****

**Invitation to Quote**

**Instructions & Requirements Document**

**NHS England**

Modern Slavery – Risk Assessment Consultancy Support

(Project C220678)

**Document owner:** Commercial & Procurement Team, NHS England

# **Introduction**

###### This Invitation to Quote (ITQ) has been prepared by NHS England (the ‘Authority’). The Authority is looking for a Supplier for the provision of risk score data and consultancy support to inform the approach taken to assess the modern slavery risk in NHS procurement practices. A full description of the requirement can be found below.

###### This procurement exercise is being carried out as an Invitation to Quote and published via Contracts Finder through our e-procurement portal, Atamis.

###### The Authority has taken reasonable care to ensure that the information provided is accurate in all material respects. However, the Bidders attention is drawn to the fact that no representation, warranty or undertaking is given by The Authority in respect of the information provided in respect of this transaction and/or any related transaction.

###### The Authority does not accept any responsibility for the accuracy or completeness of the information provided and shall not be liable for any loss or damage arising directly or indirectly as a result of reliance on this ITQ or any subsequent communication.

###### No warranties or opinions as to the accuracy of any information provided in this ITQ Pack shall be given at any stage by The Authority.

###### Any person considering making a decision to enter into contractual relationships with The Authority or any other person on the basis of the information provided should make their own investigations and form their own opinion of The Authority. The attention of Bidders is drawn to the fact that, by issuing this ITQ, The Authority is in no way committed to awarding any contract and that all costs incurred by Bidder in relation to any stage of the Tender process are for the account of the relevant Bidder only.

###### In accordance with The Authority’s internal financial instructions and general principles applicable to public procurement, The Authority seeks best value for money in terms of the Contract reached with the successful Bidder.

###### The Authority has endeavoured, therefore, to express as clearly as possible in this ITQ the terms on which it would propose to contract with the successful Bidder and in particular the obligations, risks and liabilities which it expects to become the responsibility of the successful Bidder.

This document contains the following sections:

* **1. Instructions**
  + Project Team Details
  + Timeline
  + Supplier Clarification Question process
  + Evaluation Criteria
  + Scoring
* **2. The Requirement:**
  + Background Information
  + Standards and Service Specification
  + Essential Skills Deliverables
  + Deliverables
  + Proposed Terms and Conditions
* **3. Responding to the ITQ**
  + Bidders Details
  + Further Bidder Information
  + Bidders Response

1. Instructions

Project Team Details and Contract Lead

|  |  |
| --- | --- |
| Name of Team | The Net Zero and Sustainable Procurement Team |
| Name and Title of Contract Lead | Daphne De Leener |

Timeline

|  |  |
| --- | --- |
| **Item** | **Date** |
| ITQ Release Date & Issue on Contract Finder\* | 21st November 2023 |
| ITQ Clarification Deadline | 1st December 2023 13:00 |
| ITQ Clarification Response to Bidders | 4th December 2023 |
| ITQ Closing Date | 11th December 2023 13:00 |
| Estimated Award Date | 19th January 2024 |
| Estimated Contract Commencement Date | 22nd January 2024 |

The Authority reserves the right to invite the highest scoring bidder(s) to do a presentation to clarify their bid responses. Any presentations will not be scored.

The timeline is indicative and may be subject to change.

Supplier Clarification Question Process

All clarification questions relating to this ITQ must be submitted via the procurement portal route (Atamis) within 12 calendar days of receiving the ITQ. Clarification questions received after this time will not be responded to. All Clarification questions will be responded to within 2 working days of the date received.

All clarification questions received via other routes will not be reviewed and responded to.

**Please Note: -** To ensure an open and fair process is followed, all bidders will receive a copy of the clarification question(s) and answer(s).

Evaluation Criteria

The purpose of evaluation in the procurement process is to establish which supplier(s) have submitted the best quotation; ensuring that the assessment of quotes is undertaken in a transparent, fair and consistent manner so that an effective comparison can be made.

The Authority reserves the right to accept or reject all or any part of the quotation if you have failed to provide the information requested in this quotation or you have submitted any modification or any qualification to the terms and conditions of contract.

The Authority does not bind itself to accept the lowest priced, or any quotation, nor guarantee any value or volume and shall not be liable to accept any costs you have incurred in the production of your quotation.

The Authority will check each quotation and submission for completeness and compliance with the requirements in this Invitation to Quote document, thus, you should ensure that you carefully examine this document in full.

