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**Invitation to Quote**

**Instructions & Requirements Document**

**NHS England and NHS Improvement Commercial**

NHS Jewish BRCA Testing Progamme - Engagement Partner years 2 & 3

**Document owner:** Commercial & Procurement Team, NHS England and NHS Improvement

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**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Status | Key Change Made | Author/s |
| 1.0 | 01/11/18 | Final Version |  | Charlie Stephens/Andrew Campan/Shared Business Services |
| 2.0 | 15/07/19 | Final Version | Additional details relating to the Hive and where further information and guidance is available | Polly Feeney |
| 3.0 | 02/10/19 | Final Version | Updates made following initial user feedback. | Andrew Campan |
| 4.0 | 25/03/21 | Final Version | Updated to reflect new internal sub £150k process | Makaella Allison |

# **Purpose**

This document sets out the process for obtaining quotations for Goods and Services **up to £115,000 (excluding VAT), £138.00 (including VAT)**.

# **Introduction**

###### This Invitation to Quote (ITQ) has been prepared by NHS England and NHS Improvement (the ‘Authority’). The Authority is looking for a Supplier for the provision of communication and engagement services to support the NHS Jewish BRCA Testing Programme in years 2 and 3 of the programme, until March 2026. A full description of the requirement is found in section 2.

###### This procurement exercise is being carried out as an Invitation to Quote.

###### The Authority has taken reasonable care to ensure that the information provided is accurate in all material respects. However, the Bidders attention is drawn to the fact that no representation, warranty or undertaking is given by The Authority in respect of the information provided in respect of this transaction and/or any related transaction.

###### The Authority does not accept any responsibility for the accuracy or completeness of the information provided and shall not be liable for any loss or damage arising directly or indirectly as a result of reliance on this ITT or any subsequent communication.

###### No warranties or opinions as to the accuracy of any information provided in this ITQ Pack shall be given at any stage by The Authority.

###### Any person considering making a decision to enter into contractual relationships with The Authority or any other person on the basis of the information provided should make their own investigations and form their own opinion of The Authority. The attention of Bidders is drawn to the fact that, by issuing this ITQ, The Authority is in no way committed to awarding any contract and that all costs incurred by Bidder in relation to any stage of the Tender process are for the account of the relevant Bidder only.

###### In accordance with The Authority’s internal financial instructions and general principles applicable to public procurement, The Authority seeks best value for money in terms of the Contract reached with the successful Bidder.

###### The Authority has endeavored, therefore, to express as clearly as possible in this ITQ the terms on which it would propose to contract with the successful Bidder and in particular the obligations, risks and liabilities which it expects to become the responsibility of the successful Bidder.

This document contains the following sections:

* **1. Instructions**
  + Project Team Details
  + Timeline
  + Supplier Clarification Question process
  + Evaluation Criteria
  + Scoring
* **2. The Requirement:**
  + Background Information
  + Standards and Service Specification
  + Essential Skills Deliverables
  + Deliverables
  + Proposed Terms and Conditions
* **3. Responding to the ITQ**
  + Bidders Details
  + Further Bidder Information
  + Bidders Response

1. Instructions

Project Team Details and Contract Lead

|  |  |
| --- | --- |
| Name of Team | NHS Cancer Programme |
| Name and Title of Contract Lead | Susana Lukic |

Timeline

|  |  |
| --- | --- |
| **Item** | **Date** |
| ITQ Release Date & Issue on Contract Finder\* | Wednesday 1st May 2024 |
| ITQ Clarification Deadline | Friday 10th May 2024 |
| ITQ Closing Date | Wednesday 15th May 2024 |
| Estimated Award Date | Monday 3rd June 2024 |
| Estimated Contract Commencement Date | Monday 10th June 2024 |

The timeline is indicative and may be subject to change.

Supplier Clarification Question Process

All clarification questions relating to this ITQ must be submitted via the procurement portal route (Atamis) within 3 calendar days of receiving the ITQ. Clarification questions received after this time will not be responded to. All Clarification questions will be responded to within 2 working days of the date received.

