

Mini Competition,

Held under the Framework Agreement for the Supply of Nursing and Nursing Related Staff (Lot 5- International Recruitment) by

Basildon and Thurrock NHS Foundation Trust

Trust Reference Number: F126

Collaborative National Framework for the Supply of Nursing & Nursing Related Staff (Lot 5- International Recruitment)

Contract Ref: - LPP- 2013- 00005

OJEU Ref: -

Date of Issue 20th January 2016

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### Introduction

This mini competition is being carried out on behalf of Basildon and Thurrock NHS Foundation Trust, hereafter referred to as the Authority, under the Collaborative Framework for Nursing and Nursing related services (Lot 5- International Recruitment), Ref LPP 2013 – 00005 and is subject to the Framework Terms and Conditions of Contract*.*

The intention of this mini competition is to enable Basildon and Thurrock NHS Foundation Trust to identify the most economically advantageous provider for the supply of nurses sourced from outside of the UK (either EU or non-EU) for direct employment or fixed term engagement.

You have been invited to participate in this mini competition as a framework supplier on Lot 5, hereafter referred to as Bidder. This document is designed to include all relevant details and information to enable your considered response to be submitted via the tendering portal, In-Tend eSourcing Portal. [https://in-tendhost.co.uk/basildonandthurrock](blocked::https://in-tendhost.co.uk/basildonandthurrock)

### Introduction to Trust

Basildon and Thurrock NHS Foundation Trust is Basildon and Thurrock University Hospitals NHS Foundation Trust primarily provides services for 405,000 people living in South-West Essex covering Basildon and Thurrock, together with parts of Brentwood and Castle Point.

We provide an extensive range of acute healthcare services at Basildon and Orsett Hospitals, plus x-ray and blood testing facilities at the St Andrew's Centre in Billericay. We also provide dermatology services across the whole of south Essex.

The [Essex Cardiothoracic Centre](http://www.basildonandthurrock.nhs.uk/essex-ctc) (CTC) is also part of the Trust, providing a full range of tertiary cardiothoracic services for the whole county and further afield.

With a budget of more than £288million, last year the Trust treated 77,500 inpatients and day patients, provided nearly 300,000 outpatient appointments and attended to 103,000 patients in accident and emergency.

 In April 2004, we became one of the first ten NHS foundation trusts in the country, with a Council of Governors comprising local elected members, meaning we could work much more closely with our local community to address and deliver their needs.

Local people, patients and staff can become members of the Trust and have a say in the healthcare services we provide. We have over 13,000 public members and 4,000 staff members.

 Our other Sites

* Orsett Hospital
* St Andrews Centre
* Brentwood Outpatients

### 

### 3. Invitation to Quote

**Basildon and Thurrock University Hospital NHS** invites competitively offers in accordance with the attached Mini-competition Documents.

The Trust does not bind itself to accept the lowest or any offer and reserves the right to accept an offer either in whole or in part, each item being for this purpose treated as offered separately.

Bidders are advised to read this Invitation to quote and all supporting documentation very carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their offer is successful.

<https://in-tendhost.co.uk/basildonandthurrock>

Should a Bidder be in any doubt as to the interpretation of any or all parts of the Invitation to Quote document, questions can be raised by contacting Oyinlola Famodun via

<https://in-tendhost.co.uk/basildonandthurrock> by the closing date specified in the mini competition timeline.

All parts of Offer submissions including the Pricing Schedule are to be made using <https://in-tendhost.co.uk/basildonandthurrock>. It is the sole responsibility of the Bidder to ensure their offer is received in due time and at the stated point of receipt. Please note that the Authority will not be able to provide a return email to confirm receipt. Bidders are reminded that late submissions may not be accepted.

**The closing date for the return of Offers is 12.00 Friday 5th February 2016 and Offers must be submitted to the Trust via the** <https://in-tendhost.co.uk/basildonandthurrock>.

In order to submit a compliant response to this Mini Competition, the following documentation must be returned via the portal <https://in-tendhost.co.uk/basildonandthurrock> with your response: -

* Confirmation of your acceptance of the conditions of the call-off contract (Appendix 1)
* Confirmation of your ability to deliver against Authority Requirements (Appendix 2) PASS/FAIL criteria
* Completed Offer Schedule (Appendix 3- Excel spreadsheet)

### 5. The mini competition process and timelines

Further to success of Authority Requirements in Appendix 2, the mini competition process will be in 2 stages: -

Stage 1, Evaluation of an Implementation Plan (30% of total marks)

Stage 2, Evaluation of questionnaire (30% of total marks)

Combined (60% of total marks)

Stage 3, Evaluation of Offer Schedule (40%)

Below are the key dates for the mini competition process and subsequent activities.