Quotes will be evaluated on the following Quality and Costs basis.

|  |  |
| --- | --- |
| **Section** | **Weighting (%)** |
| Technical/Quality | 60% |
| Sustainability and Social Value | 10% |
| Commercial | 30% |

A weighted scoring system will be applied to the response, the high-level evaluation criteria are given below:

|  |  |
| --- | --- |
| **Question** | **Weighting (%)** |
| **Technical** | **60%** |
| 1. Delivering services – Please explain how you will deliver the services outlined in Section 2 of this tender. | 15% |
| 1. Communication and engagement – Please explain how you will communicate and engage the health family project team to deliver the services. | 15% |
| 1. Atamis integration – Please explain how you would manage the integration of the risk assessment approach into Atamis. Please include an integration project plan that includes off-system testing, on-system testing and a full roll out – the plan should identify the following at a minimum:  * Required resources from your organisation and the Health Family * Timeframes for delivery * Dependencies   Note: We wish to work with suppliers who have flexibility with system integration, and we will confirm the platform/system integration requirements in due course. This project plan should note the tasks, resource, timeframes and dependencies and should be replicable should the platform/system change. | 15% |
| 1. Experience – Please provide evidence of your experience providing similar services in both size and scope that you have provided to another two (2) customers. | 15% |
| **Sustainability & Social Value** | **10%** |
| 1. **Equal opportunity**: Detail how, through the delivery of the contract, you can build skills and capacity within the health family to address the risks of modern slavery within the NHS and health family workforce. This could include, but is not limited to:  * awareness raising workshops with frontline teams to identify and act upon concerns; * Provision of communication materials, to be developed in collaboration with the health family, to raise awareness of modern slavery and to take action.   *Please include:*   * *your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and* * *a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals* | |
| **Commercial** | **30%** |
| 6. Please provide a cost breakdown to undertake the work ex vat. The maximum capped budget available is £80,000 (plus VAT). Please note this is a cap and not a target. The lowest, but feasible, price is awarded the full percentage score. The financial weighted score for every other bid is then calculated against this using the formula outlined under **Scoring Cost**. | |

**Scoring**

**Bidder information**

The ‘Bidders Detail’ will be ‘For Information Only’ and not scored.

The ‘Further Bidder Information’, will be given a ‘Pass/Fail’ for each section.

**Quality**

The Authorities evaluation system is based on the familiar “weighted scoring approach”, in which the officer scores responses to the quality questions according to a pre-agreed scoring system 0-4 (see table below). The scores for the sections are then added together to give a total quality score for the quotation response.

Bidders must achieve minimum scores of ‘Satisfactory’ (2) against all quality and social value questions.

Any bidder not reaching these minimum quality standards will be rejected and not eligible for award.

| **Score** | **Interpretation** |
| --- | --- |
| 4  Excellent | The Tenderer’s response provides full confidence that the Tenderer understands and can deliver the Requirements well and addresses all of the requirements set out in the question. |
| 3  Good | The Tenderer’s response provides a good level of confidence that the Tenderer understands and can deliver the services and the Tenderer's response addresses all or most of the requirements set out in the question. |
| 2  Satisfactory | The Tenderer’s response provides a satisfactory level of confidence that the Tenderer understands and can deliver the services and the Tenderer's response addresses at least some of the requirements set out in the question. However, the response is lacking in some areas. |
| 1  Poor | There are weaknesses (or inconsistency) in the Tenderer’s understanding of the services and/or Tenderer's response fails to address some or all of the requirements set out in the question. **This score is deemed a fail** |
| 0  Unacceptable | No response and/or information provided is deemed inadequate to merit a score. **This score is deemed a fail** |

**Scoring Cost**

The financial weighted score is calculated by using the following formula:

Tenderers Price Weighted Score = Lowest Total Cost offered Tenderer Total Cost

x (30% weighting)

(Lowest Total Cost divided by Tender Total Cost multiplied by 30)

The financial score will be calculated to two decimals places.

Therefore, the bidder who submits the lowest compliant bid (based on the pricing model created for evaluation purposes) will receive the full 30% available.

# **The Requirement**

The Requirement is detailed below which provides background to the project/business need, the standards or specification required alongside the essential supplier skills and the objectives of the requirement.

**Background Information:**

|  |
| --- |
| *The Health Family is committed to tackling modern slavery (an umbrella term that encompasses the offences of slavery, servitude, forced and compulsory labour and human trafficking).*  *The UK Cabinet Office published a new PPN in February 2023 regarding modern slavery which builds on the previous PPN – 05/19, PPN 02/23: “Tackling modern slavery in government supply chains”. The Health Family is in scope of the PPN and must use the supporting guidance to identify and manage risks in both new procurement activity and existing contracts.*  *The Health Family must take a risk-based approach to identifying and managing modern slavery concerns. The guidance provided highlights six core characteristics (Industry type, Nature of workforce, Supplier location, Context in which the supplier operates, Commodity type, Business/supply chain model) that place workers at heightened risk of being exploited.*  *We, as the Health Family, must define what will be high, medium or low risk and take action, accordingly, starting with those suppliers where the risks are highest.*  *The Health Family requires* *robust and consistent risk score data and consultancy support to inform the approach taken to assess the modern slavery risk in procurement practices.*  *\*Health Family includes NHS England, Department of Health and Social Care, NHS Trusts and ICBs, NHS Supply Chain and wider arm’s length bodies such as NHS Blood and Transplant* |

