



Department of Health

INVITATION TO TENDER FOR THE PROVISION OF:

Regional Mental Health Act Approval Panels

Deadline: 15:00:00 on 31st October 2016

ITT Reference: 60252

PART A – Instructions

INTRODUCTION: Invitation to Tender

The Secretary of State for Health is issuing this Invitation to Tender (“**ITT**”) in connection with a competitive procurement conducted in accordance with the Open Procedure under the Public Contract Regulations 2015 (as amended). Bidders are invited to provide proposals for the Regional Mental Health Act Approval Panels as advertised in the Official Journal of the European Union (OJEU). This document contains the materials the Department of Health (“the **Authority**”) will use to form the basis of any contract that may be awarded.

This Invitation to Tender document consists of:

Part A

Introduction to Invitation to Tender;

Section One: Instructions to Bidders;
Section Two: Conditions of Contract; and
Section Three: Evaluation Methodology and Criteria.

Part B

Schedule One: Specification;
Schedule One (a): Bidder Response lots 1 to 4;
Schedule Two: Pricing Schedule; lots 1 to 4;
Schedule Three: Contract Monitoring
Schedule Four: Confidential & Commercially Sensitive Information;
Schedule Five: Administrative Instructions;
Schedule Six: Form of Tender;
Appendix A: Sub-Contractors; and
Appendix B: Parent Company Guarantee.

The Authority is using its electronic tendering portal, the Business Management System (“**BMS**”) to carry out the tender process. If you need any assistance using the BMS system please contact the helpdesk on 0113 254 5777 between 10:00hrs and 16:00hrs.

If there is an intention to tender, then the potential Bidder should acknowledge their interest (as quickly as possible) by sending a message through BMS (online messages). This is the sole responsibility of the Bidder and ensures that future updates etc. can be provided in an effective and timely manner. Failure to acknowledge your intention in this manner may lead to delays in receiving additional information and clarification updates.

Any questions regarding this ITT must be sent to the Authority using BMS (online messages). All questions must be received by the deadline for **questions 15:00:00 on the 21st October 2016**. The Authority will copy all non-commercially sensitive answers to questions to all Bidders (that have acknowledged an interest in tendering) via BMS and not respond to questions received after the deadline.

As part of the tender response, Bidders must complete all relevant sections in Part B of the tender pack. All tenders must be returned no later than the deadline for receipt of tenders **15:00:00 on the 31st October 2016** and must be submitted via BMS. Late tenders shall not be accepted.

IMPORTANT NOTE

Quotations may only be uploaded via the Sourcing Home Page, using the 'Actions' window and selecting the 'Create Quote' option.

If you upload your quotation by any other method for example by using the 'New Message/ Documents' tab, the quotation will not be correctly linked to the ITT and your submission will be rejected.

Bidders must complete the relevant separate schedule one (a) response document and the relevant separate pricing schedule for EACH of the individual lot or lots that you wish to submit a bid for (plus all of the requested information).

If you wish to bid for more than one lot, For B1 & B2 (i.e. Financial Standing) only one set of requested financial documents / information need be submitted.

The bid response is preferable in word format, clearly titled, in a zip file.

SECTION ONE: Instructions to Bidders

1. TENDER DOCUMENTS

- 1.1 Tenders shall be submitted in accordance with the following instructions. It is important that all the information requested is provided in the format and order specified. If the Bidder does not provide all of the information the Authority has requested within the tender pack, the Authority may reject the tender as non-compliant.
- 1.2 The Bidder is expected to examine, and where necessary respond to, all of the documents that comprise the tender documents. Bidders should acquaint themselves fully with the extent and nature of the requirement and the contractual obligations.
- 1.3 Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender. Bidders are solely responsible for any costs and expenses in connection with the preparation and submission of their Tender, and all other stages of the selection and evaluation process. Under no circumstances will the Authority, or its advisers, be liable for any costs or expenses Bidders, their sub-contractors, suppliers or advisers incur in this process.
- 1.4 Bidders are solely responsible for obtaining the information that they consider is necessary in order to prepare the content of their tender and to undertake any investigations they consider necessary in order to verify any information the Authority provides during the procurement process.
- 1.5 All pages of the tender submission must be sequentially numbered (including any forms to be completed and returned).
- 1.6 All specifications, plans, drawings, samples and patterns and anything else that the Authority issues in connection with this ITT, remains the property of the Crown and are to be used solely for the purpose of tendering.
- 1.7 All Bidders must submit their tender responses in machine-readable format (preferably non-pdf).

2. AMENDMENTS TO TENDER DOCUMENTATION AND TERMINATION

- 2.1 At any time prior to the deadline for receipt of questions, (that is a minimum of 4 days before the deadline for receipt of Tenders) the Authority may modify the tender documents by amendments in writing.
- 2.2 The Authority (at its sole discretion) may extend the deadline for receipt of Tenders.
- 2.3 The Authority reserves the right to modify or to discontinue the whole of, or any part of, this tendering process at any time and accepts no obligation whatsoever to award a contract.

3. TIMETABLE

- 3.1 The timetable for this procurement follows (Table 1). This is intended as a guide and whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any stage.
- 3.2 The Authority has set aside dates for accommodating potential Bidder Clarification Meetings (see 9 for details).

