6 January 2017

Dear Bidders,

**Request for Quotation: Accreditation of a Children and Young People’s Mental Health Commissioning Development Programme, Ref NELCSU/JCS/ PRJ382**

I am writing to you on behalf of NEL Commissioning Support Unit (NELCSU). We currently have a requirement for the Accreditation of a Children and Young People’s Mental Health Commissioning Development Programme, the details of which are set out in the Annex A to this RFQ letter.

We need our chosen supplier to commence the work on Monday 23 January 2017 and finish the work on or before December 2017.

Please note the attached (Annex B) NHS Terms and Conditions for Supply of Services will apply to any contract awarded as a result of this quotation exercise.

If you are interested in quoting for this requirement, please reply with a ‘bid response document’ to the following email box WELCPOD-procurement@nelcsu.nhs.uk **by 12:00 pm on Monday 16 January 2017** with the following information:

* Full name and address of supplier, our reference number and your contact details;
* Details of services to be supplied including details in response to the requirements set out in the Annex A / the evaluation criteria to this letter and a referee (preferably public sector);
* Expected delivery / start / finish date, and a project time table;
* Total price excluding VAT (Annex C);
* Confirmation of acceptance of the terms and conditions of contract (Annex B);
* Annex D – Conflict of Interest Declaration.

NEL is seeking quotations from a number of suppliers. The following criteria will apply to the selection of the successful supplier:

Table 1: Evaluation criteria

| # | Evaluation Criteria | Weight |
| --- | --- | --- |
| **1** | **Pass/Fail criteria** | **Pass / Fail** |
| 1.1 | Please confirm if you are currently providing through your organisation an existing validated programme qualification. | Pass / Fail |
| 1.2 | Please confirm that the full assessment of the qualification will be through the write up of a practical project based assessment only. | Pass / Fail |
| 1.3 | Please confirm that you have the resources available, and a flexible model to deliver work on this programme at preselected regional locations across England from end January 2017 and be able to fully resource the project as required until expected completion in December 2017. | Pass / Fail |
| **2** | **Proposed Approach (Quality)** | **90%** |
| 2.1 | Clear methodology and delivery plan, setting out clearly how you will plan the individual support to nationwide participants, throughout the year. Provide a detailed proposal of how you would approach the project. | 15% |
| 2.2 | Proven experience and capability in the field. Provide a pen portrait of your team; how does your expertise, knowledge and previous experience demonstrate your ability to successfully deliver the outcomes of the project. | 10% |
| 2.3 | Please provide examples of previous bespoke accreditation programmes you have delivered, whether the project reflects the services as specified in the RfQ doc in terms of sector, subject matter, scope and scale, including evidence of significant relevant experience and similarities between prior experience and this project. The relevant areas should be clearly highlighted and the links explained. | 20% |
| 2.4 | With reference to the specification, please demonstrate how the content and assessment will meet the requirements for commissioners of child and young people’s mental health services. | 15% |
| 2.5 | Demonstrate how you plan to provide bespoke input of content to link the learning outcomes of your existing validated programme to the overall CYP MH Commissioning Development Programme. | 10% |
| 2.6 | Organisational capacity to undertake the work including working to programme deadlines, describe the way in which you plan to address the flexibility in delivering modules across multiple locations and at certain times throughout the year as defined by the PMO (see below for dates) | 20% |
| **3** | **Price** | **10%** |
|  | **Proposed Approach + Price** | **100%** |

For section 1 in Table 1, these criteria represent pass/fail criteria. Bidders are required to meet pass each section 1.1 – 1.3. Where this is not met, the bid will automatically be eliminated from any further evaluation.

Each scored section in Table 1 will be scored based on Table 2 below

Table 2: Scoring criteria

|  |  |
| --- | --- |
| **Score** | **Definition** |
| 0 | Non-compliant | No response or partial response and poor evidence provided in support of it.  Does not give the commissioner confidence in the ability of the Bidder to deliver the Contract. |
| 1 | Weak | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| 2 | Minor reservations | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| 3 | Compliant | Response is comprehensive and supported by good standard of evidence. Gives the commissioner confidence in the ability of the Bidder to deliver the contract. Meets the Commissioner’s requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives the Commissioner a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the commissioner’s requirements in some respects.  |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives the Commissioner a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the Commissioner’s requirements in most respects. |

**The Quotation must be submitted in a PDF format, with pricing submitted in a separate file. Quotations received after the date and time outlined at page 1 of this document will not be considered.**

If the panel feels at any point that there is not sufficient evidence to score a bidder on any of the evaluation criteria then they may, at their discretion, seek clarification from any and all bidders. Bidder clarifications will at all times take account of the commercial confidence of bidders.