All clarification questions received via other routes will not be reviewed and responded to.

**Please Note: -** To ensure an open and fair process is followed, all bidders will receive a copy of the question(s) and answer(s).

Evaluation Criteria

The purpose of evaluation in the procurement process is to establish which supplier(s) have submitted the best quotation; ensuring that the assessment of quotes is undertaken in a transparent, fair and consistent manner so that an effective comparison can be made.

The Authority, reserves the right to accept or reject all or any part of the quotation if you have failed to provide the information requested in this quotation or you have submitted any modification or any qualification to the terms and conditions of contract.

The Authority does not bind itself to accept the lowest priced, or any quotation, nor guarantee any value or volume and shall not be liable to accept any costs you have incurred in the production of your quotation.

The Authority will check each quotation and submission for completeness and compliance with the requirements in this Invitation to Quote document, thus, you should ensure that you carefully examine this document in full.

Quotes will be evaluated on the following Quality and Costs basis;

|  |  |
| --- | --- |
| **Section** | **Weighting (%)** |
| Technical/Quality | 60 |
| Sustainability and Social Value | 10 |
| Commercial | 30 |

A weighted scoring system will be applied to the response, the high-level evaluation criteria are given below:

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting (%)** |
|  | Please provide details of previous relevant work you have delivered and how this demonstrates your expertise to lead on this project.  This should include up to 2 examples of partnerships in place, agencies worked with and materials developed. | 30% |
| 2 | Please outline **how you will work with all key stakeholders** to design and deliver the following to the Jewish population in England:   * 1. Comms and engagement to encourage people to take up the offer of a BRCA test.   2. Education to ensure people are informed of the implications of testing for themselves and their families. | 10% |
| 3 | Please outline how you plan to engage with the Jewish population in England and the timelines for delivery of the different components of your engagement campaign. It is expected the campaign will be delivered from July 2024 - March 2026.  (Please provide a high level GAANT chart) | 10% |
| 4 | Please outline how you would reach populations that might not engage through mainstream networks, for example the Charedi community and people who have Jewish ancestry but may not regard themselves as Jewish. | 10% |
| 5 | How will you support meeting the requirements of this ITQ with social value and environmental commitments in mind, both in terms of the projects and as an organisation?  For more information on the social value model - <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf> | 10% |

**Scoring**

**Bidder information**

The ‘Bidders Detail’ will be ‘For Information Only’ and not scored.

The ‘Further Bidder Information’, will be given either a ‘Pass/Fail’ for each section.

**Quality**

The Authorities evaluation system is based on the familiar “weighted scoring approach”, in which the officer scores responses to the quality questions according to a pre-agreed scoring system 0-4 (see table below). The scores for the sections are then added together to give a total quality score for the quotation response.

| **Score** | **Interpretation** |
| --- | --- |
| 4  Excellent | The Tenderer’s response provides full confidence that the Tenderer understands and can deliver the Requirements well and addresses all of the requirements set out in the question. |
| 3  Good | The Tenderer’s response provides a good level of confidence that the Tenderer understands and can deliver the services and the Tenderer's response addresses all or most of the requirements set out in the question. |
| 2  Satisfactory | The Tenderer’s response provides a satisfactory level of confidence that the Tenderer understands and can deliver the services and the Tenderer's response addresses at least some of the requirements set out in the question. However, the response is lacking in some areas. |
| 1  Poor | There are weaknesses (or inconsistency) in the Tenderer’s understanding of the services and/or Tenderer's response fails to address some or all of the requirements set out in the question. |
| 0  Unacceptable | No response and/or information provided is deemed inadequate to merit a score. |

**Scoring Cost**

The financial weighted score is calculated by using the following formula:

Tenderers Price Weighted Score = Lowest Total Cost offered Tenderer Total Cost

x 30%

(Lowest Total Cost divided by Tender Total Cost multiplied by 30)

The financial score will be calculated to two decimals places.

Therefore the bidder who submits the lowest compliant bid (based on the pricing model created for evaluation purposes) will receive the full 30% available.