Table 1: Indicative timetable

KEY ACTIONS	DATES
Invitation to Tender document issued	28 th September 2016
End of clarification question period*	15:00:00 on the 21st October 2016
Tender return date and time	15:00:00 on the 31 st October 2016
Bidder Clarification Meetings, if required	tbc
Notification to unsuccessful and preferred Bidders	05 th January 2017
End of mandatory standstill (Alcatel) period	16 th January 2017
Transition Arrangements –	01 st February 2017 -31 st March 2017
Contract work starts, services fully operational	1st April 2017

4. FORM OF TENDER

- 4.1 Part B, Schedule Six (Form of Tender) must be returned with your tender submission.
- 4.2 The contractual form will be a combination of the following
 - Part A, Section Two: Conditions of Contract; and
 - Part B: all applicable Schedules and Appendices.

5. TENDER INFORMATION

- 5.1 The Authority acts in good faith at all times. However, Bidders must satisfy themselves as to the accuracy of information the Authority provides. The Authority accepts no liability for any loss or damage of whatever kind or howsoever caused arising from Bidders use of such information, unless such information has been supplied fraudulently by the Authority (where the meaning of fraudulently is "the making of false representation knowingly, or without belief in its truth, or recklessly").
- 5.2 This invitation and its accompanying documents shall remain the property of the Authority and must be returned on demand.

6. FREEDOM OF INFORMATION ACT 2000

- 6.1 As a Government Department, the Authority is subject to, and must comply, with the, Freedom of Information Act 2000 ("FOIA").
- 6.2 In accordance with the obligations and duties placed upon public authorities by the FOIA and the Environmental Information Regulations 2004 ("EIR") the Authority may be required to disclose information submitted by the Bidder.
- 6.3 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should:
 - 6.3.1 clearly identify such information as commercially sensitive;

- 6.3.2 explain its reasons why disclosure of such information would be likely to prejudice or would cause actual prejudice to its commercial interests; and
- 6.3.3 provide a reasoned estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.
- 6.4 This information must be listed in Schedule Four, shown as either Confidential information or Commercially Sensitive information (please see the Conditions of Contract for definitions).
- 6.5 Where a Bidder identifies information as commercially sensitive, the Authority will take those views into account. Bidders should note, however, that, even where information is identified as commercially sensitive, the Authority may require disclosure of such information in accordance with the FOIA or the EIR. It is the sole responsibility of the Authority to decide whether the information might be exempt from disclosure under the FOIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 6.6 Where a Bidder receives a request for information under the FOIA or the EIR connected to this procurement process, the Authority requires the Bidder to consult with it to establish if the request is for the Authority.

7. SUBMISSION OF TENDERS

- 7.1 Bidders must submit tender responses using BMS. Bidders must ensure that they leave plenty of time to upload the tender response, particularly where there are large documents. If Bidders have any problems with BMS, they must contact the helpdesk on 0113 254 5777 prior to the return time.
- 7.2 The helpdesk is open Monday to Friday between 10am and 4pm excluding public and bank holidays. It is important to note that the Authority **is not obliged to** accept any tender that is submitted after the deadline for the receipt of tenders has passed.
- 7.3 Bidders must submit a single copy of their tender submission for each lot bid for.
- 7.4 Bidders are requested not to provide any extraneous information that has not been specifically requested in the ITT including, for example, sales literature or Bidders' standard terms and conditions etc.
- 7.5 **Bidders shall note that any contract awarded under this procurement shall be on the Authority's terms and conditions of contract.**
- 7.6 The Authority reserves the right to reject any tender if the Bidder has failed to complete and return parts of the Form of Tender; or fails to provide the information requested in this Invitation to Tender; or the Bidder has submitted any modification; or the Bidder has submitted any qualifications to their tender.

8. MODIFICATION AND WITHDRAWAL OF TENDERS

- 8.1 The Bidder may modify the tender prior to the deadline for receipt of tenders. Any Bidder wishing to submit a new tender using BMS should contact the BMS helpdesk to advise that a replacement tender is being submitted. It is the Bidder's responsibility to contact the BMS helpdesk to resolve any problems with the electronic submission of the Tender.
- 8.2 No tender may be modified after the deadline for receipt of tenders.
- 8.3 Tenders may be withdrawn at any time before the deadline for receipt of tenders. New tenders may be submitted up until the deadline for receipt of tenders, providing such intention is notified to the Authority using BMS or in writing when BMS cannot be used.

- 8.4 The Bidder may withdraw a tender after the deadline for receipt of tenders, providing such intention is notified to the Authority using BMS or in writing when BMS cannot be used.

