|  |  |
| --- | --- |
|  | NHS Mid and South Essex Integrated Care BoardPhoenix HouseChristopher Martin RoadBasildonEssexSS14 3HG |
| **Sent by eProcurement Portal Only.** |  6th October 2022 |
|  |  |

**Sent by eProcurement Portal only.**

Dear Sir or Madam,

**Re: Proposed contract for provision of Primary Care Services across six Lots in Southend and Thurrock (via Alternative Provider of Medical Services) for Mid and South Essex Integrated Care Board**

Offer reference number: ACE-0596-2022-MSE

Period of agreement: Various (*see body of text*)

Offers are invited, subject to the terms of this letter for the provision and in accordance with the terms and conditions of contract, for provision of Primary Care Services in Southend and Thurrock (“the Service”), as detailed in the Lot Specifications within the procurement pack.

The Contracting Authority (hereinafter referred to as “the Authority”) for this procurement is NHS Mid and South Essex Integrated Care Board.

There are five time-limited APMS GP contracts and one fixed term GMS Contract in Mid & South Essex that are due to expire on 31 March and 30 June 2023. The practices deliver primary medical services to a combined registered actual patient population of 54,972 (as of 1 April 2022).

The Authority is undertaking a single one-stage procurement under the Light Touch Regime for all six contracts, with each acting as a separate and individual ‘lot’ and subsequent contract, to enable the mobilisation of a new provider for each Lot, from 1 April 2023 for five of the contracts, and 1st July 2023 for one of the contracts (*see below for details*).

* **Lot 1 - Y00999 - Oddfellows Health Centre & St Clements Health Centre** – commencing 1st April 2023 until 31st March 2038
* **Lot 2 - F81110 - Tilbury Health Centre** – commencing 1st April 2023 until 31st March 2038
* **Lot 3 - Y02807 - Thurrock Health Centre** – commencing 1st April 2023 until 31st March 2038
* **Lot 4 - F81206 - Commonwealth Health Centre** – commencing 1st April 2023 until 31st March 2038
* **Lot 5 - Y00033 - Purfleet Care Centre** – commencing 1st June 2023 until 30th July 38
* **Lot 6 - F81684 - North Shoebury Surgery** – commencing 1st April 2023 until 31st March 2038

This Invitation to Tender (ITT) package comprises the following documents (if any of these documents are missing, please contact us immediately):

| **Document** | **Contents** |
| --- | --- |
| Document 1 – ITT Cover Letter(This Document) | Introduction to ITT **(For information)** |
| Document 2 – Tender Conditions | The general tender conditions to be read in conjunction with the provisions of the ITT and all its Annexes, that the Bidder is deemed to have accepted and complied with by submitting an ITT response to this procurement. **(For information)** |
| Document 3 – ITT Process Overview | Detailed overview of ITT process providing an introduction and background to the procurement and Invitation to Tender evaluation methodology and criteria **(For information)** |
| Document 4 – Lot Specifications | Detailed Specification for each Lot **(For information)** |
| Document 5a – Form of Contract | The draft Standard Alternative Provider Medical Services (‘APMS’) Contract**(For information)** |
| Document 5b – Schedule 3 Premises | Draft Schedule 3 – detailing practice premises and equipment obligations for the provider, to be engrossed into each Lot Contract. **(For information)** |
| Document 6 – Sub-Contractor Part 1 and 2 SQ template | Form **to be completed** containing Parts 1 and 2 of the Selection Questionnaire for all relevant for all Sub-Contractors. To be attached where indicated in the Qualification Envelope in the eProcurement Portal, if applicable. |
| Document 7 – Financial Model Template (FMT) | Financial Model Template (FMT) **to be completed** and attached to the Commercial Envelope in the eProcurement Portal. |
| Document 8 – (.zip file) - Market Engagement  | * Market Engagement Event Power Point Slides
* Market Engagement Event Recordings from 21st and 22nd September *(access via the links at para 2.20 in ITT Process Overview).*
* Market Engagement Q&A Log
* Attendee list *(detailing only those who have consented to have their details shared within the procurement pack).*

