**Request for Information**

**Social Prescribing service**

For Midlands and Lancashire Commissioning Support Unit

On behalf of West Lancashire Clinical Commissioning Group

Reference – L-17-12

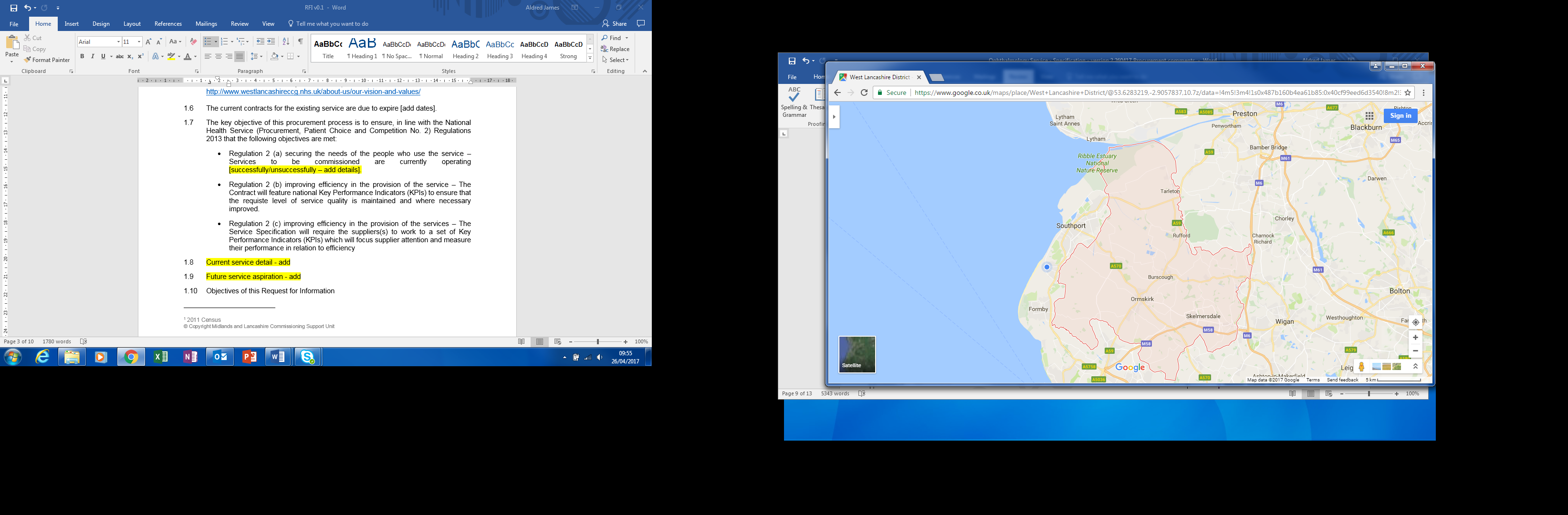
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# **Section 1 – Commissioner requirements**

* 1. NHS West Lancashire Clinical Commissioning Group (CCG) commissions local health services for a diverse population of c. 110,685[[1]](#footnote-1) residents across Ormskirk, Skelmersdale, Burscough, Rufford, Tarleton and surrounding areas as indicated below. They receive a budget from the Department of Health to plan and pay for most local NHS services.



1.2 They commission planned hospital care, rehabilitative care, emergency and urgent care, most community health services, mental health and learning disability services. They do not manage local hospitals (which are independent trusts), however they do procure services from local hospitals.

1.3 They aim to buy high quality, safe and effective health services that meet the needs of residents. To do this they use expertise, evidence of good practice and the experience of patients who use the services they procurement.

1.4 Clinical Commissioning Groups have taken on delegated responsibility for the commissioning of services.

1.5 Details of the CCG’s scope of service, vision and values can be found at <http://www.westlancashireccg.nhs.uk/about-us/our-vision-and-values/>

1.6 There are no current providers contracted to the CCG to deliver these services.

1.7 The key objective of this procurement process is to ensure, in line with the National Health Service (Procurement, Patient Choice and Competition No. 2) Regulations 2013 that the following objectives are met:

* Regulation 2 (a) securing the needs of the people who use the service.
* Regulation 2 (b) improving efficiency in the provision of the service – The Contract will feature national quality standards to ensure that the requiste level of service quality is maintained and where necessary improved.
* Regulation 2 (c) improving efficiency in the provision of the services – The Service Specification will require the suppliers(s) to work to a set of quality standards which will focus supplier attention and measure their performance in relation to efficiency

1.8 The CCG wishes to create a new service to:

* Support a holistic approach to health & wellbeing based upon an asset-based approach to wellbeing.
* Build upon the principles of co-production, personalisation, choice and control
* Provide Patient centred service which is simple to access.
* Integrate from a patient’s perspective with other service providers, delivering seamless wrap around range of services that minimise the impact of social and lifestyle issues that impact on health.

1.10 The budget available for this commission is anticipated to be in the region of £70,000 for the Contract duration.

1.11 The CCG is open to discussions with potential Suppliers regarding the Contract duration.

# **Section 2 – Procurement process**

# **1.0. Contact details**

1.1All communication for this RFI should be directed to James Aldred, Senior Procurement Office, Midlands and Lancashire Commissioning Support Unit (MLCSU), email [MLCSU.tenders@nhs.net](mailto:MLCSU.tenders@nhs.net) telephone 07701 293729.

