**INVITATION TO TENDER SPECIFICATION for**

**An economic analysis of the cost effectiveness of local authority activities to reduce exposure to air pollution from road traffic.**

**CONTRACT: December 2015 – September 2017**

 **1. INTRODUCTION**

The National Institute for Health and Care Excellence (NICE or ‘the Institute’) is an independent organisation responsible for providing national guidance on promoting good health and preventing and treating disease. Within NICE the Public Health and Social Care Centre (PHSCC) is responsible for producing public health and social care guidelines.

The PHSCC is developing public health guidance on “Air pollution: outdoor air quality and health”. The focus of the work in on air pollution relating to road transport.

There are two components associated with the guidance development:

1. A review of approaches to reduce exposure to pollution from road traffic (covering evidence of effectiveness, barriers and facilitators and cost effectiveness,
2. An economic analysis.

**This requirement specification is for component 2 only** – **an economic analysis of approaches to reduce exposure to pollution from road traffic.**

Component 1 will be undertaken by the PHSCC Internal Guidelines technical team.

The findings of the economic analysis will be considered by the NICE Public Health Advisory Committee (PHAC) as the basis for their recommendations. The contractor should be able to start work from December 2015. The contractor will be provided with funding for the analysis to be undertaken over the period of guidance development (December 2015 – September 2017, however the bulk of the work will need to be completed between December 2015 – September 2016.

PHSCC welcomes tenders for this work from individual organisations or consortia of organisations. Where an organisation joins with a partner / consortia to submit a joint proposal, in line with public sector best practice, NICE will only contract with the lead bidding organisation.

The contractor will work in line with NICE methods and processes for development of evidence-based public health guidance. The current Process Guide and Methods Manual (2014) for NICE guidelines at:

<https://www.nice.org.uk/about/what-we-do/our-programmes/nice-guidance/nice-guidelines/how-we-develop-nice-guidelines>

The contractor will be multidisciplinary, capable of providing high quality analyses and evidence to decision makers within very tight timescales. This is an exciting and challenging opportunity for a high calibre team to contribute to the work of NICE.

 **2. PROJECT OUTLINE**

### 2.1 Focus of the work

The focus of this work is to determine the cost effectiveness of interventions delivered by local authorities to reduce road-traffic-related emissions by: reducing overall mileage; altering the type of fuel used or driving style; aiding dispersion or deposition of pollutants; and altering personal behaviour to reduce exposure to pollutants. This includes:

1. Environmental change and development planning:

planning and land allocations, development control and planning decisions, urban space and building design

developing public transport routes and services

developing routes and infrastructure to support low emission modes of transport

measures to promote absorption, adsorption or impingement deposition, and catalytic action including: natural and artificial barriers (such as trees and foliage), surface treatments (such as titanium oxides) and dust suppressants (such as calcium magnesium acetate).

1. Traffic management, enforcement, and financial incentives and disincentives:

traffic management systems and signal coordination

zoning, including low (and ultra-low) emission zones

parking restrictions and charges

vehicle ‘idling’ restriction and charges.

1. Initiatives providing information, advice, education or developing skills for:

travel planning (personalised travel planning and settings-based planning, such as in workplaces or schools), including awareness raising and education to encourage people to use alternatives to a car

fuel choice, including zero-emission vehicles

driver training, for example how to avoid heavy acceleration or braking and excessive speed

route choice.

1. Advice and warnings (such as forecasts, text alerts or emails) for the public and people at particular risk.

Full details will be available in the final scope due to be published on the NICE website 5th November 2015.

The exact focus and parameters for this work will be agreed later in the process with NICE. However, NICE is particularly interested to receive bids which propose an approach that includes consideration of both quick wins e.g. tickets for ‘idling’ and longer term big impacts e.g. reducing mileage, particularly by the most polluting types of vehicles.

