

Instructions for Applicants

All applicants are asked to ensure that the Qualification Information document has been read prior to filling out the online AQP questionnaire, paying particular attention to Maximum Character limits for answers.

Completed online applications from suitably qualified, resourced and experienced applicants are sought for the Camden IAPT service .The AQP process will be conducted to ensure that bids are evaluated fairly against the assessment criteria.

The process will be a one stage process consisting of selection and award criteria. Bids will be evaluated against the assessment criteria. All providers that meet the evaluation criteria will be 'qualified' to provide.

Fuller details of the project and the process is contained within the AQP Qualification document from Pro-Contract (www.supplying2nhs.com) e-tendering website. Bidders are asked to go through the AQP Qualification document prior to filling out the online AQP questionnaire.

Suppliers register, login, complete the documentation electronically and submit them via the Pro-contract system.

Bidders must use Pro-contract to complete the online questionnaire and submit their responses.

Please note that any communication from NEL Commissioning Support or NHS Camden CCG and Camden Council regarding this procurement will be via Pro-contract discussion board. Applicants may be asked clarification questions by the panel/assessment team, the provider will be sent a message via Pro-contract discussion board. Providers will have 48 hours to respond to the query. If the Potential Provider fails to provide an adequate response to one or more points of clarification, or fails to respond in a timely manner, the Potential Provider may be excluded from progressing further in the process. Please ensure you have staff available to answer the clarification questions. For more information please refer to the AQP Qualification Information.

Bidders must use Pro-contract discussion board for their clarifications and all other communications with NEL Commissioning Support or NHS Camden CCG and Camden Council regarding this procurement.

