

**Tender Specification**  
Provision of service – Engineering Support for PHE Fluoridation Programme. Version: DRAFT

**Introduction and Background**

1. The Health and Social Care Act 2012 devolved responsibility for decision making on water fluoridation to local authorities. Public Health England (PHE), on behalf of the Secretary of State for Health, enters into water fluoridation agreements with water suppliers. At present, around 5.5 million people live in areas that are covered by water fluoridation schemes.
2. PHE works with local authorities to ensure adequate performance of water fluoridation schemes, and is responsible for capital investment designed to improve performance. PHE also pays operating costs to water companies which are then recovered from local authorities. Spend can vary greatly between years as shown in the table below:

|  |  |
| --- | --- |
| Year | Investment made |
| 2013 / 2014 | £3.1m |
| 2014 / 2015 | £0.3m |
| 2015 / 2016 | £1.8m |
| 2016 / 2017 | £1.4m (forecast) |

It is essential that PHE’s capital investment has the largest possible impact on the performance of water fluoridation schemes.

**Proposed action**

1. In order to meet our commitments, PHE wishes to commission engineering support to advise on the water fluoridation programmes put in place by water companies, including independent advice on performance issues reported by companies and proposals from companies for capital investment by PHE.
2. The engineering support supplier is needed to assist the existing fluoridation team in ensuring adequate performance of schemes and value for money with planned further capital investments.
3. There is no hands-on engineering to be done but the supplier will need to attend meetings with companies and undertake site visits to water treatment works to better understand proposals.

1. We would expect specific deliverables to include:

* Timely support to PHE regarding fluoridation plant performance issues;
* Timely support to PHE regarding capital investments;
* Updating and improving a plant database containing key information to allow future planning;
* Support for PHE in assessing operating cost pressures;
* Support for PHE in understanding system performance issues as reported to DWI;

Where an engineer can be contracted for a period of a consecutive number of years, rather than on an annual basis, this better enables;

* development of planned replacement of equipment utilising the plant database
* assisting in developing a common approach to addressing issues that affect all the relevant water suppliers

**Skills Required**

1. Tenderers are expected to clearly document that they have the skills required to undertake this assignment. These include:

* Fluoridation engineering experience;
* Experience of working with a variety of water undertakers;
* Experience of advising commissioners on strategic aspects of water fluoridation;
* Experience of interpreting plant and system performance data;
* Experience of assessing capital investment proposals and monitoring progress;
* Experience on managing equipment and system failures
* Experience of current equipment and systems in use and national and local government partners would be an advantage

**Timescale for undertaking this assignment**

1. This tender is for 100 days of work from date of appointment until 31st March 2018. A period of notice of 3 months of termination of contract on the part of either party is required.

**Indicative Budget Available**

1. A budget of £60,000 has been ring-fenced for the delivery of this work and any associated reports. This budget is exclusive of VAT as relevant. Tenderers must clearly show the VAT element of their price. This is a fixed price tender.
2. Should the successful tenderer fail to competently complete the required work as per the requirements and deadlines contained, PHE has the right to terminate the contract without liability for compensation or damages if a successful tenderer is unable to fulfil the contract. PHE does not bind itself to accept the tender with the lowest stated total or any tender.

**Reporting Requirements**

1. A successful tender contract will be with PHE. A successful tenderer will be advised of the main point of contact within PHE and the successful tenderer will also be required regularly update PHE on progress.

**Monitoring and Evaluation**

1. The successful tenderer will be obliged to work with PHE and any other relevant organisations identified for the purposes of monitoring and evaluation of the assignment.

**Publicity**

1. The successful tenderer will be obliged to comply with the information and publicity requirements of PHE.

**Insurances**

1. A successful tenderer shall effect and maintain insurances necessary to cover their liabilities under this contract. The successful tenderer is to indemnify PHE.

**Submission of Tenders**

1. Tenderers are required to submit a detailed tender proposal in writing which will:

* Demonstrate their understanding of the brief.
* Demonstrate that they have the capacity, competency and expertise to undertake this assignment. A CV for each member of the team who will undertake this work must be included in the tender proposal.
* Outline in detail their proposed approach for undertaking this assignment, including a timescale for each element of the work.
* Provide a breakdown of costs for each element of work along with a final price.

1. Tenders are to be submitted through the e-bravo website, <https://phe.bravosolution.co.uk/web/login.shtml>.
2. PHE will hold interviews and/or presentations to assist in the selection of the successful tender at no charge to PHE.
3. Tenderers are required to keep tenders valid for acceptance for a period of 60 days from the closure date of receipt of tender. Any tenders received after the closure date will not be accepted for assessment. PHE is not bound to accept the lowest or any tender.

**Assessment of Tenders**

1. Tenders will be assessed by an assessment panel and will be based on the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Max Score** |
| Understanding of the brief | 30 |
| Tender price/value for money | 40 |
| Evidence of capacity, competency and expertise of tendering organisation to undertake assignment | 80 |
| Approach proposed to undertake assignment | 50 |
| **Total Max Score** | **200** |

1. Prices quoted are to be in pounds sterling, inclusive of all expenses and VAT. Tenderers should quote for all costs associated with the delivery of this assignment. Tenderers are advised that all administrative work associated with the delivery of this assignment will be the responsibility of the successful tenderer.
2. The recruitment of participants to participate in this assignment will be the responsibility of the successful tenderer.
3. Any reports generated as part of this programme will become the property of PHE who will be free to copy it at their discretion.
4. PHE undertakes to use its best endeavours to hold confidential any information provided in response to this invitation to tender, subject to PHE’s obligations under law. Tenderers are advised, however, under the terms of the Freedom of Information Act 2000, PHE may be required to disclose details pertaining to this assignment, including details of contractual arrangements and working documentation of the project.
5. This is not an exhaustive list and tenderers should use their own knowledge to research and make use of relevant material.

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**09/06/2017**

**Sandra White  
National Lead for Dental Public Health**  
Public Health England