### 2.2 Key issues and questions

The scope identified the following key issues and key questions related to them:

1. What environmental interventions or planning control intervention (such as route design, low emission facilities, barriers or dust suppressants) are effective and cost effective at reducing people’s exposure to traffic-related air pollution?
2. What traffic management, enforcement, or financial incentives or disincentives that local authorities can introduce (such as signal coordination, parking charges or traffic zoning schemes) are effective and cost effective at reducing the public’s exposure to traffic-related air pollution?
3. Are travel planning interventions (including personalised travel planning and settings-based travel planning, such as in school or workplaces) effective and cost effective at reducing individual or population exposure to road traffic-related air pollution?
4. Are initiatives to provide information, education and training on fuel, vehicle or route choice, and driving styles (such as avoiding heavy acceleration or braking) effective and cost effective at reducing the production of air pollution and the public’s exposure to it?
5. Are initiatives to provide information about air pollution to at-risk groups (such as forecasts, text alerts or emails) effective at reducing the health impacts of air pollution?
6. All key questions will also identify whether the impacts vary for different population groups (including those with pre-existing health conditions), whether there is evidence of any adverse effects such as road injuries as a result of the interventions, and the context in which interventions should be delivered.

**2.3 Methodology**

Details of the preferred methods for economic analysis may be found in NICE’s [Methods Manual](http://www.nice.org.uk/article/pmg20/chapter/1%20Introduction%20and%20overview) (2014). The role of the contractor would be to produce work to NICE specifications. Any departures from the NICE method should be highlighted and a rationale for the alternative approach proposed must be stated as part of the bid.

Given the variety of interventions noted above it is anticipated that a range of economic approaches will be appropriate in order to capture both the health and non-health related outcomes in different sectors. The provision of disaggregated costs and benefits across different time horizons will also be of interest.

The contractor will have access either by direct employment or by the use of subcontracts to a network of suitable individuals and organisations to provide a team with a high degree of technical expertise in epidemiology, data analysis, research and information science, health economics and modelling, project management and research interests in approaches to reduce exposure to air pollution from road traffic.

**2.4 Tasks to be undertaken by the contractor**

The range and detail of these tasks will be agreed with NICE, prior to the contract being awarded, however the contractor will be required to discuss and agree with the NICE team how the economic analysis should be presented. The findings of the analysis will be presented at PHAC meetings in 2, 3, 4, and 5.

* Develop and submit to NICE a draft plan for the economic analysis for comment. If an economic model is proposed, it may focus on a range of approaches. Disaggregated costs and outcomes and the time horizon over which they accrue should be reported. The impact of applying different discount rates should also be included in any sensitivity analyses. If the contractor believes that a model is not required a rationale for this decision must be stated as part of the bid.
* Agree the content of the plan for the economic analysis with the NICE project team and the PHAC and finalise accordingly.
* Agree the content and format of the report comprising the economic analysis with the NICE project team.
* Develop and submit a search protocol/strategy setting out the parameters of any literature searching or identification of types of information required for the economic analysis, including a draft screening protocol and checklists as necessary. The draft search protocols, strategies and screening protocols and checklists are to be agreed and developed with the NICE project team and signed off by NICE. Please see Methods Manual for further details.
* Undertake the searching for and retrieval of relevant evidence/studies as outlined in the search protocol and strategy for the economic analysis (Please see Methods manual for further details).
* Produce and submit draft reports of the economic analysis in line with the agreed protocol and submit to the NICE project team for comment (Please see Methods Manual for further information). The draft report(s) to be submitted to NICE at least 5 weeks before the relevant PHAC meeting, and to allow time for comments and responses to be made and for final reports to be sent to the PHAC in advance of the meetings. NICE will comment within 5 working days. The final report/model to be submitted to NICE at least 2 weeks before the relevant PHAC meeting so that it can be included in papers for the meeting.
* If a model is proposed, an executable version in Microsoft Excel or an equally accessible format must be made available to NICE so that it can be offered (subject to certain conditions) to stakeholders during the consultation on the draft guideline and associated evidence. This consultation is currently scheduled to take place between 01/01/17 and 14/02/17 (tbc).
* Attend part of the PHAC meeting in 26/04/16 (tbc) to provide a brief overview of the approach to the economic analysis and seek feedback from the committee.
* Attend part of the PHAC meetings in 09/06/16 (tbc) and 21/07/16 (tbc) to present interim findings and seek feedback/input from the committee
* Attend part of the PHAC meeting in 09/09/16 (tbc) to present the main findings of the analysis and to respond to queries raised by PHAC members.
* Attend part of the PHAC meeting in 25/10/16 (tbc) to present any further analyses.
* Amend and revise the economic analysis in line with any comments and suggestions from the PHAC and NICE team and submit the final revised draft report by the end of November 2016 (tbc).
* Provide assistance, in the form of clarifying the economic analysis to the PHAC and NICE project team while the guidance document is being drafted.
* Provide assistance to the NICE project team by clarifying any queries raised by stakeholders on the economic analysis during the guidance consultation phase (01/01/17 to 14/02/17 (tbc)). NICE will respond formally to the registered stakeholders.
* Undertake any necessary revisions to the economic analysis and submit the final revised report by the end of 26/04/17 (tbc).