# **The Requirement**

The Requirement is detailed below which provides background to the project/business need, the standards or specification required alongside the essential supplier skills and the objectives of the requirement.

**Background Information:**

|  |
| --- |
| People who have a BRCA mutation have an increased risk of developing several cancers, in particular breast and ovarian cancer. People with Jewish ancestry have a higher chance of carrying a BRCA mutation compared to the general population but only approximately 11% of BRCA mutation carriers in this population have been identified.  Women found to be BRCA mutation carriers can have breast screening at a younger age through the NHS Very High Risk Breast Cancer Screening Programme and may choose to have risk reducing surgery and take preventative medication.  Currently the National Genomic Test Directory requires a personal history of cancer or a strong family history of cancer to provide a BRCA test. The NHS Cancer Programme has launched a programme to offer BRCA testing to the Jewish population across England regardless of personal cancer status or family history of cancer.  This programme will include:   * An engagement and education campaign to encourage the Jewish population to come forward for a genetic test for BRCA and to inform them of the implications of testing for themselves and their families. * A genetic testing pathway to offer genetic counselling and full BRCA1/ BRCA2 gene sequencing to all Jewish adults over the age of 18 that haven’t previously received genetic testing for BRCA. Those who test positive will be offered relevant existing NHS treatment and screening services. * An evaluation of the project to understand how many tests were delivered, how many BRCA mutation carriers were identified and then enrolled into downstream management pathways and the overall expected impact on number of cancers prevented or diagnosed early. We will also evaluate service user satisfaction with the service   It is expected for the duration of the contract that the supplier will work closely with all delivery partners who are responsible for delivering the testing pathway to manage demand and capacity. This will involve evaluating the success of different stages of the campaign in getting people to come forward for a BRCA test, making sure there is capacity in the system before delivering subsequent stages, and working to ensure available capacity is used effectively.  Jnetics, in partnership with Chai Cancer Care, delivered the comms and engagement campaign throughout the soft launch (year 1) of the programme and the full launch in January 2024. This work met all asks, deliverables and targets and they solidified themselves as the trusted external facing voice for the programme. The Cancer Programme is delighted with the success of the partnership to date.  The contract with Jnetics and Chai Cancer Care came to an end and therefore we are following standard NHS England procurement rules to go out to tender to cover years 2 & 3 of the programme to allow engagement activities to continue. |

**Standards and Service Specification:**

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| --- |
| **Timelines**  The NHS Jewish BRCA testing programme soft launched in January 2023, and fully launched in January 2024.  The next stage of the engagement and education campaign will be delivered from June/July 2024 – March 2026 to cover years 2 and 3 of the programme.  **Engagement**  The chosen supplier will be required to draw on the expertise of established organisations and networks to ensure the engagement campaign is tailored and effective at reaching the Jewish population and is positively received. During campaign development, it is expected the supplier will develop working groups/engagement events to bring together all key stakeholders to design the campaign.  It is of paramount importance that the supplier can manage relationships effectively to ensure positive engagement with key stakeholders in the community.  **Governance**  The supplier is expected to:   * Provide regular updates to the NHS Cancer Programme team on delivery. * Provide updates to the weekly BRCA Programme Delivery Group and ensure campaign delivery is in line with available lab capacity. * Report progress to the BRCA Programme Expert Advisory Group on a 6 monthly basis to update on progress and gain necessary approvals of plans and materials.     **Dependencies**   * It is essential the supplier works in alignment with all other delivery partners to ensure that appropriate genetic counsellor and testing capacity is in place to coincide with increased demand as the engagement campaign is delivered. This is to mitigate against service delays and ensure a positive experience for service users.   **Outcomes**  The supplier must plan and deliver the engagement campaign to ensure lab capacity is being utilised effectively and genetic testing targets are met.  The supplier must deliver education to the Jewish population to ensure people are making an informed choice about testing. |

