

Invitation to Quote (ITQ)

**Provision of Continuing Health Care Assessments and Reviews - Midlands and Lancashire
Commissioning Support Unit**

I am pleased to inform you that Midlands and Lancashire Commissioning Support Unit (MLCSU) wish to invite you to participate in this 'Invitation to Quote'.

Following the receipt of your quote via email, the Project group/Evaluation panel will evaluate the proposals against each other within the evaluation matrix below. Final selection will be based on the ability of the service provider to provide the required service at the best price, at the optimum performance level and with a clear and demonstrable implementation/delivery programme.

Bidding organisations must obtain for themselves at their own responsibility and expense all information necessary for the preparation of their bids and will be deemed to have availed themselves of all necessary information in submitting bids. In the event that the MLCSU decides not to award this contract, there will be no liability for MLCSU for any costs incurred by the bidding providers.

Please see evaluation grid below:

Weightings – Totalling 100%:

Quality	60%
Quality sub-criteria: Quality of case studies and evidence of approach, expertise, experience, capabilities and innovation	15%
Quality sub-criteria: Resourcing capabilities	20%
Quality sub-criteria: Approach to engagement	5%

Quality sub-criteria: Approach to solution – Capability to deliver outputs at pace	20%
Pricing: approach/scenarios/Day Rates	40%
TOTAL	100%

Please find attached the 'Specification Brief' which will help you direct your response appropriately. Please do not hesitate to contact me with any questions.

Please send your response to the following email addresses:

ratna.taylor@nhs.net

elaine.butler2@nhs.net

Please note that the deadline for your proposal is 4pm on 13 April 2018. Any submissions received after this date will not be considered.

Kind regards,



Elaine Bulter
Senior Procurement Officer

Specification

Introduction to the brief

To deliver a range of Continuing Health Care (CHC) assessments including Clinical Decision Tool Assessments, 3 and 12-month and 1-1 reviews, to new and overdue patients that may be eligible for CHC, contributing to the achievement of the quality premium and 28-day eligibility standard.

Unit cost are required for a range of assessment/review activity:

- 28-day DST
- 3 and 12-month reviews
- 1-1 reviews

An indication of any volume discounts is also requested.

Geographical Area: Covering the Birmingham and Solihull Area

Timescales: Start date will be 23rd April 2018 following the award of the contract and to completed by the 31 August 2018.

Contact: Ratna Taylor – Senior Business Improvement Consultant ratna.taylor@nhs.net or Elaine Butler – Senior Procurement Officer elaine.butler2@nhs.net

Critical Success Factors

The successful organisation must have:

- Track record of innovative and cost-effective solutions in the design and delivery of services in the areas identified in the scope above
- Experience of delivering a range of high quality Continuing Health Care assessments and reviews
- A detailed understanding of the NHS commissioning environment
- Excellent project and change management skills
- Ability to work at different levels within the organisation including executive team level

We will work with the successful bidder(s) to develop or refine a work schedule which meets organisational requirements, within these parameters.

Timescales

Activity:	Date:	Relative to:
Deadline for questions	10th April 2018 (4pm)	All bidders wishing to quote
Deadline for receipt of Proposal	13th April 2018 (4pm)	All bidders wishing to quote
Notice of award	17th April 2018	All bidders that quoted
Delivery of work commencement	23rd April 2018	Successful bidder

Completion of work	31 st August 2018	Successful bidder
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The Bid Submission

All Bidders, as well as describing the approach they would take to this work, should, in their submission of not more than 30 pages, set out the following;

- Develop Statements of Work for how you may meet the key requirements outlined in this document include details of the proposed team, including grade of staff and proposed management structure. Please provide CVs of proposed core team members.
- Your approach to delivering assessments and reviews in accordance with the National Framework for NHS CHC and FNC 2012
- Your approach to communication and reporting of issues and progress to stakeholders
- Any potential conflicts of interest
- Willingness to enter into a confidentiality agreement
- Your approach to Information Governance including Data Sharing Agreements and Consent
- Data transfer arrangement
- Delivery plan for the proposed work and how you will achieve the expected outcomes
- SLA monitoring arrangements, agreement of KPI's and reporting structures
- Cost Proposal. All costs must be included – no additional costs will be paid. Cost should specify a daily rate and distinguish between elements of the cost (including but not limited to advice, administration time, training including overheads such as venue or travel costs). Please show VAT separately.
- Examples of similar work undertaken within the sector in no more than 500 words
- Details for 2 references that the MLCSU can contact (this should be customers to whom you have provided work like that included in the 'specification brief')
- Agreement to adhere to the terms and conditions of the NHS standard contract for services

Other notes

The following notes must be considered as part of the tender process:

- A clear programme will be required to be established including project timelines, review meetings, reporting arrangements, identification of outcomes/outputs expected and impacts.
- Quality checks on all work carried out will be in place by the Commissioner throughout the project, including delivery checkpoints;
- The Provider will engage with a multitude of organisations on behalf of the Commissioner. Therefore, all strategic partner staff will in effect be honorary CCG employees and ambassadors for the organisation and will be required to conform to the standards of an NHS professional including amongst other issues confidentiality and partnership management.