**Request for Information**

Obstructive Sleep Apnoea Services

On behalf of

Central London Community Healthcare NHS Trust

**Atamis Contract Reference:** C329388

**Date of Issue:** 08/01/2025

**Document 1 - Instructions and Information**

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# **COVERING LETTER**

Dear Provider(s)

This Request for Information (RFI) process is being undertaken to engage with the market in order to inform the further development of draft proposals for service delivery of Obstructive Sleep Apnoea Services.

The objective of the RFI is to identify the capacity and capability of the market to deliver the proposed service model, define any financial or workforce need and detect any possible risks and barriers of the proposed service provision.

Whereas this RFI has been prepared in good faith by North West London Procurement Service, acting for and on behalf of Central London Community Healthcare NHS Trust (CLCH), it should not be assumed that the information in this RFI has been verified for absolute accuracy and completeness by North West London Procurement Service, CLCH and/or any advisor(s) to CLCH.

CLCH and their respective officers, directors, employees, agents and affiliates do not make and will not make at any time, in connection with this service, any representation or warranty, express or implied as to the accuracy or completeness of this RFI or any such summaries.

In providing this RFI, North West London Procurement Service and CLCH do not undertake any obligation to provide the recipient with access to any additional information or to update the RFI or correct any inaccuracies in the RFI, which become known to it. Nothing in the RFI or accompanying documentation should be relied upon as a promise or representation as to CLCH ultimate decisions in relation to the next stage, which will depend, at least in part, on the outcome of the discussions during the RFI process.

Neither North West London Procurement Service, nor CLCH will reimburse any expenses incurred by interest parties in preparing their responses to this RFI. CLCH reserves the right to discontinue the process at any time and will not accept any liability towards interested parties should it be required to do so.

**Completed RFIs must be submitted** by **no later** than **12:00 on 23/01/2025**. Any submissions received after this specified deadline may not be considered in the market engagement exercise undertaken through the RFI process.

**Yours faithfully**

**Nichola Lane**

**Category Manager – Clinical Services, Community and Mental Health**

**North West London Procurement Services**

# **THE RFI PROCESS**

* 1. CLCH have outlined their requirements for the provision of Obstructive Sleep Apnoea Services.
	2. The RFI process is being undertaken to engage with the market and to gather information in order to obtain a better understanding of both capacity and appetite of the market on delivering the proposed service to help inform potential future service models and/or commissioning intentions.
	3. The documentation is available to all interested parties who have registered an interest in the service via the e-Tendering system following the advertisement of a Prior Information Notice on Contracts Finders and Find a Tender Service.
	4. Accompanying this document, the following attachments are available to interested parties to further inform the submission of the respective RFI.
* Appendix 1 – RFI Response Document
	1. These documents are provided to assist potential providers in the completion of the RFI submission, however, please note that this information is indicative only and may not reflect the data used in any forthcoming procurement process, if applicable. Interested parties are required to complete Appendix A – RFI Response Document in line with the requirements outlined in this document and accompanying documents.

# **SCOPE OF THE SERVICE**

* 1. The service requirements are outlined in Appendix 2 – Draft Specification. Please note that this is a draft version and is subject to change based on feedback from the RFI process.

# **VISION AND STRATEGIC GOALS**

* 1. The aims and objectives of the service is to provide equitable, accessible, high quality and cost effective CPAP Diagnosis and Sleep Therapies in line with NICE guidelines:
* NICE (NG202): Obstructive sleep apnoea/hypopnoea syndrome and obesity hypoventilation syndrome in over 16s – 2021
* GIRFT: Clinically-led Specialty Outpatient Guidance https://gettingitrightfirsttime.co.uk/wp-content/uploads/2023/04/ClinicallyledSpecialtyOutpatientGuideApr23FINAL-V1-1.pdf and any subsequent revisions.
	1. The supplier will deliver a service which provides assessment, diagnosis, issuing of equipment, ongoing patient care and maintenance of machines for the duration of the patient’s requirement. Appropriate patient discharge according to diagnostic results or non-compliance with treatment will be included as part of the requirement for the duration of the patient’s treatment plan.
	2. This service is aimed at adults registered with a GP in South and West Herts to deliver efficient waiting list management with high quality care – timely diagnosis and initiation of correct treatment with a patient management plan.

# **SUBMISSION REQUIREMENTS**

* 1. This document is not an Invitation to Tender, nor does it form any part of a procurement process. It is a Request for Information based on the draft service requirements provided with this document.
	2. The RFI Response Document – Appendix 1, for completion by providers, should be submitted via the e-Tendering system Atamis.
	3. **The RFI Response Document – Appendix 1 should be submitted by no later than 12:00 on 23/01/2025.**
	4. Interested parties’ responses do not constitute a firm offer capable of acceptance, instead their responses will be construed as indicative only.
	5. Unless otherwise agreed, CLCH shall not be obliged to return any materials submitted by interest parties before, during or after any procurement process.
	6. CLCH recognises that with a new service model there is a clear need to test with interested parties. To understand and appreciate any issues, it is essential that CLCH seeks a fuller understanding from interested parties to enable requirements to be fully reflective of issues and concerns which are relevant, and adopt these, where appropriate in the final service model.
	7. In addition, there is an option to allow interested parties to submit their individual caveats in relation to any section of the proposed service model where they may identify outcomes that they may not be able to provide and/or offer alternative suggestions. It should be noted by interested parties that in making these suggestions, the areas where this information may arise should be substantive in the context of delivering service model outcomes.