



**Sussex Partnership NHS Foundation Trust
On behalf of
Health Education England**

**Improving Access to Psychological Therapies
(IAPT) Programme**

**Training Courses for
Dynamic Interpersonal Therapy
for Depression**

Memorandum of Information

Tender Submission Deadline :

12:00 noon on 25 September 2018

Table of Contents

Contents

1	Executive summary	3
1.1	Context and purpose	3
1.2	Procurement Summary	4
1.3	Deadline for Bid submission	5
1.4	Overall timetable	6
1.5	Documentation	7
1.6	Publication of Procurement Documentation	8
1.7	Communication between Commissioner and Bidder	8
2	Instructions for completing the Bid	9
2.1	Accessing the Bravo System Please refer to Annex B.	9
2.2	Overview	9
2.3	Commissioner treatment of response	9
2.4	Bidder changes	9
3	Bid evaluation	11
3.1	Evaluation principles	11
3.2	Evaluation criteria	11
4	Concluding the Contract	12
4.1	Recommendation of Bidders	12
4.2	Payment mechanism	12
4.3	Service commencement	12
	Question Summary Table	13
	Document Summary Table	14

1 Executive summary

1.1 Context and purpose

This Memorandum of Information is issued by NHS Commercial Solutions on behalf of Sussex Partnership NHS Foundation Trust working on behalf of Health Education England (the Commissioner) and defines the procurement process (the Procurement) of a Dynamic Interpersonal Therapy for Depression Teaching Training Intervention across England.

The Commissioners are supported and advised in the Procurement by its procurement partner NHS Commercial Solutions (NHSCS) which is managing this procurement.

Commissioners are required to run a process in line with their responsibilities under the Regulations. This procurement is governed by the Public Contracts Regulations 2015 (PCR 2015) and the Procurement Patient Choice and Competition Regulations 2013 (PPCCR 2013). The procurement falls within Section 7 of the PCR 2015 (the “light touch regime” or LTR). While the Commissioner has elected for this Procurement to use an approach and terminology which is similar to aspects of PCR 2015, this should not be taken as an acceptance by the Commissioner that any part of the PCR 2015 (other than those provisions specifically applicable to the LTR) apply to this procurement.

The Awarding Authority intends that the Tender process will follow a procedure similar to the Open procedure (as set out in the PCR 2015) but for the avoidance of doubt the Awarding Authority is not (and is not obliged to) running the process strictly in accordance with that procedure and so reserves the right to adapt the procedure as it sees fit (subject to general Treaty principles). Neither the inclusion of a selections stage nor the use of the term “Selection Questionnaire” nor any other indication shall be taken to mean that the Awarding Authority intends to hold itself bound by anything other than the provisions of Section 7 of the PCR 2015.

The Commissioners will follow the principles of transparency, fairness and non-discrimination in conducting this procurement.

The project will deliver the following:

Dynamic Interpersonal Therapy Training – Revised Curriculum

To deliver the approved revised national curriculum (20 days face-to-face) for DIT Training, including selection, teaching, supervision and assessment of competence (but not including provision of practice placements).

Please refer to Annex A – Service Specification for full details of the required services.

Supervision may be provided remotely via Skype or similar.

To be delivered in 2 - 4 cohorts of 14 - 28 trainees at accessible locations providing 14 training places to provider services covering each of the following HEE areas :

- Lot 1. North (Yorkshire and Humber, North East, North West) - 14 places
- Lot 2. London– 14 places
- Lot 3. South (Kent, Surrey and Sussex, South West, Thames Valley and Wessex) – 14 places
- Lot 4. Midlands and East (East Midlands, West Midlands and East of England) – 14 places
- Lot 5. North (Yorkshire and Humber, North East, North West) - 14 places
Midlands and East (East Midlands, West Midlands and East of England) – 14 places
28 places in total – maximum 2 locations
- Lot 6. South (Kent, Surrey and Sussex, South West, Thames Valley and Wessex) – 14 places
London– 14 places
28 places in total – maximum 2 locations

Bidders may choose to bid for individual Lots or combinations of Lots.

See Annex E - Financial Information and Financial Proposal Evaluation Methodology for full information on the Lot / Course Options.

