicable’ if not applicable. B.1.4) Date of registration/date formed, B.1.5) Country of registration (if applicable), B.1.6) Address/registered address, B.1.7) Telephone, B.1.8) E-mail and B.1.9) Website** | **N/S** |
|  | **You should complete the details below for the organisation that it is proposed would enter into any Contract with the Authority. Where the bidder is part of a group of companies, as an annex to the response to this question, the bidder should provide a diagram showing its group structure (to include any parent company and ultimate holding company). Where any bidders are proposing to bid as a consortium with other legal entities, this information should be completed by the lead Consortium Member and section A.3 should be completed in relation to all other Consortium Members. If the bidder is not established as a separate legal entity (for example the response is being submitted by an in-house team of the Authority and if successful such team will establish itself as a company or by two existing entities that propose to form a legal joint venture if successful), the bidder must complete the above details as far as it is able and include as an annex to the response to this question a summary of its proposed business structure and business plan.** |  |
| **Response B.1** | **B.1.1) Name/Registered Name:****B.1.2) Current trading Name if different from Registered Name:****B.1.3) Registered number (if applicable) State ‘Not Applicable’ if not applicable):****B.1.4) Date of registration/date formed:****B.1.5) Country of registration (if applicable):****B.1.6) Address/registered address:****B.1.7) Telephone:****B.1.8) E-mail:****B.1.9) Website:**  |  |
| **Question B.2** | **Type of Organisation of Bidder: Please state whether it is a) Private Limited Company, b) Public Limited Company, c) Partnership, d) Sole Trader, e) Limited liability partnership, f) Public Body and g) Others (please specify)** | **N/S** |
| **Response B.2** |  |  |
| **Question B.3** | **Consortium Members or Material Sub-Contractors (if relevant). List any Consortium Members or Material Sub-Contractors and their proposed roles in the Project by way of providing the following details for each Consortium Member/Material Sub-Contractor: Name/registered name, Previous names/registered names (if different), current trading name, previous trading names (if different), registered number (if applicable), date of registration/date formed, country of registration (if applicable), address/registered address and proposed role. Where the Bidder is part of a consortium, as an annex to this response, the Bidder should provide a diagram illustrating the structure of the consortium and its constituent members. The Authority reserves the right to take up references and/or raise other queries/request clarification or further information in relation to any Material Sub-Contractor or Consortium Member at any stage in the Process as part of its due diligence and risk management processes. By putting forward a Consortium Member or Material Sub-Contractor, the Bidder agrees to procure any such references, respond to queries or provide information upon written request from the Authority.** | **N/S** |
| **Response B.3** |  | **N/S** |
| **SECTION C** | **FINANCIAL AND ECONOMIC STANDING****All questions below must be answered and details provided where relevant. If the organisation is deemed to have a weak financial standing further information and a meeting with the bidder may be required to clarify the issues. Please state ‘Not Applicable’ if any of the information requested in this section is not applicable to your organisation (e.g. some of this information may not be applicable to NHS Trusts)****[Drafting Note:****The public Contracts Regulations 2015 state the following regarding financial and economic standing assessment:****Economic and financial standing****(1)With regard to economic and financial standing, contracting authorities may impose requirements ensuring that economic operators possess the necessary economic and financial capacity to perform the contract.** **(2) In particular, contracting authorities may require that economic operators—****(a) have a certain minimum yearly turnover, including a certain minimum turnover in the area covered by the contract;** **(b) provide information on their annual accounts showing the ratios, for example, between assets and liabilities; and****(c) have an appropriate level of professional risk indemnity insurance.****(3) The minimum yearly turnover that economic operators are required to have shall not exceed twice the estimated contract value, except in duly justified cases, such as by reference to special risks attached to the nature of the works, services or supplies, in which case the contracting authority shall indicate their main reasons in the procurement documents or in the report referred to in regulation 84(1).****(4) Ratios, for example that between assets and liabilities, may be taken into consideration where the contracting authority specifies the methods and criteria for such consideration in the procurement documents, but such methods and criteria shall be transparent, objective and non- discriminatory.]** | **Pass/Fail** |
| **Question C.1** | **Please provide a brief summary of your trading history and present trading circumstances. This must include whether the potential Bidder or Relevant Organisation is a limited company, a partnership or sole trader with a trading history.****Max word limit: 250** | **Pass/Fail** |
| **Response C.1** |  |  |
| **Question C.2** | **If part of a group of companies would the group or ultimate holding company be prepared to guarantee your contract performance as its subsidiary? If “yes” please enclose a supporting letter from the group or the ultimate holding company. If your organisation is shortlisted to the Presentation and Interview Stage of the process subject to a Parent Company Guarantee then you will be required to submit a duly signed Parent Company Guarantee before your Presentation and Interview and a Parent Company Guarantee will be a condition precedent to Contract. Contracting Authority will not enter into a contract until this condition is met. A template for the Parent Company Guarantee is attached herewith for reference.****Max word limit: 250**  | **Pass/Fail** |
| **Response C.2** |  |  |
| **Question C.3** | **Please give the name, title and relevant qualifications of the person in the Organisation with responsibility for financial matters.****Max word limit: 250** | **Pass/Fail** |
| **Response C.3** |  |  |
| **Question C.4** | **Account Information****The bidder must provide details of its accounts history as per the attached sheet. This must be based on your audited accounts where available (draft accounts are acceptable where audited accounts are not available). In addition if the Tendering Organisation is a subsidiary of a group, the information requested is required for both the subsidiary and the ultimate parent.****In addition please attach the audited accounts for the last two (2) financial years. This must include at a minimum the Balance sheet • Profit and Loss Account/Cost of sales • Full notes to accounts • Directors/Auditors report (where applicable****If you do not have audited or unaudited accounts please supply; i) A statement as to why these are not available, ii) Projected values for the latest financial year, as requested in the attached template (Please insert values into the attached template), iii) Any other relevant information pertaining to the financial viability of the applicant, which may include but is not limited to: a) Accountant’s Reference, b) Management Accounts and c) detail and evidence of current contracts, including contract values****Depending on your response, we may need to request additional information from you or in fact meet with you directly to gain further clarification’****Duly completed template, requested audited accounts and any other information requested in the question must be attached in response to this question****Max word limit: 250** | **Pass/Fail** |
| **Response C.4** |  |  |
| **Question C.5** | **If the accounts that you are submitting are for a period which ended more than ten months ago, please confirm that the applicant as described therein is still trading and provide details of actual financial performance and position since the last set of published accounts. These details are expected to be the same as is required in question 4 i.e. Turnover; Net profit; Net Assets etc. (as per the attached template).****Max word limit: 250** | **Pass/Fail** |
| **Response C.5** |  |  |
| **Question C.6** | **Please provide details on any outstanding claims or litigation, or potential litigation of which the person submitting the bid may be or should be aware. ( This is for situations not covered by insurance) The bidder must provide details of type of claim, estimated monetary value and probability of claims being paid.****Max word limit: 250** | **Pass/Fail** |
| **Response C.6** |  |  |
| **SECTION D** | **ELIGIBILITY STATEMENT: This is a statement relating to good standing — grounds for obligatory exclusion (in eligibility) and criteria for rejection of tenderers in accordance with regulation 57 of the Regulations. This statement must be completed by all Tenderers.** |  |
| **Question D.1** | **Please state whether the Bidder, a Consortium Member or Material Sub-Contractor, or any directors or any other person who has powers of representation, decision or control of the named organisations, has been convicted of any offence referred to under the grounds for mandatory or discretionary rejection. Grounds for mandatory and discretionary rejection can be found in the attached Annex D.1 – Eligibility Statement. Bidders must submit a duly completed eligibility statement and attach it as part of their response to this question****Max word limit: 250** | **Pass/Fail** |
| **Response D.1** | **Please tick which option applies ( 1 or 2)** 1. **We confirm that none of the grounds of exclusion apply:**
2. **We confirm that one or more of the grounds of exclusion apply:**