9. TENDER QUALIFICATIONS

- 9.1 Tenders must not contain any qualifications to the Conditions of Contract. Tenders must be submitted strictly in accordance with the tender documentation. Tenders must not be accompanied by statements that could be construed as rendering the tender equivocal and/or placing it on a different footing from other tenders.
- 9.2 Only tenders submitted without qualification, strictly in accordance with the tender documentation as issued (or subsequently amended by the Authority) will be accepted for consideration. The Authority's decision on whether or not a tender is acceptable will be final and the bidder concerned will not be consulted. **Qualified tenders will be excluded from further consideration**

10. NOTIFICATION OF AWARD OF CONTRACT

- 10.1 Where the requirement falls within the full remit of the EC Directive there will be a minimum 10 calendar days Standstill Period, between communicating the contract award decision and the conclusion of the contract award.
- 10.2 Bidders should note that, where the contract is placed under regulations pertaining to the General Procurement Agreement (**GPA**), the Authority might be required to publish a contract award notice (including the name and address of the successful Bidder(s) in the Official Journal of the European Union and notify the same details to unsuccessful Bidders). Acceptance of the contract in these circumstances is deemed to be formal authorisation to publish these details.

11. PRICE

- 11.1 The Authority is always looking for solutions that are both sustainable and offer value for money. Bidders are encouraged to offer discounts, efficiencies and sustainable solutions within their tender response. This should not be construed as an invitation to negotiate and the Authority will base its award decision solely on definitive terms.
- 11.2 All prices submitted must be quoted in pounds sterling with the price firm for the duration of the Contract and not be subject to any variation unless provided for in the Conditions of Contract.
- 11.3 The basis of the price should include all the costs for delivery to the address(es) the Authority requires.
- 11.4 When uploading tenders, there is a requirement to enter a price on the BMS screen. When asked for a total price for the whole requirement this is the figure that should be entered on the system. For this tender, a nominal value of 1 should be inserted.

12. SMALL MEDIUM ENTERPRISES

- 12.1 The Authority is fully committed to supporting the Government's [small and medium-sized enterprise](#)¹ (SME) initiative; including the aspiration that £1 in every £3 government spends will be with small businesses by 2020. All Bidders, as potential suppliers to the Authority, will also be expected to support this initiative both directly and through their supply chains.
- 12.2 The Authority, when appropriate, will ask for proposals as part of this ITT on how Bidders are intending to support the SME initiative.
- 12.3 Bidders must also be aware that as part of this initiative, the Authority will expect that any suppliers within the supply chain are paid promptly. For certain Contracts, the Authority reserves the right to validate that prompt payment is taking place.
- 12.4 Suppliers to the Authority are encouraged to make their own commitment on prompt payment by registering with the [Prompt Payment Code](#)².

13. TRANSPARENCY

- 13.1 In accordance with the Government's policy on transparency, Bidders should be aware that the Authority intends to make the ITT and any subsequent Contract publicly available, by publishing it on the Government portal: [Contracts Finder](#)³.
- 13.2 The Bidder gives permission for the Authority to publish the awarded Contract in its entirety, including from time to time any agreed changes to the Contract (i.e. Variation Orders), to the general public.
- 13.3 The Authority shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure, in accordance with the provisions of the FOIA or the EIR; also taking into account the Data Protection Act. If the tender is submitted as a PDF the awarded supplier will be requested to provide the tender in an editable format (such as Microsoft Word) in order to allow the Authority to redact any information deemed sensitive or confidential.

14. LANGUAGE

- 14.1 Tenders, all documents and all correspondence relating to the tender must be written in English.

¹ http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

² <http://www.promptpaymentcode.org.uk>

³ <http://www.businesslink.gov.uk/contractsfinder>

SECTION TWO: Conditions of Contract

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Conditions of Contract are downloadable from
BMS