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | | DESCRIPTION |  |
| START | FINISH |  |
| 20 January 2016 | 5 February 2016 | Issue Invitation to Quote (ITQ) |  |
| 21 January 2016 | 29 January 2016 | Supplier Queries & correspondence |  |
| 20 January 2016 | 5 February 2016 | Submission of the ITQ – You must submit no later than 12 noon on Friday 5th February 2016. |  |
| 5 February 2016 | 12 February 2016 | The ITQ Evaluation |  |
| 12 February 2016 | 24February 2016 | Notification of successful/unsuccessful bidders |  |
| 24February 2016 |  | Contract award |  |

The Trust may, at its own absolute discretion extend the closing dates and times specified above without request. Any extension granted will apply to all Bidders.

### 6, Authority Requirements

The requirements are given in Appendix 2 of this document. This section is PASS/FAIL – there is a requirement to achieve PASS on each category to be able to be considered at Stage 2

Where specific performance levels are required then you need to confirm your ability to meet these and monitor performance against the same.

If it is indicated you can satisfy the criteria in Appendix 2 and obtain a PASS mark, but subsequently fail to provide the service then this will constitute a breach of the agreement

The contract may be extended to allow for up to a further 40 nurses to be recruited in the financial year 16/17 at the sole discretion of the Authority.

### 7, Supplier Selection Process

Each compliant bid received will be evaluated and scored based on the methodology below.

The evaluation will depend on the Most Economically Advantageous Tender as determined by the criteria and weightings.

Applicants who fail to complete the required mini competition documentation in full, or to provide any of the documents requested, may have their applications rejected and may not be considered further.

The Trust is not bound to accept the lowest, or any, offer.

8, Criteria

The following evaluation criteria will be applied:

|  |  |
| --- | --- |
| Criteria | Weighting |
| Quality  Stage 1: Implementation plan  Stage 2: questionnaire | 30%  30% |
| Stage 3: Price | 40% |

Please refer to Schedule 2 for the methodology for evaluation

Quality: Stage 1 - 30% + Stage 2 – 30%

Only Bidders achieving a minimum of 75% (15 out of 20) for the Implementation Plan in Stage 1 will be invited to Stage 2

The scoring methodology being applied is as follows:

|  |  |
| --- | --- |
| Score | Criteria |
| 0 | Nil or inadequate response. Fails to demonstrate an ability to meet the evaluation criteria. |
| 1 | Response gave limited coverage of the evaluation criteria with significant gaps in the response and/or serious concerns. |
| 2 | Response partially covered the areas specified in the evaluation criteria but lacking information or detail on a number of areas. |
| 3 | Response covers the majority of aspects in the evaluation criteria with only a few minor gaps in the response. Demonstrates a broad understanding of the requirement but lacks details on how the requirement will be fulfilled. |
| 4 | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled |
| 5 | Response is completely relevant and excellent overall, covering all aspects of the evaluation criteria. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full |

Stage 3 Price- 40%.

Bidders should read and complete the offer schedule (Appendix 3).

The costs submitted will be multiplied by the number of employees within the scope of this procurement.

Administrative arrangements

Full and correctly structured responses must be submitted, using the tendering portal [https://in-tendhost.co.uk/basildonandthurrock](blocked::https://in-tendhost.co.uk/basildonandthurrock)

* by the deadline for receipt of offer Submissions.
* Quality requirements and administrative details proposed must be adhered to. Compliance will form part of the evaluation / selection process.
* The evaluation will be based on the criteria outlined in this ITQ.
* Suppliers should note that whilst all attempts have been taken to ensure accurate and correct technical and functional terminology are used in the preparation of this document, there is an absolute obligation on the Supplier to query any ambiguity, whether actual or potential, in the use of technical or functional terms used in this document.
* The Trust undertakes that in the event of discovering and agreeing any such ambiguity to circulate clarification to all potential Suppliers.
* Whilst all reasonable endeavors have been made to accurately describe the requirements, Suppliers should form their own conclusions about the methods and resources needed to meet them.
* Requests for clarification or further information must be made through the [https://in-tendhost.co.uk/basildonandthurrock](blocked::https://in-tendhost.co.uk/basildonandthurrock) messaging facility.