Partnership arrangements are encouraged between training providers to ensure accessible delivery across England, and bidders can bid for more than one lot.

Maximum price £5,000 per trainee

Course Delivery **must** start before 28 March 2019 and be completed by end March 2020. If the successful bidders can commence and complete delivery earlier this is encouraged.

1.2 Procurement Summary

The Bid process operates in three steps:

1. Bidders access the tender documentation via the Bravo e – tendering system, complete their responses to the Question templates as their Bid and upload the completed responses into the Bravo system (See section 2 below for Instructions for completing the Bid and Annexes B – D and G for assistance in completing the tender question responses required.

Bidders must :

**1. Complete the Qualification / Selection Questionnaire response templates
(7 questions and a Declaration)**

**2. Complete Technical Question 1 stating which for Lot(s) the Bidder is
submitting proposals proposed
(1 response only)**

**3. Complete the Technical response templates for the Lots / Curriculum
they wish to offer. One response for all Lots. (4 questions)**

**4. Complete a Financial proposal for each Lot bid for on the templates
provided.
The response to QF2 should cover all Lots bid for. (Financial Proposal per
Lot and 1 question)**

Bidder Clarification Questions should be raised only through the Bravo
messaging system using the template provided – see Annex D for full
instructions

2. The Commissioner will evaluate the Bids and select those bidders who
have met all the relevant criteria for the provision of the service and who
have achieved the highest number of marks per Lot. (See Annexes E and F for
full detail on the Tender and Evaluation Methodologies)

3. The Commissioner and each selected Bidder conclude a contract (See
section 4 below “Concluding the Contract”.

While aiming for proportionality, the Commissioner has set out a comprehensive and
detailed definition of the procurement process to ensure clarity and full
transparency. The following sections therefore set out:

- a) The details of each step
- b) Details of the procurement process
- c) Details of governance and administration for the procurement (See
Section

1.3 Deadline for Bid submission

The deadline for Bidders to submit their Bid is:

12:00 noon on 25 September 2018

The Commissioner may not consider any Bid which does not meet the deadline.

1.4 Overall timetable

The outline timetable for the procurement process is below. The details will be agreed with the successful Provider(s), and will form part of the contract.

Procurement Process Indicative Timeline	Indicative Date
Issue Tender	18/07/2018
Bidder Clarification Question period ends	14/09/2018
Close Tender	25/09/2018
Evaluation of Bids Starts	26/09/2018
Bidder presentations (optional - if required)	W / C 8 October 2018 - TBC
Advise bidders of outcome	25/10/2018
10 day Standstill Period Completed.	05/11/2018
Contractual meetings and Contract Finalisation	23/11/2018
Contract Signature	28/11/2018
Maximum Provider Mobilisation Period (can start Course Delivery earlier if feasible)	28/03/2019
Course deliveries started (latest) (can start Course Delivery earlier if feasible)	29/03/2019
Course deliveries completed (latest) (can complete Course Delivery earlier if feasible)	29/03/2020

1.5 Documentation

The Procurement documents comprise the following:

Document	Description
Process and guidance	Memorandum of Information (this document)
Service Specifications	Annex A Specification for Training Courses for Dynamic Interpersonal Therapy for Depression
Contract	NHS Standard Contract 2018 / 2019 Available through this link : https://www.england.nhs.uk/nhs-standard-contract/2017-19-update-may/
Bravo and Question Response Template Completion Instructions	Annex B
General Terms and Conditions related to the Procurement	Annex C
Bidder Clarification Question Methodology	Annex D
Tender Evaluation methodology	Annex E
Financial Evaluation Methodology	Annex F
Selection (Qualification) Questionnaire, Technical and Financial Response Question Lists	Annex G

All Annexes referenced above are available in the Attachments Section of Bravo project 2889, ITT_2904.

1.6 Publication of Procurement Documentation

The Procurement has been advertised in the Contracts Finder website to comply with public procurement and NHS requirements. The Commissioner has also sent Procurement documents to selected potential bidders.

1.7 Communication between Commissioner and Bidder

The Communication Channel for the exchange of information between the Commissioner and the Bidder will be **via the Bravo messaging system only**. See Annex D.

A template is provided for any Clarification Questions bidders may have.