In addition to the above, a series of regular ‘joint project’ meetings (approximately one per month) between the contractor(s) and the NICE project team will be established. These meetings can either be face to face or via telephone conference. Contractors are required to include all the costs associated with these meetings within their overall tender costing.

All tasks will require liaison with the NICE project team carrying out the review of effectiveness and cost effectiveness (component 1) – see page 1 of this document for details.

**2.5 Outputs**

The key outputs will be agreed, but will include the following:

* An economic analysis protocol
* Any search protocols and strategies.
* Records of any search process, including a database of search results if applicable, in an appropriate format (such as a Reference Manager or compatible file).
* Completed screening checklists, data extraction and quality assessment forms, as appropriate, for all included reports and studies.
* The model (if applicable) in Microsoft Excel or an equally accessible format, also an executable version.
* Each product draft and final report**\*** is to be presented in Microsoft Word format. The final style and format of the presentation of each document, including any evidence tables, is to be agreed with the NICE project team (see Appendix H in the Methods Manual for examples of on evidence tables).
* Microsoft PowerPoint slides providing a brief overview of the economic analysis and findings for presentation at the relevant PHAC meetings.
* Draft responses, if required, to any queries on the evidence or any associated work undertaken by contractors submitted by stakeholders as part of the guidance consultation.
* Revised final report and, if applicable, the model following comments from stakeholders.

**\*** Note that the findings of the analysis will be presented at PHAC meetings taking place between June and October 2016 (see section 2.4 above).

The detailed timetable for the delivery of the product will be agreed between NICE project team and the successful Contractor(s).

Please note all the work undertaken for this commission will remain confidential until the guidance consultation phase.

**3. RESEARCH GOVERNANCE**

The NICE project team and the successful Contractor(s) will ensure that they comply with statutory legislation and guidance and with the standards of research governance set out in Department of Health Research Governance Framework for Health & Social Care (2005).

**4. DECLARATION OF INTERESTS**

NICE has a wide range of stakeholders with an interest and involvement in its work. It is important for potential bidders to indicate, as part of their response, if and where they anticipate areas of conflict with their existing work base, and how they would handle issues of conflict of interest and confidentiality should they arise.

In line with NICE ways of working, the Contractor(s) will be asked to provide written formal declaration of interests. A standard form will be provided (please see Appendix A in the process manual for further details).

**5.** **TRANSPARENCY**

In light of the Coalition governments need for greater transparency, suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a contract for this work, the resulting contract between the supplier and NICE will be published in its entirety. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security. Suppliers are asked to make any sections of their tender that they regard as ‘Commercial in Confidence’ or ‘subject to the non-disclosure clauses’ of the Freedom of Information Act or the Data Protection Act clear within the submission documents. Please note that the total value (bottom line) of the agreement is required to be published under current EU regulations and the UK governments Transparency Agenda. If you require clarity on this point, please contact us via the route stated in **section 8.9** below.

