We are approaching you regarding the potential requirement for an outsourced supply chain logistics solution for the UK Health Security Agency (UKHSA) and as such are seeking further information on your company’s ability and capacity to meet our requirements outlined below.

**Background**

UKHSA is an executive agency of the Department of Health and Social Care which operates as an integral part of the public health system and national security infrastructure, utilising state-of-the-art technologies and ground-breaking capabilities in data analytics and genomic surveillance to tackle coronavirus (COVID-19) and future threats locally, nationally, and globally.

UKHSA provides intellectual, scientific and operational leadership at national and local levels, as well as on the global stage, to make the nation’s health secure. It is responsible for protecting every member of every community from the impact of infectious diseases, chemical, biological, radiological and nuclear incidents and other health threats.

As part of the Covid 19 response, UKHSA and its predecessor organisations distributed an unprecedented level of physical support to the UK. With the Government’s strategy of Living with Covid, UKHSA is now entering a programme of footprint reduction. At present, there is a requirement to maintain a provision of service, however, this may fluctuate depending on demand and Government policy with regards to Living with Covid.

**Overview of requirement**

UKHSA is seeking to establish an agreement with logistics provider(s) who can offer a range of supply chain logistics solutions including, but not limited to, 3PL, 4PL or 5PL solutions.

As such, we would hope to conduct an open tender exercise in accordance with the Public Contracts Regulations 2015 in the near future.

UKHSA is seeking to engage with logistics providers for the requirements including but not limited to manufacturing, storage, fulfilment, distribution and disposal facilities.

**Estimated volumes known as of February 2023**

Please note that estimated volumes are provided for information purposes and are based on a mid-range scenario, and therefore may be subject to fluctuations dependant on numerous factors including, but not limited to, product disposals rates, policy changes, variants of concern as well as the impact of other potential pandemics and infectious disease outbreaks.

Total out-bounding requirement of 13,400 pallets within a 12-month period- comprising of:

* LFD test kits -11,200 pallets
* PCR test kits- 2100 pallets
* PCR components 100 pallets

**Scope and Specification**

The service has the following component parts but please note that this list is not exhaustive

* Inbounding
* Fulfilment
* Distribution/outbound
* Return Logistics
* Manufacturing
* Disposals/Storage of items for disposal
* Courier services
* Storage at ambient temperature required
* Record keeping and reporting

An overall need of UKHSA is to ensure that requirements and outputs are managed in a way that:

* Continues to provide a high-quality flexible service that can adapt to suit the needs of the population;
* drives maximum savings;
* increases UKHSA efficiency;
* promotes the use of ‘best practice’ in line with warehouse management system (WMS) and Medicines and Healthcare products Regulatory Agency (MHRA) regulatory requirements; and
* provides full transparency of reporting and record keeping

Critical to the success of the envisaged Contract are

* A high-quality service which operates 7 days a week providing movement of approximately 416 pallets/day across the entire UK
* Storage of approximately 20,000 pallets in an ambient temperature environment in line with MHRA and National Audit Office (NAO) guidelines
* Ability to provide fulfilment of PCR/LFD kits
* Provision of a return logistics service is essential
* A fully flexible service which can adapt to the needs of UKHSA in a timely manner
* Full audit trail of documentation and reporting mechanisms

**Supplier Response**

**Can you please provide details of your company name and contact details below:**

**Company Name:**

**Contact Name:**

**Role:**

**Questions**

1. **Please could you indicate the type of solution(s) you would be interested in providing**

3PL (third party logistics) solution [ ]

4PL (fourth party logistics)solution [ ]

5PL (fifth party logistics) solution [ ]

Other [ ]

If “other” please provide details

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1. **Please provide a brief outline of your proposed service provision solution**

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1. **Please provide an indication of the minimum timescales required to develop a bid for this requirement.**

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1. **UKHSA would like this service to commence and be in place by March 2024. Please could you confirm that your organisation has the capacity and capability to meet this timescale. If no, please indicate why**

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1. **What constraints or challenges would you foresee in meeting this indicative start date?**

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1. **Please provide an indication of mobilisation/implementation timescales or range of timescales (including recruitment considerations etc)**

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1. **Please could you confirm if the end-to-end process will be fulfilled by your organisation or if third parties will be involved in the process. If no, please detail which third parties you intend to use or alternatively what element of the service the third party would do**

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1. **Please provide details of your facilities, or that of a third party, which could potentially be utilised in the delivery of services. Would these facilities have the ability and required licences to store waste/out of date stock?**

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1. **Can your organisation provide a reverse logistics solution?**

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1. **Please indicate what your average daily/weekly capacity would be for this requirement including details of how your organisation could provide a fully flexible service which can adapt to the needs of UKHSA in a timely manner**

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1. **Can you demonstrate how you would comply and maintain compliance with the regulatory requirements throughout the duration of the Contract**

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1. **Please advise what level of detail or information you would need/require within the tender documentation to offer a comprehensive proposal and pricing**

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1. **At further competition stage UKHSA aims to provide a reasonably comprehensive data set regarding requirements. Depending on timescales, we may also be able to facilitate site visits. Aside from this, what additional information would you expect to be made available as part of the tendering activity?**

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1. **Are there any observations or feedback, based on the scope and information contained within the brief that you would like to advise on?**

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UKHSA appreciates you taking the time to review this Capability Assessment.

**Upon completion, can you please return the form to** **Logisticsandto@ukhsa.gov.uk** **by 3.00pm on Friday 17th March**