

Invitation to Quote (ITQ)

Procurement of consultation and engagement advice and guidance

I am pleased to inform you that Midlands and Lancashire CSU (MLCSU) would like to invite you to participate in this 'Invitation to Quote'.

Following the receipt of your quote 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 decide not to award this contract, there will be no liability for the MLCSU for any costs incurred by the bidding providers.

Please see evaluation grid below:

Weightings – Totalling 100%:

Quality	60%
Price	40%
TOTAL	100%

Scoring Criteria

Score Label	Value	Definition
Excellent	5	The response is excellent in relation to the stated requirements of the question. The details provided demonstrate that the bidder's approach fully meets the requirements of the question and provide a very high level of confidence of the bidder's skills, expertise and understanding of the requirements. The response is exemplary and comprehensive, demonstrating that the requirement can significantly be exceeded.
Good	4	The response is good in relation to the stated requirements of the question. The details provided demonstrate the bidder's approach fully meets the requirements of the question and provide a high level of confidence of the bidder's skills, expertise and understanding of the requirements. No concerns were evident with the response.
Acceptable	3	The response is acceptable in relation to the stated requirements of the question. The details provided demonstrate the bidder's approach meets the requirements of the question (with only minor omissions) but would benefit from being more detailed and demonstrating further added value and/or contains minor concerns.
Poor	2	The response is poor in relation to the stated requirements of the question. The response provides a low level of detail and provides little evidence that the bidder has the expertise to satisfy the requirements of the question with weaknesses apparent in some areas and/or demonstrates some misunderstanding of the requirements.
Very Poor	1	The response is very poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence presented to demonstrate that the bidder has the expertise to satisfy the requirements of the question.
Unacceptable/No answer	0	The response is either unacceptable as it fails to provide any evidence whatsoever that the bidder can meet the requirements set out in the question or is entirely lacking in detail or no answer has been given. The response does not comply with or has failed to demonstrate an understanding of the stated requirements of the question.

Please find attached the 'Specification Brief' which will help you direct your response appropriately.

Please do not hesitate to contact me with any questions.

Kind regards,



Elaine Butler
Senior Procurement Officer

Service overview

The Communications and Engagement team at Midlands and Lancashire CSU has a team of 50+ communications and engagement professionals. We work with NHS clients across the Midlands, Merseyside and Lancashire. We specifically work with: Clinical Commissioning Groups (CCGs), trusts and providers, as well as the forever emerging and evolving Sustainability and Transformation Partnerships (STPs), Integrated Care Systems (ICSs).

We are continually involved in the strategic planning and management of service reconfiguration programmes. We advise specifically around involvement, consultation and engagement.

Requirement

The contract period will be over 2 years and will be called off as and when required within this period. Contract start date 1st April 2020 to 31st March 2022

We are looking for a supplier to provide in two areas of expertise and knowledge

Advice and guidance

To assist us in our work we are looking for a supplier to provide packages and days of advice and guidance. They should be able to draw upon knowledge and understanding of consultation and engagement work from across the UK. This will ideally be within the health and social care sector and from drawing upon experts with both empirical knowledge and experience. It should also draw from wider reading such as court cases, legislation, networks and meetings etc.

The advice and guidance should be provided through a mixture of onsite, by telephone or email. We understand that there will be expenses incurred through onsite advice and guidance. We often need to work closely with suppliers on long programmes or work or contact them around specific queries on small projects.

Training sessions

We also require the successful supplier to provide in-house training sessions. We have previously purchased 1-day training session on a range of topics but are open to consider alternative approaches. These could be online or face-to-face and we are happy to be advised around this. we are keen to understand what packages might be available depending on our budget.

Training sessions should cover the following areas:

- Understanding and applying consultation law into health and social care programmes of reconfiguration
- Specific tactics of consultation and engagement including: analysing and reporting on feedback, stakeholder engagement and management, methods of engagement, etc.

The support and training sessions could be at various locations as detailed above in the service overview.

Purchasing arrangements

We would like any potential supplier to provide a proposal around the number of days of advice and guidance and training we can purchase and if there would be any variance in rates accessible e.g. the more we purchase.

Review and assessment of responses

The contract period will be over 2 years and will be called off as and when required within this period.

All potential proposals will be assessed against the following criteria.

Responses should be no longer than 2 pages of A4 (font size 12). A further 1 page of A4 (font size 12) maybe used to provide an overview of costings.

- Explain how you may meet the key requirements outlined in this document.
- Examples of similar work undertaken within the sector in no more than 500 words
- Details for 2 references that MLCSU can contact (this should be customers to whom you have provided work similar to that included in the 'specification')
- Agreement to adhere to the terms and conditions of the NHS standard contract for services

If you would like to provide us with a quotation for this work please register with Bravo mlcsu.bravosolution.co.uk

We require the quotation to be submitted on headed paper through the Bravo Portal.

Timescales

Activity:	Date:	Relative to:
Deadline for questions	19 th March 2020	All bidders wishing to quote
Deadline for receipt of Proposal	23 rd March 2020 1200 am	All bidders wishing to quote
Interviews (if needed)	To be arranged if required	All bidders that quoted (if required)
Notice of award	By 31 st March 2020	All bidders that quoted
Delivery of work commencement	By 30 th April 2020	Successful bidder