22 May 2017

Dear Bidders,

**Request for Quotation for VAT Advisory Services, Ref PRJ443**

NEL Commissioning Support Unit (NEL CSU) together with the following Clinical Commissioning Groups (herein referred to as “The CCG”).

NHS Bexley CCG

NHS Bromley CCG

NHS Croydon CCG

NHS Greenwich CCG

NHS Guildford & Waverley CCG

NHS Kingston CCG

NHS Lambeth CCG

NHS Lewisham CCG

NHS Merton CCG

NHS Richmond CCG

NHS Southwark CCG

NHS Sutton CCG

NHS Wandsworth CCG

NHS West Kent CCG\*

are seeking a provider (s) with the appropriate product range, experience and competitive pricing to supply it with the provision of a VAT advisory service, to include:

* review of the CCGs’ monthly VAT returns, in accordance with HMRC regulations and deadlines;
* support with other HMRC submissions and inspections;
* day to day ad hoc VAT advice;
* Advice on specific contracts.

The purpose of this Request for Quotation is to inform the suppliers about the CSU and CCGs requirements for the supply of a VAT Advisory Services. The documents furnish these Providers with the information needed to enable them to bid for the agreement to supply the VAT Advisory Services.

It is anticipated that the chosen supplier will be required to commence the work during in August 2017. Competitive quotations are required on the following contract duration: 1 year.

Please note the attached (Annex B) **NHS Terms and Conditions for the provision 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 nelcsu.[clinical-procurement@nhs.net](mailto:clinical-procurement@nhs.net) **by 12.00pm on Monday 12 June 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 evaluation criteria set out in the Annex B to this letter, and the name of a referee [for a reference] (preferably public sector);
* Your response should consist of no more than 20 pages;
* Expected delivery/ Start/ finish date, and a project timetable;
* Total price excluding VAT (Annex C);
* Confirmation of acceptance of the terms and conditions of contract (Annex B);
* Completion of Annex D – Conflict of Interest Declaration.

The CSU and CCGs are 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** | **Proposed Approach** | | **70%** |
|  | 1.1 | Understanding of the requirement  Demonstrate a clear understanding of the requirement as stated in the service specification | 10% |
|  | 1.2 | Provide a detailed Project Delivery Plan | 5% |
|  | 1.3 | Proven experience and capability in this audit field or similar audits (provide details of previous experience of carrying out similar projects), including lesson learnt. | 15% |
|  | 1.4 | Evidence of Quality Assurance for your organization in the delivery of interventions offered | 15% |
|  | 1.5 | Contract management & communications  Contract management, including the proposed team (resources) and delivery timelines. | **10**% |
|  | 1.6 | Demonstrated ability to work to deadlines and Organisational capacity to undertake the work given other commitments | 10% |
| **2** | **Presentation – A clear presentation further demonstrating an understanding of the brief and appropriate matching of resources** | | **5%** |
| **3** | **Price** | | **30%** |
|  | **Proposed Approach + Price + Presentation/Interview** | | **100%** |

Each of the scored section in Table 1 will be scored based on Table below.

**Table 2: Scoring criteria**

|  |  |  |
| --- | --- | --- |
| Grade | Grade Level | Definition of Grade |
| 0 | Unacceptable | No response or partial response and poor evidence provided in support of it.  Does not give the Authority confidence in the ability of the Bidder to deliver the Contract and meet the Authority’s Requirements. |
| 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 and meet the Authority’s Requirements. |
| 2 | Minor reservations | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail and/or evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract and meet the Authority’s Requirements. |
| 3 | Satisfactory | Response is comprehensive and supported by good standard of evidence. Gives the Authority confidence in the ability of the Bidder to deliver the Contract. Meets the Authority’s Requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives the Authority a high level of confidence in the ability of the Bidder to deliver the Contract. Exceeds the Authority’s Requirements in some respects. |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives the Authority a very high level of confidence in the ability of the Bidder to deliver the Contract. Exceeds the Authority’s Requirements in most respects. |