**If you have ticked “2” please state which grounds:**  |  |
| **Question D.2** | **Please confirm that your organisation has at least two years’ experience in providing support services for stroke survivors.**  | **Pass/Fail** |
| **Response D.2** | **Please tick which option applies ( 1 or 2)** 1. **We confirm that the organisation has 2 or more years’ experience:**
2. **We confirm that does not have more than two years’ experience:**
 |  |
| **SECTION D** | **HEALTH & SAFETY****All employers have a duty of care imposed on them to protect their employees. The Health and Safety at Work Act 1974 covers all work places and states that an employer must do everything reasonable practicable to provide a safe and healthy workplace. Additionally, any business employing five or more people has, by law, to have in place Health and Safety Policy statement, which as minimum should contain:****a) A General Policy Statement – a short statement outlining the organisation’s commitment to Health and Safety, signed and dated by the senior organisation official (for example, the Managing Director);** **b) Details of how the organisation addresses health and safety with lines of communication between managers and staff; and any specific duties/responsibilities for health and safety assigned within the organisation;** **c) Details of systems and procedures in place for monitoring, managing and ensuring employees’ health and safety at work. This section, must be completed by the Potential Bidder in respect of the Potential Bidder and Clinical Services Supplier(s) (if clinical services are not directly supplied by the Potential Bidder).** |  |
| **Question D.3** | **Potential Bidders should enclose copies of their written statement as required by section 2(3), of the Health and Safety at Work Act 1974 and regulation 4 of the Management of Health and Safety at Work Regulations 1992, as a minimum requirement this must include information on:** 1. **Policy on the organisations commitment to Health and Safety;**
2. **Formal health and safety communication between management and staff (including any specific duties and responsibilities);**
3. **Systems and procedures in place to ensure employee health and safety at work; and vi) The name and status if the person responsible for the implementation of the organisation’s Health and Safety policy. Where a Potential Bidder does not yet have Health and Safety policies in place, they should describe the arrangements that they propose to have in place, consistent with the regulations mentioned in Section F above and Question F.1. Please provide your response as an attachment to your response to this question and label it as Annex F1.**
 | **Pass/Fail** |
| **Response D.3** | **Please attach requested documents** |  |
| **Question D.3** | **Health and Safety: Please disclose details of any significant health and safety incidents relating to the Bidder, any Consortium Members or Material Sub-Contractors over the past 5 calendar years. Such incidents shall include, but are not necessarily limited to, any convictions under health and safety laws, pending prosecutions under health and safety laws, major incidents, prohibition notices received, improvement notices received, warning letters received or comparable events in any jurisdiction.** **Where you have been issued with any of the above, please provide details of any actions taken by the organisation as a result of such incidents to prevent them from happening again.****Max word limit: 250** | **Pass/Fail** |
| **Response D.4** |  |  |
| **Question D.4** | **Potential** **Bidders should enclose copies of their written statement as required by section 2(3), of the Health and Safety at Work Act 1974 and regulation 4 of the Management of Health and Safety at Work Regulations 1992, as a minimum requirement this must** **include information on:** 1. **Policy on the organisations commitment to Health and Safety;**
2. **Formal health and safety communication between management and staff (including any specific duties and responsibilities);**
3. **Systems and procedures in place to ensure employee health and safety at work; and**
4. **The name and status if the person responsible for the implementation of the organisation’s Health and Safety policy. Where a Potential Bidder does not yet have Health and Safety policies in place, they should describe the arrangements that they propose to have in place, consistent with the regulations mentioned in Section F above and Question F.1. Please provide your response as an attachment to your response to this question and label it as Annex F1.**

