



Department
of Health

Commercial Division
Finance & Group Operations Directorate
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Dear potential provider,

NHS Supply Chain Future Operating Model – Contract for Supporting Technologies and Infrastructure Services

OJEU Reference No: 2017/S 112-225799
EOI Reference No: 60426

The Department of Health (acting on behalf of the NHS Business Services Authority (“**Authority**”)) is pleased to invite your organisation to complete a Selection Questionnaire relating to the procurement of a supporting technologies and infrastructure services provider to support its NHS Supply Chain Future Operating Model.

Accompanying this letter is the suite of documentation required to participate in the initial stage of this procurement (“**Selection Stage**”). Certain documentation for stages beyond the Selection Stage is also included. A full list of the accompanying documents is set out at the end of this letter.

Background

The NHS spends currently approximately £5.7 billion on goods annually. Rather than being centrally purchased however, goods were historically purchased by many autonomous NHS organisations from a variety of suppliers in a variety of ways.

To promote efficient purchasing and delivery of goods, the NHS entered into a single national supply chain arrangement with one organisation (DHL Supply Chain Limited (“**DHL**”)) in 2006. This arrangement consolidated the procurement and purchase of goods with the associated supporting logistics, transactional services (invoicing, etc.) and information, communication and technology services (“**ICT Services**”).

The contract with DHL is due to expire on 30 September 2018. In replacing the DHL contract, the Authority is disaggregating the various elements and entering into separate contracts for the procurement and supply of each of the elements comprising that contract. This procurement is for the contract for the ICT Services element (the “**Contract**”).

The Authority is seeking to award the Contract to a single provider (although sub-contracting and consortia arrangements are permissible provided the appointed provider is fully responsible for the delivery of the whole of the Contract). Key features of the Contract are set out below and full details of the Authority’s requirements are set out in the accompanying procurement document.

Key Features of the Contract

The Contract will be for an initial four (4) year period. The Contract term may be extended by two (2) further years. It is anticipated that the Contract will be awarded on or around 12 April 2018.

The ITC Services are split into three distinct areas:

1. Transition – this covers the period from signature of the Contract until 30 September 2018. During this period, the provider will be required to carry out transition services to enable the ICT Services to be fully operational by 1 October 2018.
2. Business as usual – this covers the period from 1 October 2018 until the end of the Contract term. During this period, the provider will be required to provide the ICT Services.
3. Transformation – the transformation services will be required at various times during the Contract term and involve the transformation of the existing ITC Services to new, upgraded services.

Procurement Procedure and Information

This procurement is being carried out in accordance with the competitive dialogue procedure set out in the Public Contracts Regulations 2015 (SI 2015/102). The competitive dialogue will be conducted in successive stages in order to identify the solution or solutions that best meets the Authority's requirements. Further details of the procurement process are set out in the procurement documents.

This procurement is being conducted via the Department of Health's e-sourcing portal. Further information regarding the e-sourcing portal can be found at: <https://www.gov.uk/government/organisations/department-of-health/about/procurement>. The Authority has made the procurement documents available along with the Selection Questionnaire, however it reserves the right to reissue these documents with any refinements at the commencement of the dialogue phase.

As well as access to the procurement documents available on the Department of Health's e-sourcing portal, those wishing to participate in this procurement will have full access to the supporting documentation necessary for each relevant stage of the procurement during that stage. This supporting documentation will be available in Department of Health's secure data room ("**Data Room**").

To gain access to the supporting documentation, you will need to send an email requesting access to SupportingTechnologies@dh.gsi.gov.uk. As part of the registration process, you will be required to sign a non-disclosure agreement which, as indicated by the list of documents at the end of this letter, is set out in Attachment 28. Where a potential provider does not proceed to the next stage of the procurement, access to the Data Room will be withdrawn immediately. Instructions on how to submit any questions concerning the procurement documents and / or the procurement process are set out in the procurement documentation.

All key indicative dates for this procurement are set out in the procurement documents, but please note that the first deadline is the date for the return of Selection Questionnaires which is **13 July 2017 at 15:00 hours**.

Please note all dates are indicative and the Authority reserves the right to adjust any dates.

Yours sincerely

Supporting Technologies Project Team

List of documents for the initial stage of this procurement (“**Selection Stage**”)

Attachment Nos	BMS (Procurement Portal) Document Title	Published Yes/No
1	Supporting Technologies and Infrastructure Services Tender Letter	Yes
2	Invitation to Compete - Instructions to Potential Providers	Yes
3	Glossary of Invitation to Compete	Yes
4	Terms of Participation	Yes
5	Selection Questionnaire (SQ)	Yes
5a	Financial Compliance Template <i>(incorporating Financial Assessment Matrix)</i>	Yes
6	Selection Questionnaire Evaluation Guidance	Yes
7	Draft - Invitation to Participate in Dialogue (ITPD)	Yes
8	Draft - Outline Solutions Response Template (ITPD)	Yes
9	NOT USED	N/A
10	Draft - Financial Submission Guidance - (ITPD)	No
11	Draft - Financial Submission Template- (ITPD)	No
12	Draft - Allowable Assumptions Guidance - (ITPD)	Yes
13	Draft - Allowable Assumptions Template - (ITPD)	Yes
14	Clarification Questions Submission Template	Yes
15	Contract Response Matrix	Yes
16	NOT USED	N/A
17	Non Collusion and Canvassing Certificate	Yes
18	Confidential Information or Commercially Sensitive Information Request	Yes
19	Conflict of Interest Declaration	Yes
20	NOT USED	Yes
21	Form of Tender and Acceptance of Terms of Procurement Conditions	Yes
22	Changes to Contracting Arrangements Template	Yes
23	Draft Schedule 2.1 - Services Description	Yes
24	Draft Contract – Supporting Technologies and Infrastructure Services	Yes
25	NOT USED	N/A
26	NOT USED	N/A
27	NOT USED	N/A
28	Non-Disclosure Agreement	Yes

Data Room Ref	Data Room Document Title
SQ0001	2E NHSSC Enterprise Overview IaaS 2017 v9.0 24/04/2017
SQ0002	Market Engagement 1
SQ0003	Market Engagement 2
SQ0004	Market Engagement 3
SQ0005	Software Licensing & Status v 1.3 2017
SQ0006	Data Room Notes