If a bidder scores a ‘0’ on any sub-section then they may be eliminated at the discretion of the panel, dependent on how service critical the panel deems that sub-section to be. If a bidder scores ‘0’ on an entire section of the evaluation, the bidder will be automatically eliminated from any further evaluation.

The pass-mark for the ‘Proposed approach’ section of the evaluation (Questions 2.1 – 2.6) element is **50%**. If a bidder does not attain this score overall then their bid will be rejected. This process ensures that NEL Commissioning Support Unit attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held.

*In the event of a tie (where two or more top scoring Bidders had the same total weighted score including both quality and price), NELCSU will select from amongst those Bidders, the submission of the Bidder with the highest weighted score for Question 2.2.*

Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if NELCSU accepts that offer, then a legally binding contract will exist between us.

Respondents accept that NELCSU is subject to the Freedom of Information Act and government transparency obligations which may require NELCSU to disclose information received from you to third parties.

This RFQ letter and your response do not give rise to any contractual obligation or liability unless and until such time as NELCSU issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. NELCSU does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for a Quotation.

## Canvassing and contacts

Bidders shall not in connection with this Procurement:

* Offer any inducement, fee or reward to any officer or employee of NELCSU or any person acting as an advisor to NELCSU in connection with this Procurement
* Do anything which would constitute a breach of the Bribery Act 2010
* Canvass any of the persons referred to above in connection with the Procurement

No attempt should be made to contact NELCSU staff, except the Project Team, or to contact NELCSU or NELCSU advisers or other NHS/DoH bodies as part of the procurement process. Any enquiries made to persons other than the NEL Commissioning Support Unit Project Team will be regarded as prima facie evidence of canvassing.

## Conflicts of interest

In order to ensure a fair and competitive procurement process, NELCSU requires that all actual or potential conflicts of interest that a potential bidder may have are identified and resolved to the satisfaction of NELCSU.

Potential Applicants should notify NELCSU of any actual or potential conflicts of interest in their response to the RFQ. If the potential bidder becomes aware of an actual or potential conflict of interest following submission of the application it should immediately notify the NELCSU by completing the Conflict of Interest form (see Annex D) for this procurement. Such notifications should provide details of the actual or potential conflict of interest.

If, following consultation with the potential bidder or bidders, such actual or potential conflict(s) are not resolved to the satisfaction of NELCSU, NELCSU reserves the right to exclude at any time any potential Applicants(s) from the Procurement process should any actual or potential conflict(s) of interest be found by NELCSU to confer an unfair competitive advantage on one or more potential bidder(s), or otherwise to undermine a fair procurement process.

Examples of potential conflicts of interest are (without limitation) as follows:

* A Bidding organisation, or any person employed or engaged by or otherwise connected with a Bidding organisation, is currently carrying out any work for NELCSU, NHS England and/or the Department of Health (DH), or has done so within the last six (6) months;
* A Bidding organisation is providing services for more than one Potential Bidder, in respect of this Procurement.

The ‘Conflict of Interest Declaration’, provided in Annex D, must be completed by an authorised signatory, in his / her own name, on behalf of the Bidding organisation and attached in response to this section of this RFQ.

NELCSU should be immediately notified, in the event that any actual or potential conflict of interest comes to a potential Bidder’s attention at any time following the submission of the potential Bidder’s ‘Conflicts of Interest Declaration’ and bid documents.

If you have any queries about this letter or the requirement, please contact WELCPOD-procurement@nelcsu.nhs.uk

If you are unable to meet this requirement or are otherwise not intending to provide a quote, I would be grateful if you could let me know as soon as possible.