**The Quotation must be submitted in a PDF format. Quotations received after the above date and time may not be considered.**

*It would be appreciated if you could advise,* within 5 days of receiving this RfQ*, if you intend to submit a bid or your reasons for not submitting a bid.*

If the panel feels at any point that there is not sufficient evidence to score a bidder on any evaluation point 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 qualitative evaluation is 3. The NEL Commissioning Support Unit (NELCSU) and the CCGs reserve the right to award the contract for the VAT advisory service on the basis of Most Economically Advantageous Tender. The provider who attains the highest qualitative score and submits the most competitive cost will be awarded the contract. In the event of a tie (where two or more top scoring Bidders had the same total weighted score including both quality and price, the CSU and CCGs will select, from amongst those Bidders, the submission of the Bidder with the highest weighted score in the highest weighted criteria.

Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if any or one or more of the CCGs accepts that offer, then a legally binding contract will exist between the successful provider and the individual CCGs named within this contract.

Respondents accept that NEL CSU and the CCGs are subject to the Freedom of Information Act and government transparency obligations which may require NEL CSU and the CCGs 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 any or one or more of the CCGs issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. Neither NEL CSU nor any of the CCGs 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 NEL CSU or the CCGs, or any person acting as an advisor to NELCSU or the CCGs in connection with this Procurement
* Do anything which would constitute a breach of the Prevention of Corruption Acts 1889-1916
* Canvass any of the persons referred to above in connection with the Procurement

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

**Conflicts of interest**

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

Potential Applicants should notify NEL CSU and the CCG 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 NEL CSU and the CCG 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 NEL CSU and the CCGs, both NEL CSU and the CCGs reserve 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 NEL CSU and the CCGs 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 the CCG, 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.

The NEL CSU Procurement Team 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 the under signed at  [nelcsu.[clinical-procurement@nhs.net](mailto:clinical-procurement@nhs.net)](mailto:clinical.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 faithfully,

Jean-Claude Simba

**Jean-Claude Simba   
Procurement Manager**   
**NEL Commissioning Support Unit**

**Annex A**

**Specification/Project Brief for VAT Advisory Services for NEL Commissioning Support Unit, together with South London Clinical Commissioning Groups (CCGs), including West Kent and Guildford & Waverley CCGs.**

**VAT Services Overview**

VAT is charged on a variety of goods and services purchased. The VAT rules and regulations are complex and many invoices that include VAT may be incorrect where VAT is charged in error or the invoice should have been VAT exempted.

The services we are looking to procure will be considered at VAT contracted out service (“COS”), whereby the provider reviews all open and paid invoices in relation to the VAT return file, in order to ascertain whether the VAT charged and paid was correct.

In many cases, VAT would have been charged incorrectly creating a VAT overpayment or reclaim. These reclaims would then be clawed back from HMRC and repaid to the CCG or CSU. In some cases, VAT may not have been charged or charged incorrectly, an under claim would require the CSU or CCG to pay additional VAT to HMRC due to this error.

The service will be provided to all CCG’s, as detailed below, together with the CSU

1. Bexley CCG
2. Bromley CCG
3. Croydon CCG
4. Greenwich CCG
5. Guilford & Waverley CCG
6. Kingston CCG
7. Lambeth CCG
8. Lewisham CCG
9. Merton CCG
10. Richmond CCG
11. Southwark CCG
12. Sutton CCG
13. Wandsworth CCG
14. West Kent CCG

**VAT Review Services:**

The VAT expert appointed will provide an on-going VAT advisory and compliance review service which will comprise the specific services outlined below:

1. Contracted-Out Services (“COS”) reviews (quarterly);

2. Capital expenditure reviews (quarterly);

3. VAT helpline;

4. Review of income and expenditure for business activities;

5. Upfront review of major procurements (e.g. managed IT, Soft, Hard FM and Telecoms, etc.);

6. Quarterly agenda/service review meetings;

7. VAT Training;

8. Regular updates to staff on VAT changes;

9. Support at VAT visits by HMRC (including attendance and advice in writing);

10. Annual business activities review, including Community Pharmacy payments claim;

11. Annual partial exemption review; and

12. Advisory services.

**Contingent Pricing Mechanism**

NEL CSU is seeking contingent pricing mechanisms on a ‘wholly commercial’ basis. Tenderers are therefore required to provide contingent pricing mechanisms based on:

* Services (1 – 2) - the % figure paid to the Contractor based on the VAT claims identified or amounts of VAT under declared/over claimed.
* Services (3 – 9) shall be provided free of charge.
* For services 10 and 11 (if required) additional flat fee per computation shall be charged by the Contractor.
* For ad hoc advisory work (service 12) not included in services (1 – 9) above, a fee in writing in advance of any work commencing if and upon approval by the Authority shall be provided by the Contractor.

**Proposed timeline**

| **Description** | **Date** |
| --- | --- |
| Request to Proposal Issued | 22 May 2017 |
| Deadline for Clarification Questions | 05 June 2017 |
| Written Proposal Submission deadline | 12 June 2017 |
| Internal Assessment and Moderation of Written Proposal | 12 - 23 June 2017 |
| Interview/Presentation | 30 June 2017 |
| Commissioner  to Approve Contract Recommendation | 07 July 2017 |
| Successful and unsuccessful bidder notifications | 10 July 2017 |
| Contract Commencement | 01 August 2017 |

**Annex B**

**NHS Terms and Conditions for the Provision of Services**

** **

**Annex C**

**Financial Submissions**

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

* Staffing (all on costs must be included)
* Quality Assurance
* Cost of providing any materials
* Others (if any)

|  |  |
| --- | --- |
| Breakdown of all Cost | Cost (£) |
| **Breakdown of all costs** |  |
| Management/co-ordination costs (specify staff role) |  |
| Service Delivery (specify with staff roles) |  |
| Operational Costs |  |
| Venue, Postage, Printing & Stationery, Telephone, Mobile Phones, Hire of equipment, etc. |  |
| If the work is to be broken down into specific sections, cost out each section 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 CSU and the CCG, are 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.**

## Expenses

## Any expenses claimed will be:

* Reasonably and necessarily incurred as a result of carrying out the contracted services, with due regard to economy.
* Be detailed separately on the invoice and accompanied by the relevant receipts
* Have been agreed in advance with NEL CSU/ or CCG.
* Travelling time to the NEL CSU/ or CCG(s) premises is non-chargeable.

### Reimbursement of expenses will be at cost and should be in line with the (NHS Agenda for Change standard Rates identified below or at travel and subsistence rates identified by the Provider by the CSU/ or the CCG] (please delete as appropriate)

* Actual rail travel costs based on standard class travel
* Car mileage allowance at the standard rate of 40 pence per mile or equivalent if public transport cost is lower.
* Taxi fares will only be reimbursed where public transport or use of a private car was unsuitable or inappropriate.

**Annex D**

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

**(Bidders/Contractors)**

**Project Name: VAT Advisory Services for NEL Commissioning Unit, together with South London Clinical Commissioning Groups, including West Kent and Guilford & Waverley CCGs.**

**NEL Commissioning Support Unit, together with NHS South London Clinical Commissioning Groups, including West Kent & Guildford and Waverley CCGs** **Bidders/potential contractors/service providers declaration form: financial and other interests**

This form is required to be completed in accordance with the CCG’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 [nelcsu.clinical-procurement@nhs.net](mailto:nelcsu.clinical-procurement@nhs.net)
* The completed form should be sent to [nelcsu.clinical-procurement@nhs.net](mailto:nelcsu.clinical-procurement@nhs.net)
* 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 [nelcsu.clinical-procurement@nhs.net](mailto:nelcsu.clinical-procurement@nhs.net)
* 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 NEL CSU, CCGs 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 NEL CSU, CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the NEL CSU, 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 NEL CSU, the CCGs 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 NEL CSU, the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL CSU, 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:** |  |