**Max word limit: 250** | **Pass/Fail** |
| **Response D.4** |  |  |
| **Question D.5** | **Health and Safety: Please disclose details of any significant health and safety incidents relating to the Bidder, any Consortium Members or Material Sub-Contractors over the past 5 calendar years. Such incidents shall include, but are not necessarily limited to, any convictions under health and safety laws, pending prosecutions under health and safety laws, major incidents, prohibition notices received, improvement notices received, warning letters received or comparable events in any jurisdiction. Where you have been issued with any of the above, please provide details of any actions taken by the organisation as a result of such incidents to prevent them from happening again.****Max word limit: 250** | **Pass/Fail** |
| **Response D.5** |  |  |
| **SECTION E** | **TECHNICAL AND PROFESSIONAL CAPABILITY - This section must be completed by Bidders to demonstrate that they have the necessary technical capabilities, expertise and experience sufficient to undertake a contract for the requirements.** |  |
| **Question E.1** | **Claims, proceedings or judgments relevant to the requirements: Please provide full details of any current or recent (within the last 2 years) claims, proceedings or judgments against the Bidder, (or any Consortium Members or Material Sub-Contractors) relating to the provision of the same or similar services to the Requirements. Where the claims and/or proceedings are no longer active, please provide details of how the matter was resolved and any actions taken after the event. Please provide documentary evidence where possible.****Max word limit: 250** | **Pass/Fail** |
| **Response E.1** |  |  |
| **Question E.2** | **Termination or non-renewal of Bidder’s contracts: Please provide full details of any contracts between the Bidder (or any Consortium Members or Material Sub-Contractors) and a customer which have been terminated or not renewed by the customer in the last 24 months due to the Bidder’s (or any Consortium Member’s or Material Sub-Contractor’s) failure to perform the terms of that contract. Please provide details of any actions taken as a result of such terminations or non-renewal to prevent a similar occurrence from happening again on another contract.****Max word limit: 250** | **Pass/Fail** |
| **Response E.2** |  |  |
| **Question E.3** | **Information Governance: Please provide details of any breaches of information governance (relating to data protection and information security) or information governance serious untoward incidents (being incidents involving the actual or potential loss of personal information that could lead to identity fraud or have other significant impact on individuals) relating to the Candidate, any Consortium Member or Material Sub-Contractor in the last 5 years. If any breaches have occurred please provide details of any remedial actions taken as a result and any action taken to prevent any future similar incidents arising.****Max word limit: 250** | **Pass/Fail** |
| **Response E.3** |  |  |
| **Question E.4** | **Policies and Procedures****Please upload the following policies and procedures for your organisation:*** **Equality Policy**
* **Safeguarding (both Children’s and Adults)**
* **Health and Safety**
* **Data Protection**