SECTION THREE: Evaluation Methodology & Criteria

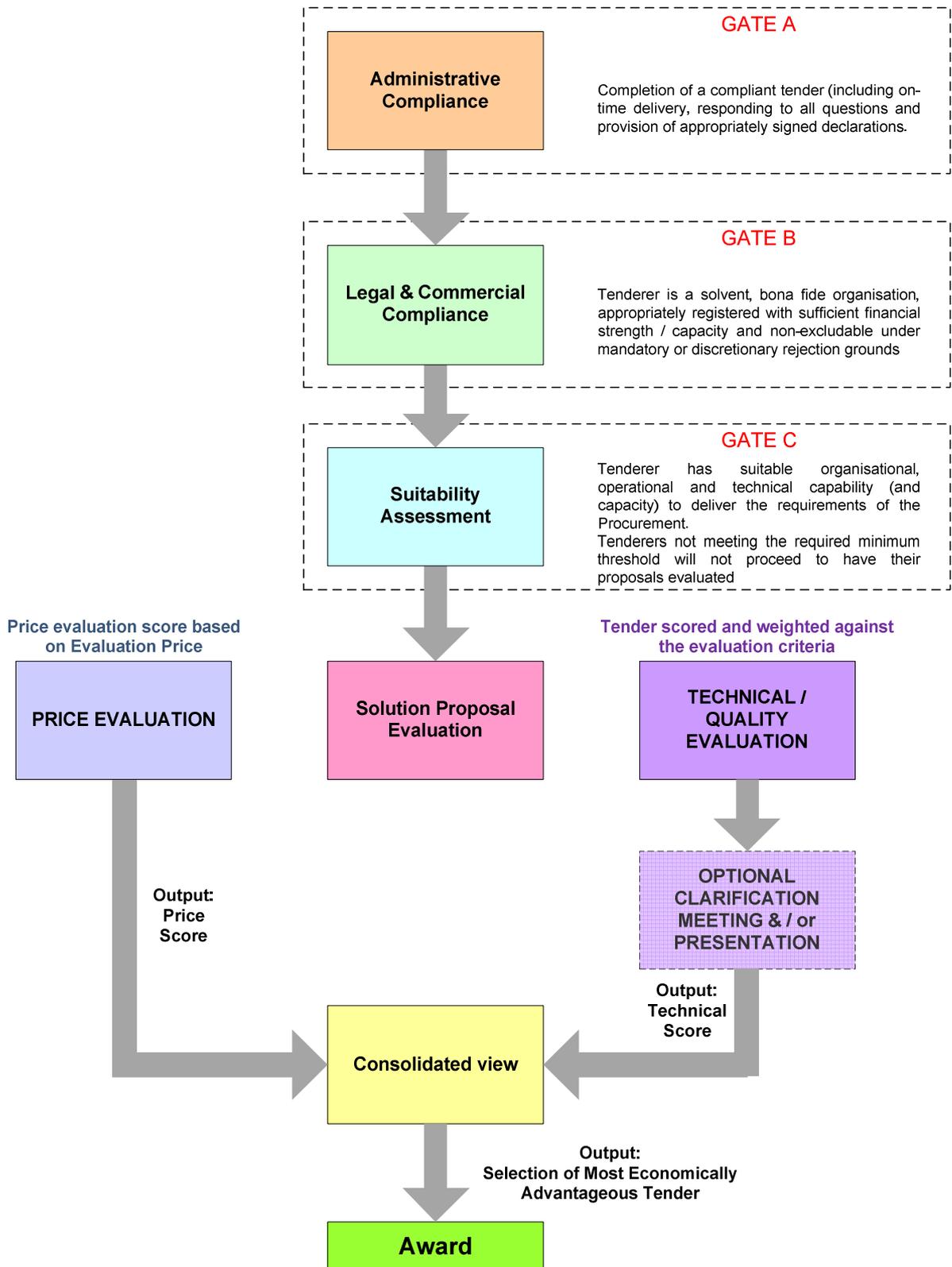
1. OVERVIEW

- 1.1. In the interests of an open, fair and transparent assessment, this document sets out how the Authority intends to evaluate tender responses. It outlines the evaluation criteria and respective weightings, as well as the evaluation methodology to be applied.
- 1.2. The evaluation will use a “sifting” approach to determine the Contract Award recipient with Bidders having to pass through a series of “gates”. Tenders will be evaluated on a section-by-section basis (in order) with Bidders that are unsuccessful in a section not proceeding to the next (with the subsequent sections of the tender not evaluated and the Supplier set aside).

2. EVALUATION PROCESS

- 2.1. The diagram below (Figure 1) summarises the process that will be used to select an appropriate Bidder and award the contract for this procurement. It should be noted that pricing is only taken into consideration should the technical / quality evaluation result achieves the threshold (as stated in paragraph 7.4 below).

Figure 1: Evaluation process overview



- 2.2. An Evaluation Panel consisting of suitably experienced members from the Department’s Mental Health team and members of DH Procurement Services will carry out the evaluation. Procurement Services will only act as moderator during the suitability and proposal assessment phases of the evaluation.

- 2.3. The Authority reserves the right (as it is entitled to do) to amend the evaluation criteria and/or weightings in respect of the various evaluation phases of the procurement, it will only do so upon prior written notification being given to participating Bidders.

3. ADMINISTRATIVE COMPLIANCE (GATE A)

- 3.1. The Authority will check each tender for completeness and compliance with the tender instructions. The Authority reserves the right to reject any tenders it considers substantially incomplete, or non-compliant (each tender will be assessed on its own merit, according to the level/importance of omitted or non-compliant content).

4. LEGAL & COMMERCIAL COMPLIANCE (GATE B)

- 4.1. The legal and commercial compliance gate will be evaluated using Bidder responses to Part B, Schedule One (a), Sections A and B.
- 4.2. (Question A.5) – The Bidder will be excluded if it is neither registered nor licensed appropriately.
- 4.3. (Question A.6) – The Bidder will be excluded should any of the grounds for mandatory rejection be triggered.
- 4.4. (Question A.7(a) to (g) and (i)) – The Bidder will be excluded should any of the grounds for discretionary rejection be triggered.
- 4.5. (Question A.7(h) – If the Bidder responds “yes” to the tax compliance questions (i.e. declare that they have had an OONC) then the Authority may decide to exclude them on this basis. Any such decision is at the discretion of the Authority on the basis that the tax compliance provisions are discretionary exclusion criteria under the Regulations.
- 4.6. (Question A.8) – The response to this question is for information only.
(Question B.1) – The Bidder will be excluded should it be assessed that it has a high risk of:

- ⊗ Insolvency over the lifetime of the contract;
- ⊗ Inability to cope with the contract size;
- ⊗ Insufficient financial capacity to deliver the services effectively; or
- ⊗ Over-dependence on the Authority

Therefore (using the latest available year's figures), a Bidder should have –
_ A ratio greater or equal to 1 for "Current Assets" over "Current Liabilities";
_ Net assets greater than £15,000
_ Turnover greater than £195,000

Failure of minimum requirement(s) is not absolute. If the minimum requirements are not met from the information provided clarification questions may be asked of Bidders to confirm that the minimum level can be rectified or is a peculiarity of the company structure and does not signify a solvency risk.

