Market Consultation

For a National Training Function for Stop Smoking Practitioners

W9730

Version Number: 1

Date: 03/11/2022

# Introduction

This information note and accompanying attachments are being made publicly available to any organisations which are interested in the abovementioned opportunity.

This exercise is intended to provide potential bidders with the opportunity to view and comment on the draft specification for a National Training Function for Stop Smoking Practitioners.

This builds on a commitment to engage with the market, by sharing information and seeking input from the market to enable us to develop the final Invitation to Tender (ITT) in a fair and transparent manner. This exercise is to ensure that the final Invitation to Tender provides all tenderers with a clear understanding of the Authority’s requirement and help reduce the number of questions that may be raised in the Tender Period. It also provides an opportunity to start getting ready for tender.

Please note that at the discretion of the authority and with budget approval, additional requirements may be added to the final Invitation to Tender.

**Market consultation - Questionnaire return**

* + 1. This questionnaire forms part of the market engagement activity to support the procurement of a provider for a National Training Function for Stop Smoking Practitioners.
    2. The purpose of this questionnaire is to explore the market reaction to the proposed project. We hope to identify critical success factors and potential barriers in order to inform the formal procurement process. To maximise the success of this subsequent procurement process we request that suppliers are open and honest in their responses and provide as much detail as possible.
    3. Participation in this Market Consultation is voluntary. It is not required to provide an answer to every question if particular questions are not relevant.
    4. The Authority wishes to encourage participation at this stage in order to ensure a wide number of responses. The market engagement processes described above do not form part of the formal procurement process. When the formal procurement process commences any supplier interested will need to express interest to join the competition and all supplier bids will be evaluated on the same basis.
    5. The completed questionnaire should be returned via email to **michael.murphy@dhsc.gov.uk**  quoting ‘W9730 National Training Function for Stop Smoking Practitioners’ no later than **02/12/2022**
    6. The Freedom of Information Act 2000 (FOIA) applies to the Authority. You should be aware of the Authority 's obligations and responsibilities under the FOIA to disclose, on written request, recorded information held. Information provided by you in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may therefore have to be disclosed in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA applies. The Authority may also include certain information in the publication scheme which it maintains under the FOIA.
    7. In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA or the Environmental Information Regulations 2004, the Authority may consider it appropriate to ask you for your views as to the release of any information before a decision on how to respond to a request is made. In dealing with requests for information under the FOIA, the Authority must comply with a strict timetable and the Authority would, therefore, expect a timely response to any consultation within two working days.
    8. You may provide information which is confidential in nature and which you may wish to be held in confidence. You must give a clear indication which type of material is to be considered confidential and why it is considered to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate. In addition, marking any material as confidential or equivalent should not be taken to mean that the Authority accepts any duty of confidentiality by virtue of such marking. Please note that even where you have indicated that information is confidential the Authority may be required to disclose it under the FOIA if a request is received.
    9. The Authority cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
    10. In certain circumstances where information has not been provided in confidence, the Authority may still wish to consult with you about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party.
    11. The decision as to which information will be disclosed is reserved to the Authority notwithstanding any consultation with you.
    12. Whilst the Authority expects to proceed to procurement in due course, there is no obligation to do so as a consequence of this early market engagement activity.
    13. The publication of any documents at this stage is intended to provide potential bidders with the opportunity to view and comment on a draft specification for the requirement. The Authority does not intend to be bound by any information at this stage. The Authority makes no commitment to accept recommendations or suggestions. Once published, the Invitation to Tender will contain the final requirements in relation to this service. All previous versions, including any documents published at this stage should be disregarded.
    14. The Department of Health and Social Care (The Authority) will make the final decision on the content of the Invitation to Tender documentation having considered feedback.
    15. The ITT will be released to the market in line with the timetable proposed although the procurement timetable has not been finalised at this stage and we reserve the right to make amendments as necessary.
    16. The ITT will include the final specification, pricing schedule, evaluation criteria and terms and conditions. TUPE will not apply to this contract.
    17. The ITT process will include the publication of:
* A Find a Tender Contract notice;
* Contracts Finder notice; and
* Atamis system: Select this link to access and register your organisation to the Atamis system <https://health-family.force.com/s/Welcome>, if you have not already done so. You will be able to have access to this and other public sector opportunities.

Regards,

**Michael Murphy**

**Commercial Manager**

**Corporate and Clinical Services, Commercial Lifecycle**

**Commercial Directorate, Department of Health & Social Care**

**39 Victoria Street, London, SW1H 0EU**

**Name of Supplier:**

**Section A: gauging the level of interest**

1. Is your organisation considering submitting a tender (or participating in a collaborative response) for this project? If not, is there any reason why? Could the Authority take any steps to encourage greater participation?
2. Are there any features of the specification that are of concern to you and why? How might these be addressed?
3. Do you envisage any challenges and risks to the delivery of on-line training and resources for stop smoking services and practitioners? How might these be overcome?

**Section B: Supporting Documentation**

1. Does the draft specification provide you with a clear understanding of the Service being procured? Do the specification deliverables make it clear what is expected? Would you require any additional information?
2. We have included KPIs in the specification. Do you consider the KPIs appropriate? If not, provide reasons. Can you recommend further quality outcome based KPIs that might be relevant to this service?
3. Do you have any concerns regarding the skills and experience specified in the requirements?
4. The payment schedule and maximum budget is based on a previous contract providing a National Training Function for Stop Smoking Practitioners. Do you anticipate any risks or challenges with this approach?

**Section C: draft timetable**

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| --- | --- |
| **Event** | **Completed by** |
| ITT issued to Tenderers | 03/01/2023 |
| Closing date for submission of Tenderers’ questions | 12.00 hrs on: 24/01/2023 |
| Answers to Tenderers’ questions circulated to all Tenderers by | 12.00 hrs on: 31/01/2023 |
| **Closing date for receipt of Tenders** | **12.00 hrs on: 07/02/2023** |
| Evaluation period including internal approvals (on or around) | 07/02/2023-24/02/2023 |
| Standstill period completed | 06/03/2023 |
| Anticipated Contract Commencement Date | 01/04/2023 |

## Do you think that the timetable is feasible? If no, provide reasons and what could be changed to facilitate wider participation.

**section d: Social Value**

The Authority aim to secure additional social value through the procurement of these services in accordance with [Procurement Policy Note 06/20](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts). We have selected

**Theme 5 Wellbeing: Improve health and wellbeing.**

Model Award Criteria (MAC) 7.2: Influence staff, service providers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.

Sub-criteria for MAC 7.2: Influencing support for health and wellbeing

Activities that demonstrate and describe the tenderer’s existing or planned:

● Measures to raise awareness or increase the influence of staff, service providers, customers, communities and/or any other appropriate stakeholders to promote health and wellbeing, including physical and mental health, through its performance of the contract, e.g. through engagement; co-design/creation; training and education; partnering/collaborating; and volunteering.

To this effect we will require A time-bound action plan and process, including how you will implement your commitment and by when.

## Do you think this theme is suitable and achievable? If not provide reasons. Do you consider this a barrier in your intention to apply for this service?

**Section E: Any other comments**

## Please use this section to provide any additional information which you feel might be of value or to highlight any additional items that need to be taken into consideration.

**thank you for taking the time to complete this questionnaire**

Name of authorised representative in block letters:

Position:

For and on behalf of:

Date:

**(This should be completed by the Supplier or a partner or an authorised representative in his / her own name and on behalf of the company / organisation completing this questionnaire)**

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