**You should also confirm if the Consortium Members and/or Material Sub-Contractors have the same or similar policies and/or whether your policy is imposed upon them. Please also disclose if the employees are in receipt of any equal opportunities training (e.g. relevant induction training). Please disclose any findings of unlawful discrimination against the bidder, any Consortium Member or a Material Sub-Contractor by an employment tribunal or comparable court in any other jurisdiction in the past 3 calendar years and to date. If any findings have been made, please provide details of any actions taken as a result of that finding.****Attachments permitted + Max word limit: 250** | **Pass/Fail** |
| **Response E.4**  | **Please upload documents as requested. If your organisation does not have one or more of this policies please use the text box below to explain why?** |  |
| **Question E.5** | **Please detail your expertise and experience in:*** **working with adults and children who meet the criteria for Transforming Care i.e. who have a learning disability and/or autism, and display behaviour that challenges, including those with a mental health condition**
* **working with health and social care teams across NCL Local Authorities,** **including appropriate information governance arrangements between health and social care settings**
* **embedding Positive Behaviour Support approaches to support individuals across NCL), and providing support and advice to families, carers and providers to develop effective Positive Behaviour Support plans.**
* **Your response should include:**
1. **The expertise of your organisation (or material sub-contractor(s) if applicable) of working with the service user group and their families, and service providers – both statutory and non-statutory**
2. **Your experience of collaboration as well as developing and fostering positive working relationships and partnership with other agencies statutory and non-statutory**
3. **Details of PBS training completed by staff, including the BILD Positive Behaviour Coaches Programme**

**Max word limit: 850.**  | **15% weight** |
| **Response E.5** |  |  |
| **Question E.6** | **Please describe your proposals to deliver the project in order to achieve the required outcomes set out in the Service Specification (Appendix A).****In your response provide details of:*** **The resources you expect to use including the number of staff and/or volunteers (if any) you expect to use for providing the service (including any to be recruited),**
* **Your expertise and experience in relation to this specification;**
* **Structure chart showing staffing and management arrangement for the proposed services including roles and responsibilities. This should reflect the wider organisational support that is available from the leadership and/or headquarters of your organisation**
* **How you will involve the individual, families and providers in developing and delivering the project**

