**INVITATION TO QUOTE FOR SUPPORT TO DEVELOP AND IMPLEMENT ACTIVITY AIMED AT ‘POVERTY-PROOFING’ HEALTH AND CARE SERVICES IN GREATER MANCHESTER**

**ON BEHALF OF**

**NHS GREATER MANCHESTER INTEGRATED CARE BOARD**

(‘The Contracting Authority’)

Deadline for submitting ITQ Bid Responses:

**18th December 2022 at 23:59hrs**

1. **Introduction**

The purpose of this Invitation to Quote (ITQ) is to provide Bidders with sufficient information to enable preparation of a comprehensive Quote that meets the requirements for the **provision of support to develop and implement activity aimed at ‘poverty proofing’ health and care services in Greater Manchester**. (“*the Service*”).

NHS Greater Manchester Integrated Care Board (ICB) (the “*Contracting Authority*”) is inviting suitably experienced and capable providers to outline a proposal with competitive pricing to deliver this activity as described in Section 2 of this document.

1. **Overview of Requirements**

NHS Greater Manchester is working with other key stakeholders within the Greater Manchester system to take action that mitigates the potential health harms of longstanding poverty and the cost-of-living crisis.

This commission is seeking a credible and specialist partner to support this programme activity with a specific focus on:

1. Increasing, through training and development, workforce awareness of the concept of “poverty proofing” in relation to Health and Care services.
2. Co-ordinating the creation of a Greater Manchester approach to “poverty proofing” health and care service, culminating in the creation of a Greater Manchester Poverty Proofing toolkit.
3. Co-ordinating ‘early adopter’ poverty proofing exercises in relation to 2 existing health and care services or pathways and producing a report on the outputs of these exercises.
4. **Contract Terms**

This contract will run from **1st January 2023 to 30th June 2023**.

The terms and conditions applied will be the NHS Terms and Conditions for the Supply of Services available at <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

1. **Proposal Submission Requirements/Bid Response Question**

Bidders will be invited to submit a Bidder **ITQ Questionnaire (Appendix A)** no later than the deadline as indicated in the timetable below.

Your proposal must be able to address the Award Criteria within the table below which will be used to evaluate your proposal and to identify the Recommended Bidder:

|  |  |
| --- | --- |
| Award Criteria | Weighting |
| 1) Expertise and Credibility: To what extent is your organisation considered to have an expert level of understanding in relation to “Poverty Proofing”? | **25%** |
| 2) Delivery: How would your organisation propose to deliver the requirements set out in Section 2 of this document? | **25%** |
| 3) Greater Manchester Awareness: To what extent does your organisation have a good pre-existing understanding of the Greater Manchester system? | **20%** |
| 4) Social Value: How would your proposals provide Social Value? | **10%** |
| 5) Value for Money: Why should your proposal be considered to be value for money? | **20%** |
| Total | **100%** |

The written response to this ITQ will be evaluated in accordance with the scoring criteria as detailed below:

|  |  |  |
| --- | --- | --- |
| Grade Label | Definition of Graded Questions | Grade |
| Superior | Response contains an extensive level of relevant detail and evidence which provides excellent confidence in the Bidder’s understanding and capability. | 4 |
| Comprehensive | Response contains a good level of relevant detail and evidence which provides a strong level of confidence in the Bidder’s understanding and capability. | 3 |
| Acceptable | Response contains sufficient relevant detail and evidence which provides an acceptable level of confidence in the Bidder’s understanding and capability. | 2 |
| Limited | Response contains only limited relevant detail and evidence which provides only limited confidence in the Bidder’s understanding and capability. | 1 |
| Deficient | Response to the question is deficient and fails to provide any form of confidence in the Bidder’s understanding and capability. | 0 |

Proposals must be submitted to **gmhscp.adminpopulationhealth@nhs.net**by **23:59hrs on Sunday 18th December 2022.**

Proposals received after the deadline will not be considered for evaluation.

1. **The Budget**

The upper affordability limit for this activity is **£50,000 (excluding VAT)**.

Proposals which are within the upper affordability limit will be assessed for value for money against the scoring framework set out in Section 4 of this document.

Bids that exceed the upper affordability limit will not be considered for evaluation and will not be considered for contract award.

There will be no further funding available for any additional costs, expenses and/or liabilities incurred.

Any additional costs shall be the responsibility of the Recommended Bidder.

Further, it is the responsibility of Bidders to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.

Details about the Bid Price and any requirements are detailed within the **ITQ Bidder Response Questionnaire (Appendix A).**

1. **Timetable**

|  |  |
| --- | --- |
| Milestone | Date |
| Invitation to Quote (ITQ) issued | 25th November 2022 |
| Deadline for receipt of Clarification Questions | 5th December 2022 |
| Deadline for receipt of ITQ Bids | 18th December 2022 |
| Evaluation of the Bids | 19th December 2022 |
| Bidders notified of the outcome of the ITQ | 20th December 2022 |
| Service Mobilisation / Contract/ PO  | 1st January 2023 |

1. **Clarification Questions**

For any Bidder clarifications please contact the Commissioner directly via **gmhscp.adminpopulationhealth@nhs.net****.**

In order to ensure equality of treatment of Bidders, anonymised details of all Bidder Clarification Questions and the Contracting Authority’s clarification responses will be shared with all Bidders as an FAQ document on 9th December 2022.

1. **Important points for Bidders to note**

Bidders should submit the **ITQ Bid Response (Appendix A)** in MS Word format and not PDF.

Any additional information including but not limited to appendices, embedded documents, pictures, tables and/or attachments unless permitted as part of the question will not be considered as part of the evaluation of the ITQ Bid responses.

Bidders must stay within the limits indicated in order for the Bid Response to be compliant. Any words over the word count will not form part of the evaluation of the ITQ Bid Responses.

1. **Overview of the process and selection of the Recommended Bidder**

All submissions will be evaluated against the criteria set out in section 4 of this document.

The Recommended Bidder will be the provider who has achieved the highest overall score against these criteria.

1. **Contract Award and Due Diligence:**

The Contracting Authority reserves the right to undertake due diligence as it considers appropriate at any point throughout and/or after the ITQ process to seek the necessary reassurances in regard to the Bidder’s bid response and overall ability to deliver the requirements of the Contracting Authority. Further information can be found within Appendix B- Important Notices for Bidders.

**APPENDICES**

**Appendix A - ITQ Bidder Response Questionnaire**

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**Appendix B - Important Notices for Bidders**