Yours sincerely,

[signature]

**Jean-Claude Simba**

Procurement Manager

NEL Commissioning Support Unit

**Annex A**

**Specification / Project Brief**

**For**

**Accreditation of a Children and Young People’s Mental Health Commissioning Development Programme**

## Introduction:

NEL Commissioning Support Unit (NELCSU), alongside a group of partners, is working with NHS England to develop a Children and Young People’s Mental Health & Wellbeing (CYPMH&WB) Commissioning Development Programme for Commissioners. The programme will run from January to December 2017. The programme is aimed at commissioners implementing *Future in Mind* and the *Five Year Forward View for Mental Health*, this innovative, one-year, commissioning development programme will be delivered via regional and national events and seminars, and virtual peer learning sessions throughout 2017.

NHS England is looking for an academic partner to provide accreditation of the Development Programme.

## Background:

*Future in Mind* sets out a national ambition for system wide transformation to improve the outcomes for children and young people with mental health problems. The report described the ‘complexity of current commissioning arrangements and a lack of clear leadership and accountability arrangements for children’s mental health across agencies including CCGs and local authorities, with the potential for children and young people to fall through the net.

*Future in Mind* has outlined its vision for 2020 “joining up services locally through collaborative commissioning approaches between CCGs, local authorities and other partners, enabling all areas to accelerate service transformation”

NHS England has developed a major transformation programme to deliver proposals put forward in *Future in Mind*, and the recommendations set out in The *Five Year Forward View for Mental Health* and the action plan articulated in Implementing the *Five Year Forward View for Mental Health*. This programme is significantly reshaping the way services for children and young people with mental health needs are commissioned and delivered across the system to ensure that children and young people can access high quality care and support where and when they need it.

As this transformation accelerates we now need to strengthen the support and development opportunities available to all CYP MH commissioners to help them to deliver the large scale change that is required.

## CYPMH&WB Commissioning Development Programme

Over the last nine months we have designed a national CYP MH & WB Commissioning Development Programme which has been informed by the investigation and analysis of the development needs of a wide range of CYP MH & WB commissioners from across health and local authorities, and through consultation with key stakeholders. Year one of the CYP MH & WB Commissioning Development Programme will be delivered by a collaboration of partners to a cohort of 120 commissioners from across the country throughout 2017.

The programme cohort are commissioners of children and young people’s mental health and wellbeing services from across the whole system, including CCGs, local authorities, public health and NHS England specialist commissioners.

The programme will be delivered through a blend of national and regional events/seminars. To help support learning and strengthen local commissioner relationships, participants have been grouped into Local Peer Commissioner Networks (aligning with Clinical Network footprints). Regional expert led seminars and peer learning sessions will be delivered across each of the Local Peer Commissioner Networks

Local Peer Commissioner Networks:

1. Greater Manchester and North West Coast
2. Northern England and Yorkshire & Humber
3. South West and Wessex
4. West Midlands and East Midlands
5. London
6. Thames Valley, East of England and South East Coast

## Objective:

The selected academic partner would be expected to work closely with NHS England and the Project Team to:

* Input to the programme design and review the curricula, to ensure it is acceptable from an accreditation perspective
* Provide accreditation to participants through the university’s awarding body, inclusive of individual support to participants
* Deliver mandatory accreditation modules as required
* Provide material and clarifications for participants (e.g. on assessments), and participate in national events as required, working closely with the PMO team

## Context:

The Development Programme will launch in January 2017. Therefore rapid mobilisation from the academic partner will be required in order to provide accreditation to the programme in year one.

The selected partner should make provision to accredit a minimum of ten participants up to a maximum of 120 (full programme cohort).

The desired model of assessment for the accreditation is through a practical, work-based project, which will need to be written up and include a reflective component.