1. Prices
   1. Prices must be stated as requested within this invitation and must remain open for acceptance until 90 days from the closing date of receipt of bidder responses. Prices must be quoted in GBP and exclude VAT.
   2. Prices must be as submitted in this further competition for the duration of the mini-competition campaign period and any authorised extension. Prices will not be subject to increase during this period but may decrease if the supplier identifies cost reduction opportunities during the course of the contract.
   3. Where the Authority’s actual aggregated total volume of business opportunities excluding VAT given to the Supplier is different to that anticipated and specified In Writing in the Call-off Contract, then he shall not charge the Authority the cost difference between the charges applicable. For example, the Supplier acknowledges that where the Authority has given him business opportunities which, had he been able to suitably Introduce a Work-Seeker, would have meant that the Authority achieved the anticipated total volume of business opportunity excluding VAT agreed, then he shall make no charges to the Authority for the cost difference between the charges applicable.
2. Tender Documentation and Submission
   1. Offers must be for the supply of the whole of the services upon the Terms and Conditions of the Framework Ref LPP 2013 – 00005, Lot 5. Offers for part or parts only of the services or for different standards or frequencies of services or made subject to alternative terms or conditions may be rejected.
   2. The Authority reserves the right to reject bids which:

• are received after the closing time and date of 12.00pm Friday 5 February 2016

or

• contain gaps, omissions or obvious errors or

• contains amendments which have not been initialled by the authorised signatory.

4.3 The Authority may, at its absolute discretion, amend the mini competition process, or extend the closing date and time for receipt of responses.

4.4 The Authority reserves the right not to award all or any of the contracts under this Mini Competition and furthermore that, if awarded, no binding contract is made with any successful bidder until the signing of the contract.

4.5 The Authority does not bind itself to accept the lowest offer.

4.6 Bidders are responsible for the costs they incur in participating in the Mini Competition and the Authority is not liable for costs or expenses incurred as a result of the preparation of bids, portfolios or attendance at any meetings or presentations, disqualification or non-award.

1. Contract Monitoring

3.1 The Authority is committed to helping improve the efficiency of contracted suppliers through sharing information on performance measurement. The criteria for measuring performance shall be agreed with the supplier and formally documented. It is possible that measurement criteria will develop during the term of the contract - this will also be documented following agreement with the supplier.

1. Canvassing

4.1 Any Bidder who directly or indirectly canvasses any employee of the Trust concerning the award of the contract is likely to be disqualified.

1. Contract length

The contract length will be for 12 months with an option to extend for a further 12 months.

### Appendix 1: Conditions of the Call-off Contract

This Invitation to Offer is subject to the Framework Agreement for the supply of nursing and nursing related staff. The NHS conditions of contract for the supply of Services as amended for the aforementioned framework.

### Appendix 2: Authority Requirements

The primary objective of this procurement is to appoint a provider to deliver International Recruitment services, specific to the requirements of the Authority as outlined in this document. In doing so you will be offering to provide a solution or solutions already identified within the Framework Agreement.

Specific requirements for the Authority are noted below: -

* Authority has a requirement for approx. 80 band 5 registered nurses. Demonstrate from previous campaigns that you have been able to provide successful candidates at this volume
* Recruitment process in relation to EU Nurses to be either full NMC registered or holding PRNprior to interview.
* We have a requirement for up to: 80 Nurses; 40 from the EU and 40 from the Philippines. We require 75 of these to be general band 5 nurses to work across multiple specialties including, Cardiac, surgical and medical ward specialty, Theatres and A&E as well as 5 paediatric roles. Provide evidence of recruiting to several disciplines for other Trusts. Priority areas are Medical, Surgical, A&E and Paediatrics.
* The Authority requires the bidder to propose suitable locations to recruitment from both inside and outside the EU. Evidence of relevant labour markets to be provided
* The Authority is looking to recruit for the above requirements in various cohorts to include 10 Band 5 EU nurses per month, starting from April for general medical, surgical, theatres and paeds services. The Filipino nurses are to arrive in cohorts of 10 by the end of September. The remaining cohorts will be arranged accordingly; however the nurses will need to be ready to arrive in their cohort no longer than 6 weeks after interview. Knowledge of recruiting to pre-arranged Cohorts.
* Ability to supply - this award will be for an ongoing supply over 12 months comprising a number of campaigns.
* Bidders should include costs for 4 Authority staff to travel to the source countries to undertake the selection process for each group as well as pricing options for skype interview selection process interviews.
* Bidder to provide details of initial accommodation plans for candidates on arrival#

### Appendix 3: Offer Schedule

Please refer to Excel spreadsheet- Appendix 3- Offer Schedule for Mini Competition Lot 5, International Recruitment

3.1. The Supplier shall ensure that the successful candidate signs a flight indemnity form entitling the Authority to recover the cost of any flight paid for by the Authority should the worker leave the employment with the Authority within 12 months of starting work with the Authority.