5. SUITABILITY ASSESSMENT (GATE C)

- 5.1. The Suitability Assessment will be carried out using Bidder responses to Part B, Schedule One (a), Section C and uses a generic scoring schema (provided in Table 2 below).
- 5.2. Each evaluation area is weighted to show the relative importance / significance of the criteria specific to the Suitability Assessment. Table 3 provides details of the requirements and the relative weightings that the Authority will use in assessing Bidder proposals. The organisational details are not assessed, other than for compliance against the requirements of the procurement.
- 5.3. The scored responses are generally assessed out of a maximum of three (3). The Evaluation Panel will be unable to give partial scores (for example 2.5) however, when aggregating scores the Suitability Assessment score will be rounded to two decimal places.
- 5.4. A score of zero (0) will constitute a failure to evidence suitability (against the requirement of the Procurement) and will automatically disqualify the Bidder.
- 5.5. Those Bidders that achieve a weighted score of one point eight five (1.85) (equivalent to 61.67% of the maximum 100% available score), or above will be taken forward to the next stage and have proposals evaluated. Those tenders not achieving this threshold will be set aside.

Table 2: Generic Suitability Assessment Scoring Scheme

GRADE LABEL	GRADE	DEFINITION OF GRADE
Unacceptable	0	The response has been omitted, or the Bidder proposal evidences inadequate (or insufficient) capacity or capability to deliver the requirement(s)
Weak	1	The Bidder has demonstrated merit, although there is weakness evident in its capacity or capability for the purposes of the Procurement.
Satisfactory	2	The Bidder has evidenced a level of capacity and capability suitable for the purposes of the Procurement.
Good	3	The Bidder has evidenced a significant level of capability and capacity for the purposes of the Procurement.

Table 3: Suitability Assessment Evaluation Matrix

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
C.1 Organisational capability (experience)	Evaluated in conjunction with question C.2. Seeks to identify those organisations that have relevant management experience and the suitable tools, processes and governance to deliver the requirement(s)	Please provide details of the experience that the Bidder (as an organisation) has in the delivery of services similar to those required under this contract. This experience should be evidenced with the contract examples provided in response to question C.2. If the Bidder is operating in a “management” capacity (e.g. as part / lead of a consortium), then this management integration capability should be evidenced along with the operational delivery activities.	The Bidder’s response is relevant to this procurement in terms of - Size - Complexity - Value	30%
C.2 Contract Examples	Used in conjunction with question C.1	Please provide details of up to three contracts from either, or both, the public and private sectors, that are relevant to the Authority’s requirement(s). Contracts for the supply of goods or services should have been performed during the past three years.	N/a	N/a

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
C.3 Operational capability (leadership / management)	Seeks to establish that the Bidder's Project / Delivery Lead(s) have the appropriate skills, qualifications and experience for the scope of service delivery requirements	Please provide details of the qualifications and experience of the individual(s) whose responsibility will be to ensure that the requirement is delivered. (This may be a Partner, Project Manager, Lead Consultant or similar. If there is a specific Project / Delivery Lead for each (or a set of) specific deliverables, then the details for all Project / Delivery Leads should be provided.)	The Bidder's response shows that it: - Has made Project / Delivery Lead arrangements that are sufficient and suitable - Has made Project / Delivery Lead arrangements with individual(s) that have the appropriate qualifications and experience to manage the scope of the requirements	30%
C.4 Technical capability (service delivery)	Seeks to establish that the Bidder's key team personnel (i.e. those delivering the services) have the appropriate skills, qualifications and experience for a scope of service delivery requirements.	Please provide details of the key team members (highlighting the role each will undertake) in delivering the requirement(s). Bidders must demonstrate that the personnel proposed have direct experience of being involved with similar requirements and that each member has the relevant skills and competencies to fulfil the specific roles identified.	The Bidder's response shows that it - Has resources that have with appropriate skills - Has resources that have with appropriate experience and qualifications	30%
C.5 Staffing (knowledge base)	Seeks to establish that the Bidder has the resources for contingency and a knowledge base against the service delivery requirement	Please detail the number of staff available to the Bidder (including consortia members and named sub-contractors where appropriate) carrying out of services directly relevant to those required.	The Bidder's response shows that it - Has a resource base capable of mitigating delivery risk - Has a pool of knowledge	10%

6. PROPOSAL ASSESSMENT FOR EACH PANEL

- 6.1. All previous scoring (such as for the Suitability Assessment) will be discarded at this point such that the Contract Award decision for each Panel, is based solely on the basis of the Bidder proposal and price offering.
- 6.2. The Authority uses a quality / price ratio to determine the outcome of its evaluation where quality (technical evaluation) and price are weighted and scored individually before being combined.
- 6.3. Technical criteria are weighted and scored as a percentage of the maximum score available with a minimum quality threshold set.
- 6.4. Price is scored as a percentage from the deviation of a Bidder's Evaluation Price from the mean (or average) Evaluation Price (see Section 8 – Price Evaluation)
- 6.5. A consolidation process between the quality and price scores is applied based on the weightings detailed in Section 10 (Consolidated View).