**Max word limit: 1500**  | **25% weight** |
| **Response E.6** |  |  |
| **Question E.7** | **Outline your arrangements to ensure that the contract and service is fully operational by 1st February 2018, setting out your key considerations and plans. It is accepted that all required staff may not have been fully recruited by this date.****In your response, please provide:** * **A detailed implementation plan (as an attachment) for the full 12-month period of the pilot, which reflect the milestones set out in the project specification.**
* **Challenges and risks that you foresee with the implementation and running of the project and how you will overcome them.**

**Max word limit: 500 + attachment** | **20% weight** |
| **Response E.7** |  |  |
| **SECTION F** | **SECTION F - BIDDER'S DECLARATION**  | **Pass/Fail** |
| **Question F.1** | **Bidders are requested to read and sign the declaration attached. Once completed the signed declaration must be uploaded as an attachment in response to Question S1****Bidder's Declaration must be completed by an authorised signatory, in his/her own name, on behalf of the Bidder. Once completed the signed declaration must be attached in response to this question.** | **Pass/Fail** |
| **Response F1** |  |  |
| **Section G** | **Section G - INTERVIEW** |  |
|  | **The interview will provide Islington CCG with the opportunity to further discuss your proposals to deliver the project, including the implementation plan in order to be assured that this is achievable.** | **10% weight** |

**Annex A**

**Specification / Project Brief**

**For**

**Transforming Care Project Behaviour Support Development Project (North Central London)**

**SCHEDULE 2 – THE SERVICES**

Transforming Care Positive Behaviour Support Development Project (North Central London)

1. **Background**

The Transforming Care Programme (TCP) runs from 1 April 2016 to 31 March 2019, and supports adults and children with learning disabilities and/or autism, who display behaviour that challenges, including those with a mental health condition.

The aim of the Programme is to reduce the number of people with learning disabilities and/or autism in hospitals by half by March 2019, and to develop local provision so that people can be effectively supported in the community.

Positive Behaviour Support (PBS) is an effective and ethical way of supporting people with learning disabilities who are at risk of behaviour that challenges, and consists of a framework for developing an understanding of this behaviour.

PBS considers the social, physical and individual context in which the behaviour occurs, and uses this to inform the development of interventions. The overall goal is to improve the person’s quality of life and of those around them, reducing the likelihood of challenging behaviour occurring.

Families, carers, professionals, providers and commissioners all play a role in supporting delivery of PBS.

1. **The Project**

Islington CCG is seeking a provider to develop and deliver a 12-month project to support the development of Positive Behaviour Support across North Central London to improve outcomes for people with behaviours that challenge.

Positive Behaviour Support (PBS) is a human rights and person-centred based approach, which aims to promote quality of life, enhance community presence and increase skills. PBS is recognised as best practice when supporting individuals with behaviours that challenge.

The North Central London Transforming Care Partnership (NCL TCP) has received funding from NHS England to develop the local PBS offer; this has been match funded by the 5 NCL CCGs (Barnet, Enfield, Haringey, Camden and Islington).

1. **Project Length and Funding**

The total fund available is £160,000 for one year. It is anticipated that the project will start 1st February 2018, and end 31st January 2019.

There are no plans to continue this project beyond the 12-month period and no further funding will be provided, therefore, bidders must ensure that any delivery plans do not exceed this time period.