6. TIMESCALE AND BUDGET

6.1 The contract is expected to be in place in December 2015 and will last until July 2017 (that is, the month the final guidance is published). However, the bulk of the work will need to be completed by September 2016 (see section 2.4 above).

6.2 The maximum budget for the contractor is up to £50,000 GBP (excluding VAT) in total. Bids above the maximum budget will be rejected. If a model is not being proposed, we expect this to be reflected in the costing. Payments will be tied to milestones and will be split with up to **£25,000 GBP** (excluding VAT) payable over **2015/2016** and up to **£25,000 GBP** (excluding VAT) payable over **2016/2017**. Bidders are reminded that they are in a competitive tendering process where NICE seeks value for money and cost is a factor.

Bidders are requested to fully cost their tenders - please provide full cost breakdowns and rationales. Fees are to be inclusive of all costs and expenses, includingtravel to all meetings (including PHAC meetings), but exclusive of VAT. Please note, PHAC meetings will be held in Manchester.

## 7. YOUR PROPOSAL

If your organisation feels it can provide the services to NICE, then your bid in response to this invitation should include the following elements in the number order given below.

**Failure to provide the following information in the format requested may result in your proposal being rejected**:

**7.1 Experience and expertise**

**7.1.1 Background understanding**

Please provide a short summary of your understanding of the cost effectiveness of interventions delivered by local authorities to reduce road-traffic-related emissions as well as the extent of the existing economic evidence base in this area.

**7.1.2 Skills and knowledge of the core team**

The contractor will have access either by direct employment or by the use of subcontracts to a network of suitable individuals and organisations to provide a team with a high degree of technical expertise in epidemiology, data analysis, research and information science, health economics and modelling, project management and research interests in approaches to reduce exposure to air pollution from road traffic.

Please provide a description of the make-up of the core team and details of their skills. Please detail:

* The technical expertise of the members of the team, showing their ability to deliver the work, including details of their area of academic interest and full publication history. Please include the CVs of the entire project team.
* Please provide details of the relevant qualifications of any information specialists (if applicable) supporting the project team, (e.g. Masters in Information Management or equivalent) and their expertise in carrying out searches in a range of bibliographic databases and other sources.
* Your collective (group/organisational) experience in producing a range of high quality work of a similar nature
* Any relevant wider networks and interest groups from varied disciplines that your organisation/group has access to with a statement as to how you could obtain resource from these networks if required.
* Evidence of a track record in research and evidence of similar work in a relevant area such as environmental change and development planning, traffic management, enforcement, and financial incentives and disincentives and initiatives aimed at local authority employees or members of the public (see page 2 for examples).
* Please outline the level of staff and their skills that you would propose to present the findings of the evidence review to the Public Health Advisory Committee.

Please include two examples of previous work that demonstrate your experience and ability to provide this work to a high standard.

**7.2 Project plan**

Please provide an outline of the approach you would undertake to produce and report this work.

Please include a detailed description of, and rationale for, the scope of the work, and the selected methods/approaches to the economic analysis.

It should cover how you intend to address relevant issues related to health inequalities.

Please provide an outline description of how you intend to undertake searches for relevant evidence and information. If applicable please confirm the bibliographic databases that you have access to, including those that you believe would contain relevant evidence for this topic. If not applicable, please include a rationale as to why this is not required. Access to all of the databases you propose using must be costed within the proposal.

If applicable, please provide details of the data requirements for developing a model and the sources available to fulfil these requirements. The draft protocol should include these details and an outline of the structure of the model.

The plan should make appropriate references to the [Methods manual](http://www.nice.org.uk/article/pmg20/chapter/1%20Introduction%20and%20overview).

Please identify the risks associated with this project, stating whether you consider them to be high, medium or low probability of occurring and provide a summary of how you would mitigate each risk.

Please demonstrate how you would meet tight deadlines in situations of competing demands.