**Standards and Service Specification:**

|  |
| --- |
| *The Health Family is seeking a supplier to provide the following:*  *Services:*   * *A risk assessment approach that aligns with central government policy, as outlined in* [*PPN 02/23 - Tackling Modern Slavery in Government Supply Chains*](https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains) * *Risk score data based on the way the NHS procures goods and services, including alignment to NHS coding of products . Risk data will be used at pre-tender stage to assess the modern slavery risk of the subsequent procurement.* * *Integration of risk score data and risk assessment approach into any appropriate platform/system, including, but not limited to, the Health Family eProcurement system, Atamis. This includes a staged requirement that allows for off-system testing and enhancing, on-system testing and enhancing and subsequently a full health family roll out of the approach.* * *Health Family should have ownership of copies of the deliverables including the risk assessment approach and data provided.* * *The use of the data and any assessments/activities going forward should be aligned with the new modern slavery regulations. The regulations are required following the introduction of the Health and Care Act 2022, and relate to improved policies, increased due diligence and strengthened contracts with the aim of eliminating modern slavery in healthcare supply chains.*   Please note that suppliers should have the capability to respond to any updates/changes to government legislation, regulations and/or policy and be able to update the approach and associated tool accordingly.  *Timeframes:*   * *Project Start to Finish Off System Pilot (including delivery of static tool)– 8 weeks.* * *Integration of tool into platform (on-system pilot), including live risk score data feed – 8 weeks* * *Final enhancements and preparation of launch of dynamic risk assessment tool on platform going live – 4 weeks* |

**Essential Skills Deliverables:**

|  |
| --- |
| *The risk score data and risk assessment approach must be able to be integrated into any appropriate platform/system, including, but not limited to the Health Family eProcurement system, Atamis. The supplier must have experience in supporting such integration and simultaneous off-system testing and enhancing, on-system testing and enhancing and a full roll out of a defined approach.*  *The supplier must have experience in providing modern slavery risk score data to inform risk assessments as well as experience of integration of data and risk assessment approaches into existing procurement platforms and systems. They must also have a clearly defined approach and resources for ongoing collection and collation of risk score data and be actively incorporating new data risk sets from wider organisations, where relevant.*  *The supplier must have the capability to respond to any updates/changes to government legislation, regulations and/or policy and be able to update the approach and associated tool accordingly.*  *The supplier must also have experience in providing modern slavery consultancy support to assist the development of a risk-based approach to identifying modern slavery risks in procurement practices informed by the risk score data.* |

**Deliverables**:

|  |
| --- |
| *The deliverables and outputs required include*  *One off requirement:*   * *A risk assessment approach aligned with central government policy.* * *Integration of risk assessment approach into platform* * *Prior testing of integration via an off-system test and on-system test*   Ongoing requirements:   * *Risk score data set to inform the risk assessment including licencing* * *System support* * *Consultancy support, as required. This may include training and education support, sharing and/or development of awareness materials and best practice/expertise sharing in the area of modern slavery in supply chains.* |

**Proposed Terms and Conditions**

The proposed terms and conditions for this engagement are the NHS Standard Terms and Conditions of services Purchase Order Version.

No amendments shall be considered or accepted in relation to the Terms and Conditions. Failure to accept the terms will result in disqualification.

These are available to view on <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

The Purchase Order will serve as the contract.

Proposed term of contract is 12 months.

1. Responding to ITQ

###### When responding to this ITQ, Bidders must ensure that their Tender covers all the information required. Bidders must complete their Tenders within the Authorities procurement portal (Atamis) set out in the "Supplier Response Form". Failure to do so may render the response non-compliant and it may be rejected.

### In evaluating Tenders, the Authority will only consider information provided in the Supplier Response Form.

### Bidders should not assume that the Authority has any prior knowledge of the Bidder, its practice or reputation, or its involvement in existing services, projects or procurements.

### If there are any questions that do not apply to a Bidder, please answer with a N/A and explanation where appropriate.

### Where any section of the ITQ indicates a word limit, any response will be reviewed to that word limit and any additional information beyond that word limit will not be considered. Bidders must provide a word count for each question response.

###### The Authority may at its own absolute discretion extend the Deadline for receipt of Tenders specified in the timetable. Any extension to the Deadline granted under this paragraph will apply to all Bidders.

###### Tenders must be submitted via the Authorities procurement portal (Atamis) no later than the ITQ submission Deadline specified in ‘Timetable’. Tenders may be submitted at any time before the Deadline.