**Essential Skills Deliverables:**

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| --- |
| * Stakeholder management skills to ensure all key organisations/networks/people can participate in the design of the engagement campaign and materials. * Ability to develop a meaningful vision, objectives, process, documentation. * Mediation and problem-solving skills to reach consensus when faced with conflicting opinions. * Ability to separate interests of own organisation from the campaign and make decisions that are best for the programme. * Able to understand the organisational and social infrastructure of the Jewish population in England and use this understanding to engage with different communities. * Project management skills – effective planning, reporting, monitoring, reviewing, time management, risk management, budget management. * Able to design effective public-facing materials that are tailored to the Jewish population. |

**Deliverables**:

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| --- |
| **Objective 1 - Design the engagement and education campaign**  The chosen supplier will be expected to design an effective engagement and education campaign to reach most of the Jewish population in England, with a focus on geographical areas with high Jewish populations. This is expected to take place over two stages:   * **Insight and feedback** – establish working groups to facilitate learning from all relevant Jewish organisations/networks to explore existing insight and knowledge about most effective ways to engage with different communities. * **Campaign development** – plan the campaign ensuring the cultural requirements of the community are at its heart. The engagement campaign will need to focus on established networks and organisations within the Jewish community to effectively reach as much of the population as possible. The campaign will need a plan to reach populations that might not engage through mainstream networks:   + People who do not identify as being Jewish (wouldn’t be a member of established networks) but have Jewish ancestry   + Harder to reach communities such as the Charedi community   **Objective 2 – Deliver engagement campaign**   * **Deliver** – the campaign should be delivered in stages ensuring close working with and feedback from genetic testing pathway delivery partners to generate and effectively manage demand and ensure there is enough capacity in the system to mitigate against long waiting times. * **Evaluation** – review how many people the campaign reached and the success rate of people coming forward for a BRCA test. This should include reviewing the success of different elements of the campaign and tailoring the approach accordingly through different stages of the campaign. |

**Proposed Terms and Conditions**

The proposed terms and conditions for this engagement are the NHS Standard Terms and Conditions of services: Purchase Order Version.

No amendments shall be considered or accepted in relation to the Terms and Conditions. Failure to accept the terms will result in disqualification.

There are available to view on <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

The Purchase Order will serve as the contract.

Responding to ITQ

###### When responding to this ITQ, Bidders must ensure that their Tender covers all the information required. Bidders must complete their Tenders within the Authorities procurement portal (Atamis) set out in the "Supplier Response Form". Failure to do so may render the response non-compliant and it may be rejected.

### In evaluating Tenders, the Authority will only consider information provided in the Supplier Response Form.

### Bidders should not assume that the Authority has any prior knowledge of the Bidder, its practice or reputation, or its involvement in existing services, projects or procurements.

### If there are any questions that do not apply to a Bidder, please answer with a N/A and explanation where appropriate.

### Where any section of the ITQ indicates a word limit, any response will be reviewed to that word limit and any additional information beyond that word limit will not be considered. Bidders must provide a word count for each question response.

###### The Authority may at its own absolute discretion extend the Deadline for receipt of Tenders specified in the timetable. Any extension to the Deadline granted under this paragraph will apply to all Bidders.

###### Tenders must be submitted via the Authorities procurement portal (Atamis) no later than the ITQ submission Deadline specified in ‘Timetable’. Tenders may be submitted at any time before the Deadline.

###### Tenders received before this Deadline will be retained unopened until the opening date.

###### The Tender and any documents accompanying it must be formatted in Word or Excel as appropriate and be in the English language.

###### Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Tender pricing must be provided excluding Value Added Tax (VAT).

Bidders Details:

The following is an outline of what will be required and found on Atamis. Please complete this on the Atamis portal directly.