3.2. The Supplier shall ensure that the Work-Seeker has suitable travel insurance prior to embarking on travel to take up employment

3.3. Subject to the following exclusions (Acts of God, Riots, strikes, wars or civil disobedience, failure by airlines to meet schedules or uplift passengers, administrative delays caused by the Authority,

Actions by regulatory bodies or changes in process causing delay where no specific timeframe for resolution is given), the supplier shall offer a reduction in fees by the following amounts:

3.4. A delay of one to four weeks – a reduction of 5% in fees only

3.5. A delay in excess of five weeks – a reduction of 10% in fees only

3.6. The Supplier shall reimburse the Authority 100% of the cost applicable to the recruitment of the

Work-Seeker for all Work-Seekers who leave the employment of the Authority within three months

of commencing such employment

3.7. The Supplier shall reimburse the Authority 50% of the cost applicable to the recruitment of the

Work-Seeker for all Work-Seekers who leave the employment of the Authority within four to twelve months of commencing such employment

3.8. The fees to be reimbursed in clauses 3.6 to 3.7 shall apply in circumstances where the Work-

Seeker’s employment has been terminated by the Authority for reasonable cause or where the

Work-Seeker tenders their resignation. Reasonable cause includes situations where the Work-

Seeker has demonstrated they are clearly not fit for the position and the Authority has applied its capability procedure

Only bidders achieving a minimum of 75% on stage 1 will qualify for stage 2

### Schedule 1

Please provide a detailed implementation plan which demonstrates how you would meet the requirements of Basildon and Thurrock NHS Foundation Trust.

This should include:

|  |  |  |
| --- | --- | --- |
| Stage 1 |  |  |
| Process & Procedure |  |  |
| Please provide an implementation plan detailing the service provision of the agency setting out key milestones, dates, key activities and meetings. Please provide details of any assumptions that may have been made in developing the implementation plan. | 0-5 | 50% |
| Please describe your proposed initial screening process of Candidates for assessing suitability and legal eligibility for the post and for preparing a shortlist of potential Candidates for interview? Please also provide details of how you will ensure the numbers of nurses required are recruited in the timeframe. | 0-5 | 20% |
| Please provide any details of any risks to the successful implementation of the plan and explain how you will mitigate these risks | 0-5 | 20% |
| Please set out your expectations in terms of the responsibilities of the trust and the key points at which you expect involvement from or a response from the trust. | 0-5 | 10% |
| Total process and procedure (max marks 20, weighting 100%) | 20 | 100% |

Your response to each question should not exceed more than 1,000 words. If any responses do exceed 1000 words, only the first 1000 words will be considered

Only bidders achieving a minimum of 75% on stage 1 will qualify for stage 2

### Schedule 2

|  |  |  |
| --- | --- | --- |
| Stage 2 |  |  |
| Service delivery and quality criteria | 0-5 | % |
| Experience of international recruitment in terms of number of campaigns concluded, from which countries and numbers of candidates recruited. Please include what grade and specialties have you recruited to? | 0-5 | 15% |
| How would you support the client for the interview process? E.g. would we travel to the Philippines? Do you have web interview facilitation? | 0-5 | 5% |
| Retention rates for candidates recruited within the first 6 months and 12 months of employment | 0-5 | 5% |
| Within the costs submitted, what meet and greet process do you provide for candidates on arrival to the UK? | 0-5 | 5% |
| What innovative ideas do you use to encourage/ attract sufficient applications? | 0-5 | 5% |
| Please explain how you will ensure the quality of the candidates, to meet the job specification and the ability to carry out the job role in the UK before they are introduced to the client? Please provide details on any competence based testing, scenarios questions and drug calculations tests used. | 0-5 | 10% |
| Please explain how you will ensure that nurses can understand, speak and write to appropriate standards of English so that they are able to competently carry out their roles. | 0-5 | 10% |
| Please provide any details of your service which you believe will set you apart from your competitors in the market. | 0-5 | 5% |
| Total service delivery and quality criteria (max marks 45, weighting 60%) |  |  |
| Customer Service |  |  |
| How will you ensure the international recruitment process is managed in a timely and efficient way? Your answer should include details of the end-to-end support services you offer to Trusts in managing the process. | 0-5 | 10% |
| What review processes will you have in place post-placement? | 0-5 | 10% |
| Total customer service (max marks 10, weighting 20%) |  |  |
| Framework Management |  |  |
| Please detail how you intend to ensure your recruitment staff are kept up to date with emerging legislative changes regarding right to work regulations and UKBA rulings? | 0-5 | 10% |
| How will you ensure your Agency adheres to all relevant government to government agreements regarding the International Recruitment of Nursing staff? | 0-5 | 10% |
| Total framework management (max marks 10, weighting 20%) |  |  |