7. TECHNICAL EVALUATION

- 7.1. Tenders are assessed on how well they satisfy the technical evaluation criteria. The relative importance of each criterion is established by giving it a percentage weighting so that all the weightings equal 100%. The Evaluation Matrix (Table 5) provides details of the weightings that the Authority will use in assessing Bidder proposals.
- 7.2. The Technical Evaluation will be carried out using Bidder responses to Part B, Schedule One (a), Section D, using the scoring scheme (identified in Table 4 below).
- 7.3. The scored responses are generally assessed out of a maximum of five (5). The Evaluation Panel will not be allowed to give partial scores (for example 3.5); however, once all scores are aggregated, the technical scores will be rounded to two decimal places prior to consolidating with the price evaluation.
- 7.4. The Authority has set a minimum quality threshold for this procurement, therefore, those Bidders that achieve a weighted score of two point eight five (2.85) (equivalent to 57% of the 100% available maximum score) or above will be eligible for consideration of Contract Award by evaluation of the Bidder pricing proposals. Those tenders not achieving this threshold will be set aside and will not be considered further.

Table 4: Generic Technical Evaluation Scoring Scheme

Grade Label	Grade	Definition of grade
Unacceptable	0	A wholly unsatisfactory Bidder response that (where applicable): Provides no response or omissions/oversights that prevent scoring; Refuses to deliver the requirement; Creates concerns so significant that the response would be detrimental to the interests of DH
Unsatisfactory	1	A generally unsatisfactory Bidder response that (where applicable): Does not address the question or has omissions; Lacks understanding in significant areas: Provides an approach which has significant gaps or creates concerns; Shows that the level of confidence that the supplier can deliver is low; Creates uncertainty; Displays significant lack of commitment (with doubt as to the extent to which would translate into contractual terms)
Weak	2	A weak Bidder response that (where applicable): Addresses some of the question but either lacks relevant information and detail or lacks substance in a manner that would suggest the response is a “model answer”; Demonstrates some understanding but with a lack of clarity in key areas; Provides an approach which is not wholly appropriate or viable or lacks evidence; Shows that the level of confidence that the supplier can deliver does not outweigh the doubt; Does not address many areas of doubt and uncertainty; Does not offer sufficient commitment
Satisfactory	3	A satisfactory Bidder response that (where applicable): Addresses the majority of the question and is generally of a satisfactory standard but lacks substance or detail in some areas; Demonstrates an understanding of what is being asked for; Provides a satisfactory approach; Offers a general level of confidence that the bidder will deliver the service (but with room for doubt in some areas);

Open Tender Pack
(DRAFT Part A – Instructions)

		<p>Addresses some areas of doubt and uncertainty; Provides some commitments that can be translated well into contractual terms; The Bidder proposal demonstrates elements of a collaborative and or proactive solution</p>
Good	4	<p>A good Bidder response that (where applicable): Addresses all aspects of the question and is generally of a good standard; Demonstrates a good understanding of what is being asked for; Provides a worked-up methodical approach; Offers confidence that the bidder will deliver the service in full with limited areas of doubt or uncertainty; Addresses key areas of doubt and uncertainty; Provides commitments that can be translated well into contractual terms; The bidder proposal demonstrates a collaborative and or proactive solution.</p>
Excellent	5	<p>A wholly excellent Bidder response that (where applicable): Addresses all aspects of the questions in an informed and comprehensive manner; Demonstrates a thorough understanding of what is being asked for; Provides evidence of how that understanding can be applied in practice; Offers full confidence that the bidder will deliver the service in full; Addresses the majority of areas of doubt and uncertainty; Provides certain, unambiguous commitments or statements of intent that permit reliance through translation into contractual terms; The bidder proposal demonstrates an embedded collaborative and or proactive solution.</p>

Table 5: Technical Evaluation Matrix for each Panel

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D1 Overview	This response is not evaluated and is used to contextualise the Bidder's response.)	<p>Bidder must provide a concise summary highlighting the key aspects of their proposal, which is used to contextualise the Bidder's response.</p> <p>If relevant, Bidders should also include a brief section on how their bid:</p> <ul style="list-style-type: none"> - may support the Authority in meeting Government policy targets around SME's, sustainability and skills development. - may utilise equipment compliant with the Energy Efficiency Directive (EED6) to deliver the service - can evidence a commitment to support the development of skills and apprenticeships through service delivery - has an ethical approach to supply chain management that supports outcomes such as prompt payment 	N/a	N/a
The approvals process	(see Questions D2i, D2ii, D2 iii, & D2 iv below)			

Open Tender Pack
(Part A – Instructions)