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2 Instructions for completing the Bid

2.1 Accessing the Bravo System

Please refer to Annex B.

2.2 Overview

Bidders are advised to carry out the following steps when compiling their Bids:

- carefully read this document and all supporting documents
- compile the required responses by answering all questions and providing information as stated in the Question Templates.
- submit the Bid through the Bravo system

Bidders must provide a response to all questions. If a Bidder believes that a question is not applicable then it should indicate this by writing “N/A” OR “Not Applicable” and provide a reason as to why they believe it does not apply. Failure to do so may result in a non-compliant response and lead to disqualification.

Where a word limit is stated in the Bidder response box, the response of Bidders must not exceed the stated word limit. **Words over the permitted word count will not be evaluated.**

Bidders should provide in their response sufficient evidence and examples to give the Commissioner assurance of their capabilities, their capacity and their solution as appropriate. Bidders should relate their response directly to the Service, and should avoid “generic” or “model” answers, information which is not directly relevant to the specifics of their Bid, and unsupported statements.

Bidders are wholly responsible for the accuracy and completeness of the information provided in their Bid. This includes information submitted in relation to Bidder Parties.

2.3 Commissioner treatment of response

The Commissioner reserves the right to reject any Bid that fails to comply fully with the requirements of the process set out in this document, or which makes any misrepresentation in supplying any information requested.

In evaluating Bids, the Commissioner will only consider information provided in response to the relevant stage of the Procurement. Bidders should not assume that the Commissioner has any prior knowledge of the Bidder or their Bidder parties, or their practice or reputation, or its or their involvement in existing services, projects or procurements.

2.4 Bidder changes

Each Bidder is subject to an on-going obligation to notify the Commissioner of any material changes to the information included in its Bid, including but not limited to

changes to the identity of Relevant Organisations or the ownership or standing thereof. Changes should be notified as soon as they become apparent using the Communication Channel.

Failure to notify the Commissioner of any material changes may lead to the Bidder being liable for disqualification.

In the event that the Bidder notifies the Commissioner of a change to its Bid, the Commissioner reserves the right in its absolute discretion to refuse to allow such a substitution or introduction of information. In exercising its absolute discretion to either refuse or allow such a change, the Commissioner may take into account whether such change is material to the delivery of the Service.

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3 Bid evaluation

3.1 Evaluation principles

The criteria for the Bid evaluation are designed to allow the selection of the most competitive bids, offering value for money, that demonstrate compliance with the Commissioner requirements.

The evaluation process is designed to avoid disadvantaging Bidders from different market sectors or of different corporate size and structure. For instance, where a Bidder does not have a credit or debt rating they will not be disadvantaged.

The Commissioner reserves the right to vary the evaluation process to support continued competition, to avoid unnecessary bidding costs, and to adhere to subsequent technical or legal guidance, or for other reasons at its sole discretion.

3.2 Evaluation criteria

The evaluation criteria represent the key issues that are important to the Commissioner when determining the attractiveness, robustness and acceptability of Bids.

Responses to questions will be evaluated by the Commissioner, its associates and Subject Matter Experts (SMEs).

Please refer to Annexes E and F for the specific evaluation methodologies.

Clarification of Bids

The Commissioner reserves the right to require Bidders to clarify their Bid in writing. Such clarification questions do not seek to elicit additional information to that initially requested in the Procurement documents, nor give Bidders an opportunity to correct incomplete or otherwise non-compliant submissions.

It is likely that any response to a clarification question will be required within two working days of request. Failure to respond adequately or within the deadline will be reflected in the evaluation of the Bid and may result in exclusion of the Bidder from further participation in the Procurement.

In exceptional circumstances, the Commissioner reserves the right to request a meeting with individual Bidders during the Bid evaluation stage to facilitate a rapid clarification of points raised.

The Commissioner has reserved the right to invite bidders to attend a presentation / clarification session. If the Commissioner chooses to exercise this option, the bidders affected will be provided with further information. Please refer to Annex E – Tender and Evaluation process for full details.

To Note : if there is no compliant bid for a particular Lot, the Commissioner reserves the right to approach an individual or groups of bidders at their sole discretion to try to ensure the delivery of the services

4 Concluding the Contract

4.1 Recommendation of Bidders

Following approval of the evaluation outcome the Commissioner will notify all Bidders of the outcome of the evaluation via the Bravo portal. The notification will include the identity of any Recommended Bidders.