Scoring Methodology

Where appropriate, individual questions in each of the method statement will be scored using the following scoring system:

|  |  |
| --- | --- |
| Score | Criteria |
| 0 | Nil or inadequate response. Fails to demonstrate an ability to meet the evaluation criteria. |
| 1 | Response gave limited coverage of the evaluation criteria with significant gaps in the response and/or serious concerns. |
| 2 | Response partially covered the areas specified in the evaluation criteria but lacking information or detail on a number of areas. |
| 3 | Response covers the majority of aspects in the evaluation criteria with only a few minor gaps in the response. Demonstrates a broad understanding of the requirement but lacks details on how the requirement will be fulfilled. |
| 4 | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled |
| 5 | Response is completely relevant and excellent overall, covering all aspects of the evaluation criteria. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full |

Moderation of scores

The evaluation panel will individually score the submissions and then meet as a moderation group to agree and award final scores to each bidder. Please note the moderated scores will be used as the basis for supplier debrief.

The Trust reserves the right to exclude any bid which it deems to be unrealistic in comparison to the market offering.

Bid Evaluation Example

The following examples demonstrate the methodology applied to the evaluation of this invitation to quote, the weightings shown in this example are for demonstration purposes only. In the following examples the weighting split is technical and quality 60% and price 40%.

Each technical and quality criteria question will be given a mark between 0 – 5. A formula is then applied to determine the weighted score, based on the weighting assigned to the question.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Weighting  (W) | Bidder A Raw Score  (0-5) | Bidder A Weighted Score | Bidder B  Raw Score  (0-5) | Bidder B Weighted Score |
| Quality | 60% |  |  |  |  |
| Question 1 | 20% | 2 | 8% | 3 | 12% |
| Question 2 | 15% | 2 | 6% | 3 | 9% |
| Question 3 | 25% | 3 | 15% | 4 | 20% |
| Total |  |  | 29% |  | 41% |

Step 1: Calculate weighted score for each technical and quality criteria question

Scores of each question are multiplied by the question weighting

e.g. Bidder A’s weighted Score for Question 1 is:

20% / 5 x 2 = 8%

*(Question weighting / maximum raw score available ~~x~~ \* raw score given = weighted score)*

Step 2: Calculate weighted score for the technical and quality criteria questions

Add up weighted scores of all questions

e.g. Bidder A’s total quality criteria weighted score is

8% + 6% + 15% = 29%

The commercial evaluation of the bid will be marked in accordance with Price Scoring Matrix below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Price Scoring Matrix | | | | |
| \*The lowest price submitted shall be divided by the supplier’s price, and then multiplied by the price weighting percentage (40% in this example) to give the supplier’s Price score.  (i.e. Lowest price submitted/supplier’s price x Price weighting) | | | | |
| Bidder | Column 1: Lowest price (£) | Column 2:  Bidder price (£) | Divide column 1 by column 2, then multiply by price weighting 40 | Price score |
| A | 100 | 100 | 1 | 40% |
| B | 108 | 0.93 | 37.2% |

The weighted total quality and cost scores are then added together to identify the most economically advantageous bid in line with the evaluation criteria set out within this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Weighting | Bidder A Score | Bidder B Score |
| Quality | | | |
| Question 1 | 20% | 8% | 12% |
| Question 2 | 15% | 6% | 9% |
| Question 3 | 25% | 15% | 20% |
| Quality Total | 60% | 29% | 41% |
| Price | 40% | 40% | 37.2% |
| TOTAL | | 69% | 78.2% |

In this example Bidder B would be awarded the Contract as having provided the most economically advantageous bid.