**NHS MERTON & WANDSWORTH CLINICAL COMMISSIONING GROUP (CCG)**

**VOLUNTARY SECTOR CO-ORDINATION service**

**Market Engagement Questionnaire (MEQ)**

**April 2019**

# Disclaimers

Organisations considering whether to respond to this information request should note the following:

* NHS Merton & Wandsworth Clinical Commissioning Group (the Commissioner) is still finalising its decision in regards to this solution and is undertaking market engagement in order to seek the views and opinions of those organisations that may be interested in helping to deliver the solution if it decides to procure it;
* This Market Engagement Questionnaire (MEQ), and any subsequent information provided in response to it, does not form an integral part of any potential future procurement exercise and should be considered as an attempt by the Commissioner to engage with the potential market for delivering the solution;
* This MEQ, the accompanying draft documentation and the responses received arising from it are in no way legally binding on any party
* Any responses will NOT be treated as commercially confidential and may be used by NHS Merton & Wandsworth CCG in the final service specification used for contracts and/or to influence the shape of the procurement in the future; however no responses will be attributed to any organisation nor will any organisation be individually identified
* **Participation in the engagement exercise is not a mandatory requirement for participating in any potential future procurement; however, responses received will assist to inform the Commissioner as to the level of interest from the market and will be used to evidence a decision as to whether or not to undertake a competitive procurement. CONFIRMATION OF YOUR EXPRESSION OF INTEREST IS THEREFORE IMPORTANT.**

# Instructions for Responding to this MEQ

Please ensure you have read the supporting information provided with this MEQ before responding, including the draft current Specification of Requirements and the Memorandum of Information (MOI), noting that these may be subject to change (in both form and content) if the CCG decides to procure the solution.

Responses to this MEQ should be provided as a single document and be limited to a maximum of 6 sides of A4 paper – this does not include additional requested supporting information, just your written responses.

# Market Engagement Questionnaire

Note: the services being described in this questionnaire relate to the Commissioner’s intention to establish a contract for **Voluntary Sector Co-ordination Services** with a value of up to £120,000 per year.

The draft specification attached to this questionnaire is for a community service across the Wandsworth area.

**Organisation Details and Points of Contact:**

|  |  |
| --- | --- |
| Organisation |  |
| Contact name |  |
| Position in organisation |  |
| e-mail address |  |
| Contact phone number |  |
| company website |  |

**Questions about Your Organisation:**

1. Please tell us briefly about your organisation and your reasons for taking an interest in the intended contract for **Voluntary Sector Co-ordination Services**

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| --- |
| response: |
|  |

1. Do you have specific expertise and experience in developing and/or providing infrastructure and/or development support to Voluntary Sector organisations in the community? If yes can you please provide details of this?

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| --- |
| response: |
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1. Do you have any current or past awareness of or involvement with voluntary sector organisations in the Wandsworth area?

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| --- |
| response: |
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**Questions about the Proposed Service:**

1. Looking through the Service Specification:
2. Do you feel that the service specified is appropriate and optimal to address local need? Do you have any suggested additions or changes that you would wish to propose for consideration?
3. Do you feel the Performance Indicators suggested seem appropriate? Do you have any suggestions for additions or amendments?

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| --- |
| response: |
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1. Looking at the services being specified, would your organisation potentially be interested in providing these?

* If YES, please explain why and whether you’re likely to apply on your own as a sole supplier, with sub-contractors, or as part of a collaboration or consortium solution?
* If NO, please explain your reasons for this, including any barriers you perceive might be in place for an organisation or consortium looking to bid for this contract

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| --- |
| response: |
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**Questions about the Financial Envelope:**

1. Looking at the budget being proposed by the CCG, please comment on how reasonable and adequate you consider this to be, having regard to the service as being specified and the assumed levels of activity. Supporting comment to explain your view would be appreciated.

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| response: |
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**Questions about the Contract/Service Delivery:**

1. CCG would typically consider a 3 month lead time for mobilisation of this type of service. If you were to be awarded a contract to deliver this service, what is the reasonable timeframe you believe you would require in order to prepare, mobilise and implement the service based on your experience? (Please advise the minimum & maximum timeframe and explain the reasons for this).

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| response: |
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1. What, if any, do you think may be the most challenging issues to address and manage to put the service in place?

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| response: |
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1. Are there any opportunities, issues and/or developments which the CCG should be made aware of that have the potential to offer increased value and or benefit to voluntary sector organisations and or the CCG? (Is there any need to take account of these within the service specification?)

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| --- |
| response: |
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1. Thank you for taking the time to respond and share your interest and views of the Commissioner’s current intentions for the future provision of service in Wandsworth. Would you be willing if approached, to discuss further with the Commissioner your views about the solution and the Commissioner’s intentions as outlined?

|  |  |
| --- | --- |
| YES | NO |
|  |  |

**And Finally:**

1. Are you intending to attend one of the Market Engagement events the CCGs are planning? If so, please advise which one and details of attendees below (names, position/role, email addresses, phone numbers)

|  |
| --- |
| Tuesday 16 April: 1-3pm (Venue TBC in Putney) |
| Thursday 25 April : 1-3pm (Venue TBC in Putney) |
| Thursday 23 April: 1-3pm (Venue TBC in Putney) |
| Thursday 25 April : 1-3pm (Venue TBC in Putney) |

**Please help to return this questionnaire to Susan Shaw (**[**susan.shaw25@nhs.net**](mailto:susan.shaw25@nhs.net)**) by no later than 12 Noon on Tuesday 30th April 2019** with the email Subject Heading "Market Engagement Response – Merton & Wandsworth – **Voluntary Sector Co-ordination** ".

*Interested parties will not be prejudiced by any response or failure to respond to this market engagement exercise and a response to this notice does not guarantee any invitation to participate in any future public procurement process that the Commissioning Authority may conduct.*