Following the evaluation and moderation of Tenders and the completion of internal approvals and governance processes, all Potential Bidders will be notified of the outcome of the evaluation process through the Portal. Potential Bidders should note that upon notification of an award there will be a voluntary Standstill Period of a minimum of 10 days between communicating the contract award decision and the conclusion of the contract award.

Contract completion

Following evaluation the Commissioner will aim to conclude Contracts with the Recommended Bidder(s).

The Commissioner reserves the right to amend the Contract to incorporate information as provided by the Recommended Bidder in its Bid response and to seek clarifications and confirmation of commitments.

The Commissioner reserves the right in its absolute discretion not to proceed to award any Contract at any point prior to the entry into a binding Contract with the Recommended Bidder(s).

The Commissioner requires the Provider to be a viable legal entity prior to entry into the contract.

The Contract awarded will be separate to and independent of any existing contract currently in place between the Provider and the Commissioner.

4.2 Payment mechanism

Payment to the Provider will as described in the Service Specification and the Contract.

4.3 Service commencement

Following contract award, the Commissioner and the Providers will work together towards service commencement at the contractually agreed date.

Question Summary Table

Response templates for each Question are held in the Attachments Section of the Bravo Invitation to Tender.

Section Number	Question
Selection / Qualification Questions See Annex G1 for weighting and criteria	
A	Bidding Entity Information
B1	Grounds for Mandatory Rejection
B2	Grounds for Discretionary Rejection
C	Economic and Financial Standing
D	Organisation / Bidder Experience
E	Conflict of Interest / Confidentiality Statements
Technical and Financial Responses per Lot See Annex G2 for weighting and criteria	
TQs 1 – 5	DIT – Proposals for Technical and Logistical delivery of courses
FQs 1/1A - 2	DIT - Financial Proposals and Bids for Multiple Courses <i>Bidders must complete a separate Financial Proposal for each Lot they bid for</i>

For assistance with completing the templates, please refer to Annex B Bravo and Question Response Template Completion Instructions.

Document Summary Table

Document Reference	Document Title	Document to be completed and returned (Y/ N)
-	Memorandum of Information – Mol (this document)	N
Mol Annex A Specifications	Annex A – DIT Course Curriculum and requirements	N
Mol Annex B	Bravo and Question Response Template Completion Instructions	N
Mol Annex C	General Procurement process regulations	N
Mol Annex D	Bidder Clarification Questions Methodology	N
Mol Annex E	Tender Evaluation process	N
Mol Annex F	Financial Information and Financial Proposal Evaluation Methodology	N
Mol Annexes G1 & G2	Annex G1 DIT – list of Selection / Qualification Questions Annex G2 DIT – list of Technical / Financial Questions	N
Selection / Qualification Questionnaire(SQ)	Question Response Templates	
SQ Section A	Bidding Entity Information	Y
SQ Section B1	Grounds for Mandatory Rejection	Y
SQ Section B2	Grounds for Discretionary Rejection	Y
SQ Section C	Economic and Financial Standing	Y
SQ Section D	Bidder Experience	Y
SQ Section E	Bidder Declaration of Conflict of Interests	y
Technical Questionnaires DIT (TQ)	Question Response Templates (QRT) by Course. n.b. the full question is on the QRT	
TQ1	Lots Applied For	Y
TQ2	Course delivery Methodology	Y

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Document Reference	Document Title	Document to be completed and returned (Y/ N)
TQ3	Details of the qualifications and experience of the trainers	Y
TQ4	Describe the logistics of how and where the training, supervision and assessment will be provided	Y
TQ5	Student selection	Y
Financial Proposals (FQ)	For DIT Courses in all required regions	
FQ1	A separate Financial Proposal demonstrating the cost structure for each Lot Additional information may be uploaded if bidding for more than one Lot	If offering against Lots 1 – 4
FQ1A	A separate Financial Proposal demonstrating the cost structure for each Lot Additional information may be uploaded if bidding for more than one Lot	If offering against Lots 5 and 6
FQ2	Proposals to utilise funds in the event of an underspend	Y