## Deliverables:

The following deliverables are required for this piece of work:

* Review of the existing programme curricula to determine match against existing commissioning course
* Design and delivery of required accreditation modules across six regions in the country
* Accreditation of participants including:
	+ Providing individual support to participants for assessment purposes
	+ Assessment of projects
	+ Award to participants

## Delivery dates

Expert Seminar 1:

South West / Wessex – 31 January
North / Yorkshire & Humber – 3 February
North West – 9 February
East / West Midlands – 10 February
London (East of England, South East, Thames Valley) – 21 February
London – 22 February

Expert Seminar 2:

North / Yorkshire & Humber – 5 April
North West – 6 April
London (East of England, South East, Thames Valley) – 19 April
London – 20 April
East / West Midlands – 25 April
South West / Wessex – 26 April

## Governance:

Project governance has already been established as follows:



## Proposed Timetable:

|  |  |
| --- | --- |
| RFQ responses | 16 January 2017 |
| Award | 19 January 2017 |
| Project start date | 23 January 2017 |
| Review of curricula | January 2017 |
| Delivery of accreditation modules | End January 2017 – June 2017 |
| Assessment support and award | June 2017 – December 2017 |

**Annex B**

**NHS Terms and Conditions for Supply of Services**

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**Annex C**

**Financial Submissions**

***Financial Envelope - The financial envelope available for this work is up to £88,000 (exclusive of VAT).***

Bidders must provide a detailed breakdown of the annual cost here (please note that there should be no heading entitled miscellaneous),which should include the following:

* Staffing (all on costs must be included)
* Management fee
* Costs of providing any materials
* Overheads (phone, rent etc)
* Breakdown against each element of support

|  |  |
| --- | --- |
| Breakdown of all costs | Cost (£) |
| **Breakdown of all costs** |  |
| Please cost out each element of support separately  |  |
| **Total** |  |

**All costs must be inclusive of travel and related expenses to the base location.** An estimate of the overall costs for expenses must be submitted to enable comparison of bids on an equal basis.

All prices exclude VAT.

***If submitting*** your proposal as a pdf document, please submit your prices in a separate file.

NEL Commissioning Support Unit is requesting that bidders submit a breakdown of total cost for all the work / services as detailed in the Service Specification.

**The lowest price (within affordability limits) will be awarded the maximum score for price with other bidders aggregated against that.**

**ANNEX D**

**Declaration of conflict** **of interests**

**(Bidders/Contractors)**

**Project Name: Accreditation of a Children and Young People’s Mental Health Commissioning Development Programme**

**NELCSU** **Bidders/potential contractors/service providers’ declaration form: financial and other interests**

This form is required to be completed in accordance with the NELCSU’s Constitution, and s140 of the NHS Act 2006 (as amended by the Health and Social Care Act 2012) and the NHS (Procurement, Patient Choice and Competition) (No2) Regulations 2013 and related guidance

**Notes:**

* All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organisation) are required to identify any potential conflicts of interest that could arise if the Relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with, the CCG, or with NHS England in circumstances where the CCG is jointly commissioning the service with, or acting under a delegation from, NHS England. If any assistance is required in order to complete this form, then the Relevant Organisation should contact [*specify*].
* The completed form should be sent to [*specify*].
* Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the Relevant Organisation and the CCG must notified to the CCG by completing a new declaration form and submitting it to [*specify*].
* Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that the CCG, NHS England and also a member of the public would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of the CCG or NHS England (including the award of a contract) might arise.
* If in doubt as to whether a conflict of interests could arise, a declaration of the interest should be made.

Interests that must be declared (whether such interests are those of the Relevant Person themselves or of a family member, close friend or other acquaintance of the Relevant Person), include the following:

* the Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation (Relevant Person) has provided or is providing services or other work for the CCG or NHS England;
* a Relevant Organisation or Relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
* the Relevant Organisation or any Relevant Person has any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions.

**Declarations:**

|  |  |
| --- | --- |
| Name of Relevant Organisation: |  |
| Interests |
| **Type of Interest** | **Details** |
| Provision of services or other work for the CCG or NHS England |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |
| Any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions |  |

|  |  |
| --- | --- |
| **Name of Relevant****Person** | [*complete for all Relevant Persons*] |
| **Interests** |
| **Type of Interest** | **Details** | **Personal interest or that of a family member, close friend or other acquaintance?** |
| Provision of services or other work for the CCG or NHS England |  |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |  |
| Any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions |  |  |

**Form Completion**

|  |
| --- |
| **I declare that to the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be included in the tender evaluation process, and that giving false information may result in my organisation being disqualified from the process, at this or whatever stage it becomes known to the Commissioners.** |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Bidder:** |  |
| **Date:** |  |