*Please ensure a response is provided for all the sections below.*

|  |  |
| --- | --- |
| *Company Name* |  |
| *Company Address* |  |
| *Company’s representative name and title* |  |
| *Contact telephone number* |  |
| *Email address* |  |
| *Address for correspondence* |  |
| *Date of Submission* |  |
| *Company Registration Number* |  |
| *VAT Registration Number* |  |

# Further Bidder Information:

*Please ensure a response is provided for all the questions below.*

|  |  |  |
| --- | --- | --- |
| ***1.*** | *Has your organisation met all its obligations to pay its creditors and staff during the past year?* |  |
| ***2.*** | *If your answer to the above is No, have you rectified the situation resulting in your organisation now being able to pay its creditors and staff?* |  |
| ***3.*** | *Is your company or any group company (your Organisation) or are any of the directors/partners/proprietors in a state of bankruptcy, insolvency, compulsory winding up, and receivership, composition with creditors or subject to relevant proceedings?* |  |
| *4.* | *Please confirm that data is stored in line with the General Data Protection Regulations 2018 where applicable* |  |
| *5a.* | *Please confirm that you accept NHS England’s Purchase Order Terms and Conditions in full with no modifications. This offer and any contract arising from it shall be subject to these Terms and Conditions and all other items or instructions as issued in this bidder response.*  [*https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services*](https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services) |  |
| *5b.* | *Please confirm that you accept that any modifications to the Terms and Conditions will be rejected and may result in the bid being rejected.* |  |
| *6*. | *Please confirm that all invoicing shall be processed through Tradeshift in line with NHS England and Improvements processes.* |  |

Bidder’s Response

Please ensure a response is provided for both the Quality (A) and Commercial (B) sections on Atamis by downloading the attachments and reuploading once completed.

1. Quality

The questions below are for reference only and will be found within Atamis.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 1** |  | **Question % Weighting** | 30% |
|  |  | |
| Please provide details of previous relevant work you have delivered and how this demonstrates your expertise to lead on this project.  This should include up to 2 examples of partnerships in place, agencies worked with and materials developed. | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is **1200** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 2** |  | **Question % Weighting** | 10% |
|  |  | |
| Please outline how you will work with all key stakeholders to design and deliver the following to the Jewish population in England:  a. Comms and engagement to encourage people to take up the offer of a BRCA test.  b. Education to ensure people are informed of the implications of testing for themselves and their families. | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is **800** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 3** |  | **Question % Weighting** | 10% |
|  |  | |
| Please outline how you plan to engage with the Jewish population in England and the timelines for delivery of the different components of your engagement campaign. It is expected the campaign will be delivered from July 2024 - March 2026.  (Please provide a high level GAANT chart) | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is **800** | | | |
| **Question 4** |  | **Question % Weighting** | 10% |
|  |  | |
| Please outline how you would reach populations that might not engage through mainstream networks, for example the Charedi community and people who have Jewish ancestry but may not regard themselves as Jewish. | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is **400** | | | |

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| **Question 5** |  | **Question % Weighting** | 10% |
|  |  | |
| How will you support meeting the requirements of this ITQ with social value and environmental commitments in mind, both in terms of the projects and as an organisation?  For more information on the social value model - <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf> | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is **400** | | | |

B) Commercial

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| --- | --- | --- | --- | --- |
| **Commercial** |  | **Question % Weighting** | 30% | |
|  |  | |
| Please provide a cost breakdown to undertake the work in the ‘Supplier Response’ box below. Your breakdown should also include the total cost exclusive of VAT to the Authority. | | | |
| **Supplier Response** | | | |
| ***SUPPLIERS PLEASE DO NOT ENTER YOUR COMMERCIALS HERE – PLEASE COMPLETE THE COMMERCIAL BREAKDOWN AND UPLOAD IT SEPARATE TO THIS DOCUMENT ON ATAMIS.*** | | | |

**C) Confirmation**

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| --- | --- |
| **Confirmation** |  |
|  |  |
| Please provide an electronic signature with name and contact details as confirmation the detail submitted is correct and agree to the *NHS England’s Purchase Order Terms and Conditions in full as outlined in ‘Point 5 Further Bidder Information’*:  (If using Atamis, this shall be completed electronically) | | |
| **Supplier Response** | | |
| *Electronic Signature Insert …………..*  *Name:*  *Job Title:*  *Date:* | | |