###### Tenders received before this Deadline will be retained unopened until the opening date.

###### The Tender and any documents accompanying it must be formatted in Word or Excel as appropriate and be in the English language.

###### Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Tender pricing must be provided excluding Value Added Tax (VAT).

Bidders Details:

The following is an outline of what will be required and found on Atamis. Please complete this on the Atamis portal directly.

*Please ensure a response is provided for all the sections below.*

|  |  |
| --- | --- |
| *Company Name* |  |
| *Company Address* |  |
| *Company’s representative name and title* |  |
| *Contact telephone number* |  |
| *Email address* |  |
| *Address for correspondence* |  |
| *Date of Submission* |  |
| *Company Registration Number* |  |
| *VAT Registration Number* |  |

# Further Bidder Information:

*Please ensure a response is provided for all the questions below.*

|  |  |  |
| --- | --- | --- |
| ***1.*** | *Has your organisation met all its obligations to pay its creditors and staff during the past year?* |  |
| ***2.*** | *If your answer to the above is No, have you rectified the situation resulting in your organisation now being able to pay its creditors and staff?* |  |
| ***3.*** | *Is your company or any group company (your Organisation) or are any of the directors/partners/proprietors in a state of bankruptcy, insolvency, compulsory winding up, and receivership, composition with creditors or subject to relevant proceedings?* |  |
| *4.* | *Please confirm that data is stored in line with the General Data Protection Regulations 2018 where applicable* |  |
| *5a.* | *Please confirm that you accept NHS England’s Purchase Order Terms and Conditions in full with no modifications. This offer and any contract arising from it shall be subject to these Terms and Conditions and all other items or instructions as issued in this bidder response.*  [*https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services*](https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services) |  |
| *5b.* | *Please confirm that you accept that any modifications to the Terms and Conditions will be rejected and may result in the bid being rejected.* |  |
| *6*. | *Please confirm that all invoicing shall be processed through Tradeshift in line with NHS England’s processes.* |  |

Bidder’s Response

Please ensure a response is provided for both the Quality (A) and Commercial (B) sections on Atamis by downloading the attachments and reuploading once completed.

1. Quality

The questions below are for reference only and will be found within Atamis.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 1** |  | **Question % Weighting** | 15% |
|  |  | |
| *Delivering services - Please explain how you will deliver the services outlined in Section 2 of this tender.* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 1000 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 2** |  | **Question % Weighting** | 15% |
|  |  | |
| *Communication and engagement - Please explain how you will communicate and engage the health family project team to deliver the services.* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 750 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 3** |  | **Question % Weighting** | 15% |
|  |  | |
| *Atamis integration - Please explain how you would manage the integration of the risk assessment approach into Atamis. Please include an integration project plan that includes off-system testing, on-system testing and a full roll out – the plan should identify the following at a minimum:*   * *Required resources from your organisation and the Health Family* * *Timeframes for delivery* * *Dependencies*   *Note: We wish to work with suppliers who have flexibility with system integration, and we will confirm the platform/system integration requirements in due course. This project plan should note the tasks, resource, timeframes and dependencies and should be replicable should the platform/system change.* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 750 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 4** |  | **Question % Weighting** | 15% |
|  |  | |
| Experience - Please provide evidence of your experience providing similar services in both size and scope that you have provided to another two (2) customers. | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 500 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 5** |  | **Question % Weighting** | 10% |
|  |  | |
| **Equal opportunity**: Detail how, through the delivery of the contract, you can build skills and capacity within the health family to address the risks of modern slavery within the NHS and health family workforce. This could include, but is not limited to:   * awareness raising workshops with frontline teams to identify and act upon concerns; * provision of communication materials, to be developed in collaboration with the health family, to raise awareness of modern slavery and to take action.   *.* Please include:   * your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and * a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 750 | | | |

B) Commercial

|  |  |
| --- | --- |
| **Commercial** |  |
|  |  |
| Please complete the attached excel spreadsheet with a cost breakdown to undertake the work. Your breakdown should also include the total cost exclusive of VAT to the Authority. The maximum capped budget available is £80,000 (plus VAT). Please note this is a cap and not a target. | | |
| **Supplier Response** | | |
| *Supplier to complete and upload excel spreasheet* | | |

**C) Confirmation**

|  |  |
| --- | --- |
| **Confirmation** |  |
|  |  |
| Please provide an electronic signature with name and contact details as confirmation the detail submitted is correct and agree to the *Authorities Purchase Order Terms and Conditions in full as outlined in ‘Point 5 Further Bidder Information’*: | | |
| **Supplier Response** | | |
| *Electronic Signature Insert …………..*  *Name:*  *Job Title:*  *Date:* | | |