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
The approvals process – D2 i	Seeks to identify how panel arrangements will work	Bidder to advise how it will ensure that their Panel represents the geographical spread and range of specialties and professions required in the specification	The Bidders response is relevant to this procurement in terms of: - understanding of the requirement - Has a credible solution - Creative solutions to encouraging participation from employers - Has suitably qualified and experienced resources for service delivery	20%
The approvals process - D2 ii	Seeks to identify how the bidder will operate and manage the approvals process	Bidder to describe its staffing and team structure proposed for this requirement	The Bidder's response shows that it has an appropriate volume and calibre of staff in place to manage the requirements	5%
The approvals process - D2 iii	Seeks to understand how the bidder will ensure delivery of the requirements	Bidder to describe its operating procedures and processes for administering the approvals process, including review process and notifications for rejected applications.	The Bidder's response shows that it has robust and well-documented processes appropriate to this requirement	15%
The approvals process - D2 iv	Seeks to understand how the bidder will evidence its activity and performance	Bidder to describe its management reporting around panel activity and decisions	The Bidder's response shows that it has comprehensive reporting mechanisms to ensure processes are adhered to and outcomes are assured	5%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D3 Governance and Risk Management	Seeks to identify what arrangements would be put in place to oversee the function and mitigate risk to the provider.	Bidder to describe the governance and risk management arrangements it would put in place for safeguarding this function	<p>The Bidders response shows that it is:</p> <ul style="list-style-type: none"> - aware of the risks in providing the service - has sufficient plans in place to oversee the function and mitigate the risks - Has a quality assurance regime that monitors, measures and assures quality outcomes - Has assigned suitably qualified and experienced resources for service delivery 	10%
The Database	(see questions D4i and D4ii below)			
The Database – D4 i	Seeks to identify an understanding of the requirement and the importance of the database	Bidder to advise how it would ensure that the database is kept up to date and that the records data is accurate	<p>The Bidders response shows that it</p> <ul style="list-style-type: none"> - Has demonstrated their appreciation of the importance of the database - has demonstrated appropriate - processes to ensure that the database is kept up to date - has demonstrated processes for ensuring accuracy of the data - Has assigned suitably qualified and experienced resources for service delivery 	10%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
The Database – D4 ii	Seeks to understand the bidder's approach to developing relationships and promoting use of the database	<p>Bidder to describe its approach to:</p> <ul style="list-style-type: none"> - Developing effective working relationships with the employers of s12 doctors and Approved Clinicians in their area. - Developing effective working relationships with local authority approved mental health professional networks - encouraging end users of the Database (providers of mental health services, police, courts and Approved Mental Health Professionals) in the Panel's geographical area to use the Database for legal and HR checks 	The Bidder's response shows that it has a clear and actionable approach to developing relationships and promoting use of the database	15%
D5 Training	Seeks to identify an understanding of the importance of training	Bidder to advise how you would ensure that there are sufficient training courses in your panel area and that they meet the criteria set by the National Reference Group	<p>The Bidders response shows that it</p> <ul style="list-style-type: none"> - Has processes in place to monitor the quality and content of training courses - Has processes in place to ensure there are sufficient training courses available. 	15%

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D6 Outline Transition Implementation Plan	Seeks to understand the bidders approach to achieving a successful transition through-out the transition Implementation period, there-fore enabling full service delivery to be possible from 01 st April 2017.	Bidder to provide a description of your proposed implementation activities during the transition period (01st February 2017 -31st March 2017) that will enable you to achieve full service provision of the approvals functions from the 01 st April 2017. Please include your outline plans for the transition of the Services from their current operation in-to new contract delivery readiness from the 01 st April 2017.	<p>The Bidders response shows that it</p> <ul style="list-style-type: none"> • demonstrates that it has a relevant quality assurance regime that monitors, measures and assures quality outcomes in relation to achievement of a successful transition implementation period up-to 31st March 2017; • has a clear and deliverable timetable of activities to achieve successful transition through-out the transition Implementation period; • demonstrates that it has a relevant risk management regime that monitors, measures and can manage appropriately risks associated with the transition of the Services from their current operation into the new contract delivery from 1st April 2017. 	5%
D7 Contract Transfer and Exit Strategy	Seeks to ensure that the Bidder will transfer knowledge back into the Authority and exit the contract in such a way as to facilitate re-procurement and/or project termination	Bidder must indicate its plans for the transfer of knowledge and skills from this activity back to the Authority during and at the end of the contract.	The Bidders knowledge transfer arrangements and exit strategy is credible and can achieve the required outputs	Not weighed

Open Tender Pack
(Part A – Instructions)

EVALUATION AREA	EVALUATION INTENTION	EVALUATION QUESTION	EVALUATION CRITERIA	WEIGHT
D8 Authority responsibilities	Seeks to ensure that the Bidder is not seeking to transfer unreasonable, material, additional costs or increased risk back to the Authority	Bidder must identify any areas of Authority responsibility NOT already detailed within the Specification.	The Bidders response does not impose additional material and adverse risk, responsibility or cost onto the Authority.	Not weighted

8. PRICE EVALUATION FOR EACH PANEL

8.1. The price evaluation is carried out using the Evaluation Price (EP) for each Bidder proposal. The Evaluation Price is the method by which Bidder proposals are assessed on a like-for-like basis.

