

**Request for Information - Response Document**

**CQC Leadership Programme**

**Ref: CQC RCCO 052**

**Note: Please ensure that you answer this questionnaire after having read and digested the Request for Information (RFI) and supporting documentation. All responses will remain confidential.**

**Please provide your name and contact details in the table below.**

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| --- | --- |
| **Organisation name** |  |
| **Name of respondent and contact details** |  |
| **Date** |  |

**RFI Response Document – Part 1**

**Proposed Service Model**

**Please comment on the clarity of the requirements and scope and any perceived duplication or repetition within the proposed Leadership Programme Brief and accompanying slide pack.**

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| **Main comments:** |
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| [Add further rows as required] |

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| **Additional comments:** |
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| [Add additional rows as required] |

**RFI Response Document – Part 2**

**General**

**Please respond to each of the questions below in the response section of the table.**

| **Subject/Question** | | **Response** | |
| --- | --- | --- | --- |
| **1** | **Market Capability and Capacity**  CQC wishes to understand the capacity and level of expertise within the market to deliver the CQC Leadership Programme. NB: This information is requested to allow CQC to gauge the size and type of organisations interested in providing the CQC Leadership Programme. This information will form part of a general themed feedback only. Information regarding individual organisations will not be published.  Please provide the following information: | | |
| 1a | Type of organisation e.g. Public limited Company, Limited Company, Charity, Social Enterprise, NHS organisation, other (please state); | Type of organisation | |
| 1b | Number of employees in the organisation; | Number of employees | |
| 1c | Do you currently provide an Leadership Programme | **Yes/No** | |
| If yes, please state the type of Leadership Programme and the number of staff who provide this service | |
| 1d | Number of similar contracts you currently hold and in which geographical locations and populations served. |  | |
| **2** | **Contractual Model** | | |
| 2a | Please indicate if you would be interested in providing the Leadership Programme as a single organisation or as a partnership/collaboration. | 1. Single Organisation 2. Partnership/collaboration (please list all partnership/collaborative members): | |
| **3** | **Service Model** | | |
| 3a | Do you think the Leadership Programme Brief and accompanying slide pack is deliverable as described?  If no, what elements of the Leadership Programme Brief and accompanying slide pack do you consider undeliverable? | **Yes/No**  Please give details: | |
| **4** | **Contract Length** | | |
| 4a | Please indicate your preferred contract length.  Please share your reasoning so that we may better understand. | i. 3-year contract term  ii. 2-year contract term with an option to extend for a further 1 year  iii. 2-year contract term with an option to extend for a further 2 years  iv. Other contract term – (what contract term would make this a viable contract for your organisation?)  Please give your reasoning: | |
| **5** | **Finance** | | |
| 5a | Indicative Activity - please see Appendix 1.  Please note that you are requested to provide indicative figures based on the activity. The figures you quote do not constitute an offer and are in no way binding. | 1. 3-year contract term: Cost = £ 2. 2-year contract term with an option to extend for a further 1 year: Cost = £ 3. 2-year contract term with an option to extend for a further 2 years: Cost = £ 4. Other contract term – (what contract term would make this a viable contract for your organisation?): Cost = £ | |
| 5b | Do you envisage any one-off set-up costs related to delivering the Leadership Programme? |  | |
| 5c | What financial risks, if any, are attached to the options you have considered?  How would you mitigate against them? | **Risk** | **Mitigation** |
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| **6** | **Mobilisation** | | |
| 6a | How many weeks do you think will be required to mobilise staff/resources for the commencement of the Leadership Programme? |  | |
| 6b | Please summarise the key risks to the mobilisation of the Leadership Programme and the main challenges you would face as a Potential Provider. |  | |
| 6c | Please describe the areas and reasons where you would require support from CQC in mobilising the Leadership Programme? |  | |
| **7** | **Barriers to Bidding** | | |
| 7a | Are there any barriers to prevent you from bidding? |  | |
| **8** | **Whole Service Risk** | | |
| 8a | Please summarise the high level material risks associated with the proposed Leadership Programme, including brief details of potential impact and how you propose that you and/or CQC could mitigate those risks. | **Risk** | **Mitigation** |
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**Appendix 1**

* **Table 1: Estimated Leadership Programme approach – Please outline your approach to our leadership requirements and indicate whether your service provision covers all or some of the above requirements.**

**Please highlight the service you would provide and the approach you would take in the below table.**

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| **Service** | **Estimated Approach** |
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