Request for Information (RFI)

Volunteering and Fundraising Application and Services

**RFI Invitation**

**Commercial Ref: Atamis Ref: C291755**

**Response Deadline 12:00 11TH September 2024**

**Version: DV 1.0**

**Request for Information (RFI) Volunteering and Fundraising Application and Services**

The NHS Business Services Authority (NHSBSA) invites you to participate in an RFI for a Volunteering and fundraising application and services Solution. The Solution will enable NHSBSA colleagues to

* utilise their corporate volunteering days
* organise and implement fundraising events
* integrate with internal workforce management systems
* report on the social impact delivered from the volunteering opportunities.

The NHSBSA are looking to introduce a flexible solution, underpinning business activities, to enable more agility and options in the volunteering space.

You are being invited to participate in this RFI via an opportunity listing published on Find a Tender Service and Contracts Finder. With this invitation, the NHSBSA invites you to respond to this RFI in relation to the delivery of the Solution to address business objectives and requirements.

It should be noted that at this stage, we are seeking high level input from suppliers. Detailed proposals and pricing will be required in any future, formal procurement exercises. Your response to this RFI will be used by the NHSBSA to:

▪ Understand supplier/market capability/product offering.

▪ Identify any innovative solutions proposed by suppliers.

▪ Inform the scope of the future requirements.

▪ Understand supplier side issues in delivering the project.

▪ Gauge overall project timescales and affordability.

▪ Inform the procurement strategy.

▪ Provide feedback on the preferred route to market and whether any alternative options would benefit this process.

▪ Whether the contract can be broken down into Lots

▪ Determine the route to market.

▪ Understand what Social Value can be delivered through this contract.

▪ Understand what the market is doing about Modern Slavery

**Background Information**

The NHSBSA is a multi-sited, geographically and culturally diverse organisation that provide a broad range of NHS related services. Some examples of the services we deliver are listed below and further information on our extensive service portfolio can be found at <http://www.nhsbsa.nhs.uk/About.aspx>.

* NHS Jobs
* Electronic Staff Record (ESR)
* Health Exemption Services
* Overseas Healthcare Services
* Pensions Digitisation
* Health and Community Services such as Healthy Start, Medical Examiners and Immigration Health Surcharge

The NHSBSA People team and specifically the Colleague Experience and Social Impact Team within, are responsible for NHSBSA to be at their best, to help build an organisation that delivers through great people and great practices. The team help guide the social conscience of the business and support the mental wellbeing of colleagues through giving back to local communities via fundraising and volunteering opportunities.

**RFI Timescales**

|  |  |  |
| --- | --- | --- |
| **RFI Stages** | **Date** | **Guidance** |
| NHSBSA Supplier Webinar | 10th September 2024 |  |
| RFI published | 11th September 2024 |  |
| Deadline for Supplier Atamis Registration | 9th September 2024 | Register here:  <https://health-family.force.com/s/Welcome>  Ref XXX |
| Supplier Question/Clarification Deadline | Anytime during RFI | Via messaging function on Atamis |
| Supplier Response Deadline | 25th September 2024 | Via Atamis |

Please complete and submit your RFI response via the Health Family Portal no later than **12:00 noon on 25th September 2024.**

The NHSBSA is utilising the Health Family Portal to manage this RFI process and to communicate with suppliers. Accordingly, there will be no hard copy documents issued to suppliers and all communications with the NHSBSA including the submission of suppliers’ responses will be conducted via [Welcome (force.com)](https://health-family.force.com/s/Welcome).

Suppliers should note that this RFI is a market research exercise only and it is not an invitation to tender or invitation to offer an agreement. Any prices submitted through this exercise are for the NHSBSA’s information purposes only and will not result in an award of a contract.

If you do not wish to take part in this RFI exercise, it will not affect any current or future business with the NHSBSA.

Participation in this RFI exercise will not qualify you to provide any services or products to the NHSBSA and will not guarantee an invitation to submit an offer as part of any future procurement exercise.

The NHSBSA will not accept any liability for costs incurred by you in participating in this RFI exercise.

If you have any questions regarding any matter relating to this RFI, please submit them via the messaging function within the e-tendering solution. All responses to all queries will be copied to all suppliers taking part in this exercise.

**Document Ends**