8.2. EP is calculated as follows:

- Whole of life cost

8.3. The Department of Health seeks to obtain value for money. To be eligible for consideration under the Price Evaluation assessment, the EP for a Bidder is expected to be below (NET) :

£237,600 per annum for Panel 1 (North)

£217,800 per annum for Panel 2 (Midlands and East

£205,793 per annum for Panel 3 (London)

£195,426.00 per annum for Panel 4 (South)

8.4. Once the EP is calculated, the following steps are taken:

1. The average (i.e. the mean) EP across the Bidders that have achieved the required technical/quality threshold identified in paragraph 7.4 above is calculated;
2. The percentage difference between the Bidder EP and the average EP is calculated;
3. The average EP is assigned an equivalent value of 50-points as a starting point for each Bidder;
4. One point is deducted for each percentage point that a Bidder EP is above the average EP; or
5. One point is added for each percentage point that a Bidder EP is below the average EP.

8.5. In the event that the aggregate point score for a Bidder is negative, then the Bidder score is restricted to 0 points. If however, the points score for a Bidder is greater than 100 points then the price evaluation score for the Bidder will be limited to a maximum of 100 points.

8.6. This aggregated point value is rounded to two decimal places, then carried forward and used during the consolidation exercise.

8.7. The example below illustrates the process:

Table 6: Step 1 of the price evaluation

ELIGIBLE BIDDER	EVALUATION PRICE (EP)	DIFFERENCE FROM EP _{AVG} (DIF)
BIDDER A	£ 1,000.00	-£ 66.67
BIDDER B	£ 900.00	-£ 166.67
BIDDER C	£ 1,300.00	+£ 233.33

ELIGIBLE BIDDER	EVALUATION PRICE (EP)	DIFFERENCE FROM EP _{AVG} (DIF)
MEAN EVALUATION PRICE (EP _{AVG})	£ 1066.67	

Table 7: Steps 2 to 5 of the price evaluation

ELIGIBLE BIDDER	PERCENTAGE CHANGE = (DIF ÷ EP _{AVG}) × 100	PRICE SCORE = 50 ± (PC)
BIDDER A	- 6.250	56.20
BIDDER B	- 15.625	65.63
BIDDER C	+ 21.875	28.13

- 8.8. The Price Score (as identified in Table 7) is taken forward and consolidated with the Technical Evaluation.

9. BIDDER CLARIFICATION MEETING

- 9.1. Following the assessment of the tender proposals, the Authority (at its sole discretion) may invite Bidders to a clarification meeting. If required this will take place between receipt of tenders and announcement of successful tender. It is anticipated that Bidders will be provided with at least two (2) days notice if a meeting is to be required.
- 9.2. If the Authority decides to hold a clarification meeting the number of Bidders to be invited will be determined by the Authority in its sole discretion, however, the minimum number of Bidders to be invited to a clarification meeting for each lot shall be two (2).
- 9.3. Bidders will be invited to give a presentation on their proposals. Key personnel in the delivery should attend and be involved in all aspects of the meeting.
- 9.4. The purpose of the meeting is to gain a greater understanding of a proposals and will generally take the form of a short presentation (by the Bidder) followed by a question and answer session.
- 9.5. Bidders can either accept or decline a request for such a meeting. However, it is in the interests of the Bidder to attend and provide additional confidence in its proposals to the Authority.
- 9.6. Although not scored on a separate basis, the session will be used to confirm the technical / quality score assessments of the tender evaluation. As such, scores achieved during the written tender evaluation may be adjusted (up or down) and the consolidated score of a Bidder amended.
- 9.7. The Authority has set aside the following dates for accommodating potential clarification meetings:

tbc

10. CONSOLIDATED VIEW FOR EACH LOT

- 10.1. Tenders will be evaluated on both technical criteria and price. To ensure the relative importance of both categories are reflected correctly in the overall score, a weighting system has been applied to each part. Each of the four Panels will be evaluated individually.
- 10.2. The Technical Evaluation forms **80%**, whilst the Price Evaluation **20%** of the final score.
- 10.3. As an example, using a technical score of 60% of the available maximum technical evaluation score and a price score of 50 (which is equivalent to an Evaluation Price equalling the mean Evaluation Price i.e. **EP = EP_{AVG}**) would equate to the following:

Table 8: Consolidation Calculation

EVALUATION AREA	CALCULATION
Technical score (As percentage of maximum)	$60 \times 80\% = 48$
Price score (As percentage difference from mean)	$50 \times 20\% = 10$
Consolidated Score	= 58

- 10.4. The successful Bidder will be that which fulfils the following criteria:
 - (i) Has an Evaluation Price that is less than the figures in 8.3 above (i.e. for the relevant panel)
 - (ii) Has a Technical Score that is greater or equal to (see paragraph 7.4 above); and
 - (iii) Has the highest combined score across those Bidders that satisfy the criteria in (i) & (ii) above.

11. CONTRACT AWARD

- 11.1. The Contract will be awarded based on the offer that is the most economically advantageous to the Authority. For the purposes of this procurement, this is defined as the highest consolidated score (achieved in the manner described above).