

Request for Quotation

RFQ: Special Allocation Scheme
Reference number: AGEMCSU/09/18

NHS Arden and Greater East Midlands Commissioning Support Unit (AGCSU) on behalf of NHS England – North Midlands (“the Authority”) is inviting suitably qualified and experienced providers to provide a quote to deliver a Special Allocation Scheme (formerly Violent Patient Scheme) in North Nottinghamshire under a 3 year agreement with the option to extend for a further 1 year.

The objective is to provide a Special Allocation Scheme, in a secure environment, in which patients who have been violent or aggressive in their GP practice can receive general medical services.

The provider will deliver primary care services to patients who have been immediately removed from mainstream general practice residing in the specified geographical area. This will consist of ensuring primary care can be accessed on a weekly basis in the form of either pre-booked appointments or where seeking advice from a GP or health care professional. Availability of appointments should be consistent where possible on a week-by-week basis and would ordinarily be outside of normal core GP hours and any extended hours provision.

The expectation is that the service provision will be from two locations, one in Mansfield and Ashfield and another in Newark and Sherwood. However, the Commissioner is willing to consider alternative proposals such as service delivery from a single location, providing that the bidder can clearly demonstrate how the service will be equally accessible to patients from across the geographical area.

The contract is due to commence on 01 November 2018 and will be for 3 years with the option to extend for a further 1 year (i.e. a maximum 4 year contract term).

The total Contract Value is capped at £30,000 per annum over the 3 year contract term and the extension period if applicable.

If you are interested in quoting for this requirement, please see attached the following:

- Document 1 – Special Allocation Scheme Service Specification (for information)
- Document 2 – List of RFQ Questions and evaluation criteria (for information)
- **Document 3 – Response form for RFQ Questions (for bidders to complete and submit)**
- **Document 4 – Finance Model Template (for bidders to complete and submit)**
- Document 5 – NHS England Standard Alternative Provider Medical Services Contract 2017/18 (for information)
- Document 6 – Mid-Notts SAS activity September 18 (for information)

Please complete and return Documents 3 and 4 no later than **2 pm on Friday 5th October 2018**, setting out how your organisation meets the evaluation criteria contained within Document 2.

Please return your response to sarah.groves4@nhs.net

Please mark your response: RFQ Reference: **AGEMCSU/10/18**

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

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

This letter and your response do not give rise to any contractual obligation or liability unless and until such time as the Authority issues a letter referencing this Request for a Proposal accepting your proposal. The Authority does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for Quotation.

If you have any queries about this letter or the requirement please submit your questions via email to sarah.groves4@nhs.net

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

Yours sincerely



Sarah Groves
Procurement Officer

Evaluation Criteria

Proposals will be evaluated in line with the following evaluation criteria as set out fully in Document 2.

Qualification Questions	Criteria – Pass/Fail or For information
[Q1] Full registered company name	For Information only
[Q2] Prime Contractor	For Information only
[Q3] Legal Requirements	Pass/Fail
[Q4] Care Quality Commission	Pass/Fail
[Q5] Health & Safety	Pass/Fail
[Q6] Dun & Bradstreet	For Information only
[Q7] DSPT	Pass/Fail

Technical Questions	Weightings
SD1 Mobilisation plan	9%
SD2 Service Delivery Model	14%
SD3 Patient Management	5%
SD4 Patient Behaviour	9%
SD5 Patient Care	14%
SD6 Premises location	9%
F1 Price FMT (to be detailed in Document 4) Please provide your financial proposal using the enclosed template and in the format requested.	40%

Scoring Matrix

The scored questions will use the following scoring method:

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirement. Exceptional demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Some minor additional benefits by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response.
Minor Reservations	2	Minor reservations. Some minor reservations of the Bidder's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Major Reservations	1	Major reservations. Considerable reservations of the Bidder's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.