

Request for Quotation

RFQ: Primary Care Medical Services to People who are Homeless across Great Yarmouth and Waveney:

Tender Reference: AGEMCSU/07/18

NHS Arden and Greater East Midlands Commissioning Support Unit (AGCSU) on behalf of NHS Great Yarmouth and Waveney Clinical Commissioning Group (referred to as the Commissioner) is inviting suitably qualified and experienced providers to deliver the service of Primary Care Medical Services to people who are Homeless across Great Yarmouth and Waveney.

The service expected to be fully operational, providing services from 1st October 2018. The NHS England Standard Alternative Provider Medical Services Contract 2018/19 will apply to any Contract arising from this quotation. There are currently 69 patients registered on the homeless register.

Objectives of the Procurement

The key objectives of the Procurement are to commission Primary Care Medical Service to people who are Homeless across Great Yarmouth and Waveney.

Scope of services

For a full scope of services please see the Document 1 - Service Specification attached with this notice.

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

Document 1	Service Specification
Document 2	Response form for RFQ Questions
Document 3	RFQ Declarations Form
Document 4	Finance Model Template

Please note: Bidders are required to complete and return the documents shaded in grey.

Contract Value

Based on the current contract it is anticipated that the service provision resultant of this procurement will have an annual agreement value as below:

The contract value is £60,000 per annum (excluding V.A.T.) and the total contract value for the lifetime of the contract is £240,000 (excluding V.A.T.).

Bidders are to note, Document 4 – FMT must be completed by all bidders, any FMTs submitted over £60,000 per annum and £240,000 over the lifetime of the contract will be rejected and will not be considered.

It is important to note here that the contract value and activity levels have been derived based on past experience. There is no guarantee that they will remain at these levels in the future. They may increase or decrease. The actual contract value and activity levels may differ during the period of service provision due to factors beyond the Commissioner's control such as increase/decrease in population of the local area, closure of other nearby NHS health organisations due to unforeseen reasons, patients experience/preference etc. Accordingly, the activity levels are used here for illustrative purposes only and unless otherwise stated in any tender documents issued as part of this Procurement, the Commissioners will not be held to them.

Timeline

Milestones	Date
Deadline for receipt of ITT submissions from Bidders	8 th August 2018
Evaluation Period for evaluating ITT submissions	Mid-August 2018
Preferred Bidder announced	End of August 2018
Contract award	Early September 2018
Service commencement	1 st October 2018

How to apply

If you are interested in quoting for this requirement please see Document 1 - Service Specification for an overview of the service requirements.

Please complete and return Documents 2, 3 and 4 no later than **2pm on Wednesday 8th August 2018**, setting out how your organisation meets the evaluation criteria contained within Annex A - List of RFQ Questions and evaluation criteria.

Please return your response to neelamsaroe@nhs.net

Please mark your response: **Tender Reference: AGEMCSU/07/18**

Validity

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 NHS Great Yarmouth and Waveney Clinical Commissioning Group and you.

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 Proposal.

Queries

If you have any queries about this letter or the requirement or any of the documentation attached please submit your queries via email to neelamsaroe@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

Neelam Saroe
Procurement Officer

Arden and GEM CSU

Annex A - List of RFQ Questions and Evaluation Criteria.

The evaluation process will be conducted as below:

Criteria	% weighting
Quality/Clinical (Qualification and Technical Envelope)	100%

Scoring Matrix

Proposals will be evaluated in line with the following evaluation criteria:-

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.

Proposals will be evaluated in line with the following evaluation criteria as set out fully in Document 2 - List of RFQ Questions and evaluation criteria.

Qualification Questions:-

Qualification Questions	Criteria	Sub-Criteria Weighting
[Q1] Full registered company name	For Information	For Information
[Q2] Prime Contractor	For Information	For Information
[Q3] Legal Requirements	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q4] Care Quality Commission	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q5] Outstanding Insurance and Legal Claims	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q6] Health & Safety	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q7] Professional Registration	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q8] Data Security and Protection Toolkit	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q9] Audited Accounts	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q10] Dun & Bradstreet	For Information	For Information
[Q11] County Court Judgments	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.
[Q12] Sid4Gov	For Information	For Information
[Q13] Declarations Form	Pass/Fail	Please refer to Document 2 - Response form for RFQ Questions for the evaluation criteria of this question.

Technical Questions:-

Question	Sub- Criteria	Weighting
[T1] Experience of a similar service	Scored	10%
[T2] Homelessness register and directory	Scored	10%
[T3] Models and Premises	Scored	10%
[T4] Flexible appointments	Scored	10%
[T5] Medication	Scored	5%
[T6] Staffing	Scored	10%
[T7] Controlled drugs	Scored	5%
[T8] Health Promotion Programme	Scored	10%
[T9] Assessments	5%	10%
[T10] Physical and Mental Health	10%	10%
[T11] Screening	10%	10%
[T12] Price	For Information	For Information

On any question, a Score of 0 will be given no marks, whereas scores of 1, 2, 3, 4 and 5 will gain 20%, 40%, 60%, 80%, 100% respectively.

Annex B

Terms and Conditions of Contract

Please note that any Contract arising from this Request for Proposal will be governed by the NHS England Standard Alternative Provider Medical Services Contract 2018/19. Please see the link below:

<https://www.england.nhs.uk/wp-content/uploads/2018/01/17-18-apms-contract.pdf>

Please note these Terms and Conditions are mandatory and if you are unable to agree your quotation will not receive consideration.