**(For information)** |
| Doc 9 – TUPE Confidentiality Agreement | TUPE Confidentiality Agreement **to be completed** as soon as possible and return via the eProcurement portal messaging facility, in order to be able to access the TUPE Data for this procurement. |
| Doc 10 - Lot Summary | An explanation of the Authority’s lotting strategy and a summary of each of the six Lots, providing information about the Practices they pertain to.**(For information)** |
| Doc 11 - Improve community integration response template | Template **to be completed** by the Bidder in response to the improving community integration question (Q2.9.1) and attached where indicated in the Technical Envelope. |
| Doc 12 - TUPE Data | The TUPE Data for each Lot will be sent to Bidders via the message facility within the eProcurement Portal within 2 days upon receipt of their signed TUPE Confidentiality Agreement.**(For information)**Lot 1 - Oddfellows Health Centre and St Clements TUPE Lot 2 - Tilbury Chadwell and Dilip TUPE Lot 3 - Thurrock Health Centre TUPELot 4 - Commonwealth Health Centre TUPELot 5 - Purfleet Care Centre TUPELot 6 - North Shoebury Surgery TUPE |
| Doc 13 – Loaned equipment | Information regarding the existing providers ‘Loaned Equipment’ pertaining to each Lot: Lot 1 (a) - Oddfellows Health CentreLot 1 (b) - St Clements Health Centre Lot 2 - Tilbury Health Centre Lot 3 - Thurrock Health Centre – nil returnLot 4 - Commonwealth Health Centre Lot 5 - Purfleet Care Centre Lot 6 - North Shoebury Surgery – nil return**(For information)** |
| Doc 14 (A and B) – Thurrock and Southend Alliance and PCN Health Inequality Packs | * Doc 14 A - Thurrock Alliance and PCN PHM Data
* Doc 14 B - SEE Alliance and PCN PHM Data

**(For information)** |
| eProcurement Portal Guide | Suppliers Quick Start Guide for Responding to Online Tenders on the eProcurement Portal **(For information)** |

|  |
| --- |
|  **eProcurement Portal envelopes for completion by Bidders**  |
| **SQ** | **Qualification Envelope** | Contains questions that cover basic information and selection criteria that the Bidder must be able to meet to participate in the procurement. The questions are to be completed within the eProcurement Portal, within the Qualification Envelope.**Also contains:** * Bidder Freedom in Information Declaration
* Bidder Declaration of Conflict of Interests
* Bidder Form of Tender Declaration
 |
| **ITT** | **Technical Envelope** **(“Quality”)** | Contains quality questions that are specific to the delivery of the Service being procured and relate to the technical and professional ability of the provider, to be completed within the eProcurement Portal, within the Technical Envelope. |
| **Commercial Envelope****(“Price”)** | Contains price questions pertaining to the cost of the Service being procured and requires Bidders to complete and attach the Commercial Schedule with a breakdown of costs associated with delivery of the requirement, within the Commercial Envelope. |

The procurement documentation is accessible via the eProcurement Portal (Bravo powered by Jaggaer) which can be found at: <https://attain.bravosolution.co.uk>.

All Bidders must 'self-invite' their organisations to the **Qualification Only ITT** entitled **‘itt\_100 - Provision of Alternative Provider of Medical Services (APMS) Contracts under six Lots across Thurrock and Southend - Selection Questionnaire (Lots 1 - 6)’**.

Bidders should also 'self-invite' their organisations to bid for the relevant Lots they wish to bid for, as titled below:

* **itt\_105 - Lot 1 - Provision of Alternative Provider of Medical Services (APMS) Contract - Y00999 Oddfellows Hall and St Clements**
* **itt\_106 - Lot 2 - Provision of Alternative Provider of Medical Services (APMS) Contract - F81110 Tilbury Health Centre (including Dilip and Chadwell)**
* **itt\_107 - Lot 3 - Provision of Alternative Provider of Medical Services (APMS) Contract - Y02807 Thurrock Health Centre**
* **itt\_108 – Lot 4 - Provision of Alternative Provider of Medical Services (APMS) - F81206 - Commonwealth Health Centre**
* **itt\_109 – Lot 5 - Provision of Alternative Provider of Medical Services (APMS) Contract - Y00033 Purfleet Care Centre**
* **itt\_110 – Lot 6 - Provision of Alternative Provider of Medical Services (APMS) Contract - F81684 North Shoebury Practice**

Your attention is drawn to the following important points when completing and submitting your ITT:

1. All responses must be written in English (or a full English translation should be provided at no additional cost).
2. All responses must be submitted in accordance with the documentation provided. **This must not be amended in any way.**
3. Responses must be fully completed and submitted exclusively via the Attain e-Procurement Portal (**“the eProcurement Portal”**) no later than **12:00 (noon) on 14th November 2022. Responses may not be submitted by any other means** (e.g., Post, fax, email).
4. Clarification questions may be submitted via the e-Procurement Portal message facility until **17:00 on 3rd November 2022.** We are unable to guarantee to provide a response to questions asked after this time, though all reasonable efforts will be made.

**Failure to comply with these instructions may result in your offer being rejected.**

Yours faithfully

Amy Wilson



Senior Manager

**For: The Authority**