

## Community Services Re-Procurement Programme Procurement Support Invitation to Tender

The CCG requires procurement support for the re-procurement of community services by providing the outputs as specified in the Specification.

Individuals / Consortia / Partnerships / Companies will be accepted. However, consortia arrangements must be led via a Lead Provider through which payment and contract monitoring will be made. Please include details of any partners involved.

### Evidence of Past Experience

We are looking for an individual or organisations with good experience and a proven track record in supporting procurement programmes/projects of similar scope and size.

To this end we will only consider bids that include details of **two previous projects** and contact details for references.

### Contract value

The maximum total value of the contract is not expected to exceed £65,000 excluding VAT but a realistic pricing is expected in order to achieve the output of the specification. This does not include room hire or related event expenses but should include estimates for reasonable identified disbursements. Bids that are up to 30% higher or 35% lower than the estimate will require a qualifying statement as to how the price structure has been arrived at linked to the outputs of the specification.

Payment schedules will be agreed at the point of contract and should be linked to key milestones of the procurement plan.

### Proposal requirements

Proposals should follow the following format:

- **Introduction** – brief description of your understanding of the requirement and why you are bidding for this project
- **Your approach** – outlining your approach to procurement at each stage of the project, including how you will meet the specification.
- **Relevant experience** - this should include information about any consortia arrangement and must relate to details of two projects which highlight relevant experience.
- **Proposed timetable** – based on CCG requirements in the specification.
- **Pricing and costs** - including any estimated breakdown of time spent on tasks, rate, likely disbursement. Please be clear on whether VAT is applicable.
- **Risks and mitigation** – assessment of inherent procurement project risk.
- **Approach to working with the CCG and dependencies** – in particular addressing dependencies identified or assumed within the specification.
- **References** - applicants are requested to provide the details of two references relating to projects which highlight the relevant experience

**A full list of compliance requirements are below.**

The proposal including any presentation slides as a 10 slide summary.

Outline procurement project plan

Person or Team CVs or details of relevant organisations as separate attachments;

Details of any ICT or administrative process to be adopted for the tender; and

Outline market engagement approach.

Outline project management approach.

Initial risk assessment.

**The Procurement Process**

Submission should be in writing via postal mail or courier to arrive **no later 16:00 on Tuesday 28th November 2017.** Any discrepancy between the submission and cost via email and the hard copy document received will result in the rejection of the bid. Required documents or policies can be submitted by email and / or post by the due date.

Late submissions will not be accepted unless exceptional circumstances can be proven - e.g. recent cyber-attacks or the impact of a terrorist event.

The postal address for submissions will be:

**NHS Medway Clinical Commissioning Group,**

**Fifty Pembroke Court,**

**Chatham Maritime,**

**Kent ME4 4EL**

**All envelopes should be marked TENDER for the attention of: Justin Chisnall - Company Secretary**

Proposals and attachments should be submitted to the following email address:

[allan.petchey@nhs.net](mailto:allan.petchey@nhs.net)

**By 16:00 on Tuesday 28<sup>th</sup> November 2017.**

We will only carry out discussions or interviews with candidate persons or organisations whose submissions have been found to be compliant. Where we have further questions of clarification – these will take place by conference call between **13:00 and 17:00 on Wednesday 6<sup>th</sup> December 2017.** Timeslots for discussions will be allocated on Monday 4<sup>th</sup> November.

**Contract award no later than: Tuesday 12<sup>th</sup> December 2017**

**Proposed date of engagement: Thursday 14<sup>th</sup> December 2017**

**Selection Criteria**

Each compliant submission will be scored on three areas:

- Overall quality- Meet the specification, approach, timetable, ways of working, quality of proposed approach and innovative: 40%

- Experience and deliverability – Meet the specification, evidence of delivering similar projects, understanding of current community health landscape, capacity and ability to deliver on time: 15 %
- Costs including resourcing, probable disbursements, a list of the key persons necessary for the project should be provided showing clearly their expected input matched to cost and disclosure of the hourly rate per staff member assigned: 45%

In addition to the above a compliant bid will provide:

- ✓ Company history including financial overview / accounts for the previous 12 months or financial year
- ✓ Key persons and their professional history alongside their contribution to the project;
- ✓ Terms of payment;
- ✓ Transparency over any pending or previous county court judgements in the last 3 years (signed declaration of Directors);
- ✓ Transparency over any civil matters currently or previously in dispute over the past 3 years (signed declaration of Directors);
- ✓ Copies of current professional indemnity insurance, public liability insurance;
- ✓ Equalities statement, practice and proof of equalities training;
- ✓ Completion of the equalities questionnaire;
- ✓ Completion of the declaration of interest;
- ✓ Submission of relevant Health & Safety policies;
- ✓ Submission of working with vulnerable persons policies;
- ✓ Submission of data protection policies; and
- ✓ Business continuity arrangements both for the physical “disaster / ICT recovery” aspects but also loss of key staff to the project.

**Failure to provide any one of the above within the timeframe will result in a non-compliant bid. Failure to disclose any conflict of interest can result in exclusion or withdrawal of an awarded contract.**

**Finally** – Remember to sign off and return the Standards Template when complete.

**Successful applicants will be decided by a panel consisting of senior staff from the Commissioning Team.**

### Questions

For any regarding the community services re-procurement please contact Sharease Gibson, Senior Programme Manager, Medway Clinical Commissioning Group on: [Sharease.Gibson@nhs](mailto:Sharease.Gibson@nhs)

For information concerning the submission of your tender please contact Allan Petchey, Senior Contract & Performance Delivery Manager / Procurement Lead, Contract & Performance Support Team:  
allan.petchey@nhs.net

### Complaints and Process Clarifications

Should be addressed to Justin Chisnall, Company Secretary, NHS Medway CCG, Fifty Pembroke Court, Chatham Maritime, Kent ME4 4EL