1. **Outcomes**

The project will deliver the following outcomes:

* Develop PBS skills, knowledge and practice across NCL (Community teams, Providers and Families)
* Develop an outcomes-based evaluation framework to support the future commissioning of support providers
* Establish a Provider Forum to support the sharing of best practice and continuous development of PBS skills
1. **Outputs**

The project will deliver the following outputs:

* There will be a TCP PBS policy agreed across NCL
* A survey of current provision and good practice in PBS across NCL (matched against Competency Framework) will be completed
* A PBS forum will be implemented, which is self-sustaining and drives improvement across NCL
* All providers will be offered, as a minimum, introductory training regarding PBS, with others trained at a higher level to support change in team/organisational approach to PBS
* There will be completed and evaluated interventions for families
* A PBS evaluation framework will be developed to support measurement of outcomes following PBS interventions, with a view to embedding within future commissioning and contract monitoring practice

It is expected that the project will be co-designed with service users, their families, carers and providers. Bidders will need to demonstrate how co-design will be built into the delivery of the project.

1. **Provider Requirements**

Expressions of interest will be considered from statutory providers who:

* Have extensive experience and expertise working with adults and children who meet the criteria for Transforming Care i.e. who have a learning disability and/or autism, and display behaviour that challenges, including those with a mental health condition.
* Can demonstrate established working arrangements with adult and children’s health and social care teams (supporting people with learning disabilities) across NCL local authorities, including appropriate information governance arrangements between health and social care settings.
* Have access to clinically trained staff who have completed the BILD Positive Behaviour Coaches Programme, and have extensive experience of embedding Positive Behaviour Support approaches to support individuals across NCL, and providing support and advice to families, carers and providers to develop effective Positive Behaviour Support plans.
1. **Key Milestones**

The project milestones are set out below. Bidders will be expected to reflect these milestones in their implementation plan submitted as part of the tender.

|  |  |
| --- | --- |
| Activity | Deadline |
| Tender process | Dec 2017 |
| Contract Award | Jan 2018 |
| Project start | Feb 2018 |
| Project delivery – stage 1 including:* Completing recruitment of any additional staff
* Development of NCL PBS policy
* Mapping of current PBS provision across NCL, inc. support for families and carers and analysis of good practice and gaps
* Planning for establishment of PBS forum
* Scoping of evaluation framework
* Scoping of support offer for families and carers
 | May 2018 |
| Project delivery – stage 2 including:* Establishment of PBS forum
* Delivery of NCL-wide training to identified providers (statutory and non-statutory)
* Delivery of co-designed support offer for families and careers
* Completion of PBS evaluation framework inc consultation with relevant stakeholders
 | Nov 2018 |
| Project delivery – stage 3 including:* Evaluation of project and outcomes achieved
* Recommendations to embed learning and ensure continuous improvement
 | Jan 2019 |

1. **Staffing**

It is expected that the project will be led by an experienced Clinical Psychologist, with additional psychologists supporting day-to-day delivery. Clinical Psychologists have core skills in assessment, formulation, intervention and evaluation, and these skills are all required to implement PBS. In addition, psychologists are trained to share psychological knowledge and practice (eg through training, supervision and reflective practice), to use research skills (eg surveys, audits) and to engage in service development (eg pilot projects, setting up new systems).

Bidders will be expected to show how the funding will be used to secure appropriate levels of staffing to deliver the project to a high standard.

Where appropriate, secondments should be considered due to the fixed time scales for this project. All recruitment costs are expected to be met within the funding for this project. Islington CCG will not hold any liability for redundancy costs that may arise from this project.

1. **Governance and Reporting**

This project forms part of the NCL Transforming Care Programme. The lead organisation for the Programme is Islington CCG. The assigned project lead for the PBS Development Project will report directly to the NCL Transforming Care Programme Manager with regards to project delivery. Clinical line management arrangements will be the responsibility of the bidding organisation.

The project lead will be required to attend the NCL Transforming Care Board from time to time, and will also be required to provide timely updates on progress (including financial reporting) and respond to additional requests for information as required.