Please describe the roles assigned to each member of the team.

**7.3 Project management**

Please provide a detailed and realistic timeline for the production of the work, which includes the key stages and proposed dates for the various activities including quality assurance processes.

Note that the findings of the economic analysis will be presented at PHAC meetings taking place between June and October 2016 (see section 2. 4 above).

Please provide details on the level of staffing allocated to each major task. Please outline the roles assigned to each member of the proposed team.

Please provide an example of how you have previously met tight deadlines in situations of competing demands.

Please identify the risks you consider to be associated with this project, stating whether you consider them to be high, medium or low probability of occurring and provide a summary of how you would mitigate each risk.

**7.4 Quality Assurance**

Please detail your quality assurance processes that will ensure the **quality and delivery** of the work in a timely manner. Please describe the proposed monitoring, reporting and sign-off procedures for the work and the outputs.

Please include a detailed description of how the **technical quality** of the work (including the model if applicable) will be assured and adhere to the methods and processes described in the CPHE Methods Manual.

Please supply detail of your experience of working within the limits of Data Protection and Freedom of Information Acts.

Please detail how you will handle issues of conflict of interest, should they arise.

Please also detail how you will ensure confidentiality of the project work.

**7.5 Cost**

Please provide cost breakdown in GBP sterling, exclusive of Value Added Tax (VAT), of the budget necessary to deliver the service (including costs of attending all meetings). This must show the estimated time commitment of core team members (note section 7.3 above). Please complete the costing tables in the format provided below as failure to do so may result in your whole offer being rejected.

**7.5.1 Resource Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff/Resource Description | No.of Days per Staff/ Resource | Day Rate per Staff/Resource (£) | Total Cost (£) |
|  |  |  |  |
|  |  |  |  |

**7.5.2 Non-Pay Costs**

|  |  |
| --- | --- |
| Non-Pay Costs Description (including Inter-Library loans if appropriate) | Total Cost |
|  |  |

**7.5.3 Database Costs**

|  |  |
| --- | --- |
| Database Description  | Total Cost |
|  |  |
| Total Cost | £ excl VAT |

**7.5.4** **Total Specification Cost (Exclusive Of Vat)**

|  |  |
| --- | --- |
| Total Specification Cost | GBP Sterling |
| Total Cost  | £ excl VAT |

All travel and subsistence costs are to be included in the day rates listed in 7.5.1 above.

**7.6** **Policies and Financial Statements**

As required by Public Sector regulations and in line with best practice, please provide one copy of each of your organisations policies relating to the following:

* 1. Health and Safety
	2. Environmental
	3. Equal Opportunities and Diversity in the Work Place

NICE recognises that some SMEs ( Small, Medium Enterprises) (less than 50 people for a Small Enterprise and less than 250 for a Medium Enterprise) may not have formal policies available but still operate their businesses in a manner that is conducive to the above. If you are an SME and do not have formal policies in place, please submit with your response, a written statement on how your company operates in light of the above three areas of legislation and best practice***.***

In addition please provide the following:

* The last three years of audited accounts for your organisation. If your organisation is an SME and you do not have audited accounts, please provide 3 years of balance sheets.
* A declaration (if applicable) of all current projects with clients or partners that your department/ group/organisation is currently working with which could be seen as being detrimental or ethically opposed to the health aims promoted by NICE.

**7.7 Transparency requirements**

Please indicate which sections, if any, of your tender response are regarded as ‘Commercial in Confidence’ or ‘subject to the non-disclosure clauses’ of the Freedom of Information Act or the Data Protection Act and which exemption(s) apply to the indicated sections (please see section 8 above).

**7.8 References**

Please provide the names, addresses, email and telephone number of two organisations that NICE may contact as referees where either the same or very similar work to that being requested here, has been undertaken within the last 3 years.