1.2 Following the completion of the RFI process the intention is to proceed to a formal tender with interested Potential Suppliers. The tender process will be conducted using the MLCSU e-sourcing portal – full details of how to access the tender will be provided to interested Potential Suppliers.

# **2.0 Timescales**

2.1 The outline timescales for the Request for Information and Tender are as follows, please the tender dates are currently provisional.

|  |  |
| --- | --- |
| Date of posting of Contract advert to Contracts Finder | 5th July 2017 |
| Potential dates for Suppliers to meet the evaluation team | 24th July 2017 |
| Date to formally submit RFI feedback | 28th July 2017  09:00am |
| Proposed Invitation to Tender period commencement date | 31st July 2017 |
| Target Contract award date | September 2017 |
| Target service commencement date | TBC |

**3.0 Expressing interest in the Tender opportunity**

3.1 To express interest in the tender opportunity please contact James Aldred, email [MLCSU.tenders@nhs.net](mailto:MLCSU.tenders@nhs.net) providing the details of your Supplier name, address, telephone and email contact details.

3.2 In the event that the MLCSU proceed to Invitation to Tender stage all suppliers who expressed interest in the tender will be invited into the procurement process which will be conducted through MLCSU’s e-sourcing portal Bravo <https://mlcsu.bravosolution.co.uk>

**4.0 Supplier engagement**

4.1 As part of the RFI process we encourage suppliers to engage with the CCG and MLCSU to provide face to face feedback on the proposed approach.

4.2 Potential Suppliers will be offered a one hour meeting with project team members, the purpose of this meeting will be to provide verbal feedback on the questions detailed in Section 3 and to ask questions about the commissioner’s aspirations for the service.

4.3 Potential suppliers are encouraged to contact James Aldred, email [MLCSU.tenders@nhs.net](mailto:MLCSU.tenders@nhs.net) providing the details of your Supplier name, address, telephone and email contact details and your first and second choice preferred time(s) for the meeting.

4.4 The available timeslots are as followed and will be offered on a first come first served basis. Suppliers are invited to bring up to 3 representatives who should be named when requesting meeting time slots.

|  |  |
| --- | --- |
| **Date** | **Time slots available** |
| 24th July 2017 | 9.00am – 10.00am  10.15am – 11.15am  11.30am – 12.30pm  1.30pm – 2.30pm  2.45pm – 3.45pm  4.00pm – 5.00pm |

4.5 All meetings will take place at West Lancashire CCG, Hilldale, Wigan Road, Ormskirk, L39 2JW, provision for chargeable parking is available within the campus. Directions to the CCG offices are detailed in the embedded document below.



4.6 The proposed agenda for the meeting will be

* + Introductions (5 minutes)
  + CCG overview of the future service (15 minutes)
  + Supplier feedback on Service Specification / opportunities for innovation (25 minutes)
  + Supplier feedback on the Contract duration (5 minutes)
  + Supplier questions (10 minutes)

4.7 On arrival Suppliers shall report to Hilldale reception and ask for James Aldred

4.8 It is not a mandatory requirement for potential Suppliers to meet with the project team.

**5.0 RFI response**

5.1 All potential suppliers are encouraged to read the questions in Appendix ‘B’ and to provide written feedback as directed to MLCSU.

5.2 Feedback should be submitted by email to [MLCSU.tenders@nhs.net](mailto:MLCSU.tenders@nhs.net) in alignment with the timescales shown in section 2.1.

5.3 It is not a mandatory requirement for interested Suppliers to submit a response to the RFI with the project team in order to participate in any subsequent tender.

**Section 3 - Appendices**

The following appendices are available to Potential Suppliers.

[Appendix A - Draft Service Specification](#Appendix_A_Spec)

[Appendix B – RFI response questions](#_Appendix_C_–_1)

# **Appendix A – Draft Service Specification**

# 

# **Appendix B – RFI questions**

**1.0 RFI questions**

1.1 Suppliers are requested to provide a response to the attached questions.

**2.0 Contact details**

2.1 The Supplier shall complete the attached contact details

Feedback may include but not be limited to:

|  |  |
| --- | --- |
| Supplier name |  |
| Supplier address |  |
| Supplier contact |  |
| Contact email address |  |
| Contact telephone number |  |

**3.0 Specification**

3.1 The draft Service Specification for this requirement is included in Appendix A. Please can you review the Service Specification and provide feedback.

Feedback may include but not be limited to:

* + Clarity of the Service Specification
  + Areas where additional information are required
  + Quality of the information provided
  + Track changes suggestions of enhancements to the Service Specification
  + Opportunities for innovation

|  |
| --- |
| **Supplier response** |
|  |

**4.0 Contract duration**

4.1 Please describe your thoughts on the resource plan for the project and how long the pilot could be run within the affordability envelope

Feedback may include but not be limited to:

* + Level / skill sets of resource proposed
  + Any overhead costs which could be borne by the CCG to ensure the focus us on service delivery

|  |
| --- |
| **Supplier response** |
|  |

1. 2011 Census [↑](#footnote-ref-1)