**Annex B**

**NHS Terms and Conditions for Supply of Services**

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**Annex C**

**Financial Submissions**

***Financial Envelope - The financial envelope available for this work is within the range of £160,000***

Bidders must provide a detailed breakdown of the annual cost here (please note that there should be no heading entitled miscellaneous) and which should include the following:

| DESCRIPTION | COST Year 1  |
| --- | --- |
| STAFF COSTS |  |
| Indirect Management Costs |  |
| Direct Management Costs |  |
| Staffing |  |
| Other (Please Specify) |  |
| Total Staff Costs |  |
| NON STAFF COSTS |  |
| Equipment & Materials ~ please specify |  |  |
|  |  |
|  |  |
| Training |  |
| Project Set up costs  |  |
| Administration costs including consumables ~ please specify.(For example: general administration costs financial administration, office costs ) |  |  |
|  |  |
|  |  |
| Any other overheads ~ please specify. (For example – premises costs) |  |  |
|  |  |
|  |  |
| TOTAL NON-STAFF COSTS |  |
| TOTAL FOR ALL COSTS |  |

All costs must be inclusive of travel and related expenses to the Base location. An estimate of the overall costs for expenses must be submitted to enable comparison of bids on an equal basis.

All prices exclude VAT.

Any recruitment-related costs in addition to the above must be met by the bidder. Redundancy risks must be assessed accordingly by the bidder; Islington CCG does not accept any liability for redundancy costs that may arise for staff as a result of this project.

**The lowest price (within affordability limits) will be awarded the maximum score for price with other bidders awarded score in proportion to the lowest priced using the following formula:**

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| Score = Lowest Tender Price     x    30] (maximum score/mark available ) |
|                                                        Other/Higher Tender Price  |

 |

## Expenses

## Any expenses claimed will be:

* Reasonably and necessarily incurred as a result of carrying out the contracted services, with due regard to economy
* Be detailed separately on the invoice and accompanied by the relevant receipts
* Have been agreed in advance with the CCG
* Travelling time to the CCG(s) premises is non-chargeable.

### Reimbursement of expenses will be at cost and should be in line with the [NHS Agenda for Change standard Rates identified below or at travel and subsistence rates identified by the Provider by the CCG]

* Actual rail travel costs based on standard class travel

**ANNEX D**

**Declaration of conflict** **of interests**

**(Bidders/Contractors)**

**Transforming Care Project Behaviour Support Development Project (North Central London)**

**NHS Islington Clinical Commissioning Group** **Bidders/potential contractors/service providers declaration form: financial and other interests**

This form is required to be completed in accordance with the CCG’s Constitution, and s140 of the NHS Act 2006 (as amended by the Health and Social Care Act 2012) and the NHS (Procurement, Patient Choice and Competition) (No2) Regulations 2013 and related guidance

**Notes:**

* All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organisation) are required to identify any potential conflicts of interest that could arise if the Relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with, the CCG, or with NHS England in circumstances where the CCG is jointly commissioning the service with, or acting under a delegation from, NHS England. If any assistance is required in order to complete this form, then the Relevant Organisation should contact [*specify*].
* The completed form should be sent to [*specify*].
* Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the Relevant Organisation and the CCG must notified to the CCG by completing a new declaration form and submitting it to [*specify*].
* Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that the CCG, NHS England and also a member of the public would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of the CCG or NHS England (including the award of a contract) might arise.
* If in doubt as to whether a conflict of interests could arise, a declaration of the interest should be made.

Interests that must be declared (whether such interests are those of the Relevant Person themselves or of a family member, close friend or other acquaintance of the Relevant Person), include the following:

* the Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation (Relevant Person) has provided or is providing services or other work for the CCG or NHS England;
* a Relevant Organisation or Relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
* the Relevant Organisation or any Relevant Person has any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions.

**Declarations:**

|  |  |
| --- | --- |
| Name of Relevant Organisation: |  |
| Interests |
| **Type of Interest** | **Details** |
| Provision of services or other work for the CCG or NHS England |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |
| Any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions |  |

|  |  |
| --- | --- |
| **Name of Relevant****Person** | [*complete for all Relevant Persons*] |
| **Interests** |
| **Type of Interest** | **Details** | **Personal interest or that of a family member, close friend or other acquaintance?** |
| Provision of services or other work for the CCG or NHS England |  |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |  |
| Any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions |  |  |

**Form Completion**

|  |
| --- |
| **I declare that to the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be included in the tender evaluation process, and that giving false information may result in my organisation being disqualified from the process, at this or whatever stage it becomes known to the Commissioners.** |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Bidder:** |  |
| **Date:** |  |