**8 TENDERING PROCESS**

8.1 The tender process will run to the following timetable

**Tender period**

|  |  |
| --- | --- |
| Deadline for expressions of interest |  **13th October 2015** |
| Final date for question submissions |  The final date for submitting questions  **13th October 2015**  |
| Responses to questions sent out by NICE |  **16th October 2015** |
| Tender receipt deadline  |  **12.00 (Noon) 3rd November 2015**  |
| Notification to short list  |  **12th November 2015** |
| Interviews  |  **19th November 2015[[1]](#footnote-1)** |
| Award of contract  |  **19th November 2015** |
| Alcatel period (standstill period) |  **20th – 29th November 2015** |
| Contract start  |  **1st December 2015** |

8.2 All tender proposals must be submitted **electronically by email** in a Microsoft Word format to: Contract.bids@nice.org.uk

8.3 All tender proposals and the supporting documents must be written in English

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

8.5 The proposal should be titled ‘Air pollution: Economic analysis’ and the bidder should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Bidders organisation, this should be indicated, with an explanation.

8.6 The Bidder must be explicit and comprehensive in their proposals as this will be the single source of information on which their response will be evaluated.

8.7 The Bidder is advised neither to make any assumptions about their past or current Bidder relationships with NICE nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

8.8 Both the Proposal and the Form of Offer must be returned to and be received by NICE as above **no later than** **12:00 (noon)** UK time on **3rd November 12015.**

8.8.1All offers must be submitted in **GBP sterling** and must be **exclusive of Value Added Tax (VAT)**

8.9 The **Form of Offer** must be submitted in hard copy only to:

Gillian Watson – TRAP economic analysis tender

National Institute for Health and Care Excellence

Level 1A. City Tower, Piccadilly Plaza, Manchester, M1 4BT

**The envelope must not identify the name of your company**

**9.0 SELECTION CRITERIA**

9.1 The selection criteria and weighting that will be applied to the bids for the evidence reviews are:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Financial Stability & Policies and Procedures***(A bidder will be excluded from further assessment if the required policies and procedures, including their financial statements are not provided)* | **PASS/FAIL** |
| **Experience and Expertise** - to include demonstrated experience, understanding of topic area, networks, staff expertise and if appropriate information services ( to include proposed approach to the search, database access, sample search, IS Specialist competence   | 30 |
| **Proposed Methodology** - to include rationale for methodological approach, use of epidemiology, identifying relevant utilities, costs and health and non-health related outcomes. | 30 |
| **Project Management** - to include time plan and staff allocation to tasks | 6 |
| **Quality Assurance** - to include model if appropriate, risks, QA policy, Data Protection and Freedom of Information and Conflicts of Interest | 17  |
| **Project Cost & value for money** | 17 |

In light of the Coalition government’s drive for transparency, NICE is providing the formula that will be used for the cost evaluation aspect and the scoring guide.

Cost Evaluation

The cost will be evaluated using the following formula:

* **Lowest Bidder’s Price** / **Bidder’s Price X 17** (the weighting)

Criteria and Scoring Guide

Each evaluator will independently evaluate each tender submitted using the following guide to score each criteria, the scores of all evaluators per criteria are then averaged and the criteria weighting is then applied to give an adjusted score.

|  |  |
| --- | --- |
| Scoring Note |  |
| -5 | The point is omitted |
| 0 | The point is not explained/ repeat of specification |
| 1 | The point is not acceptable |
| 2 | The point is possibly acceptable |
| 3 | The point is acceptable |
| 4 | The point is well made and acceptable |
| 5 | The point exceeds expectations/excellent |

11 Non-compliance

NICE expressly reserves the right to reject any proposal that -:

* does not follow the instruction to tender guidance
* is incomplete, for example where answers are not provided to any questions, or a reasonable explanation given as to why an answer has been omitted
* Refuses to adhere to, or makes significant unacceptable changes to the Terms and Conditions of Contract
* has not responded to any mandatory elements, including failing to provide requested documents (i.e. the tender is non-compliant).
1. Please note in order to be available for interview all bidders are expected to keep these dates free within their schedule. [↑](#footnote-ref-1)