**Developing a framework for linking medical research charity registries with the national research volunteer registry**

**Stage One and Stage Two Technical Questions**

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| **Name of Contracting Authority** | **The National Health Service Commissioning Board (NHS England)** |
| **Tender for**  | **Developing a framework for linking medical research charity registries with the national research volunteer registry** |
| **ATAMIS Contract reference** | **C139325** |
| **Return Deadline** | **11 September 2023 at 1200 hrs** |

**Responses are to be provided within Atamis – 2 Technical Envelope**

**ITT Stage One Questions**

**Response to the question below shall not form part of weighting for Technical, Social Value or Commercial assessments.**

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| **Question** | **Scoring and threshold**  | **Minimum criteria score** |
| **A – Stage 1** |  |  |
| Do you have experience in providing services similar to those detailed in the specification? Please provide a summary of one prior project in the last 3 years that is similar in scope and complexity. (Max 300 words) | Scoring out of 10Minimum threshold 5/10See section 3 for further details | Tenderers scoring less than 5 will be eliminated from further consideration.  |

**ITT Technical and Social Value Evaluation**

1. **Weighting**
	1. This shall account for 70**%** of the marks awarded to each Tenderer.
2. **Content**
	1. Responses are required for all the questions detailed in Table 1 below.
	2. The Technical Submission is the Tenderer’s opportunity to demonstrate its understanding of NHSE’s technical requirements as defined in Document 2: Statement of Requirements and to present its proposals for meeting or exceeding the requirements.
	3. The list of questions requiring specific responses is included in Table 1 below. Tenderers should answer the questions posed directly incorporating all the material they consider relevant and important to the response.
	4. The Tenderer’s Submission will be incorporated into the Contract and will therefore become a contractual commitment.
3. **Scoring criteria**

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| --- | --- |
| **Score**  | **Interpretation**  |
| **10** **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.  The Tenderer's response includes value add elements of benefit to the Requirement.   |
| **7** **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.   |
| **5** **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.  |
| **3** **Poor**  | There are weaknesses (or inconsistency) in the Tenderer’s understanding of the services and the Tenderer's response fails to address some or all of the requirements set out in the question.  |
| **0** **Unacceptable**  | No response and/or information provided is deemed inadequate to merit a score.  |

1. **Technical questions**

| **Criteria** | **Question weighting** | **Page Limit** **Arial Font,****Size 12** |
| --- | --- | --- |
| **B - Quality of the proposed methodology**  |  |  |
| Please outline how you would deliver the requirements in the tender specification, supported by any experience you have delivering similar projects. Your response should include: 1. How you will ensure that the personnel involved in the (i) the mapping exercise; (ii) cost benefit analysis, iii) legal, governance and ethnical assessment and (iv) IT solution will best coordinate their analysis and findings to conduct a legal, IT and operational feasibility study from both a technical and operational perspective?
2. How will you organise your work to get a precise and accurate mapping in all registries under task 2?
3. How do you plan to articulate the findings from desk research, interviews and workshops to develop the functional specification for a connected registry under task 3?
4. How do you intend to assess the potential interoperability of registries?
5. What methods do you plan to use to conduct a cost/benefit analysis?
6. How do you plan to assess operational obstacles to the creation of connected registries? How do you plan to identify technical risks and prioritise the testing of technical solution options
7. For the purposes of carrying out the legal analysis, how do you plan to involve legal expertise given the likely variation in the nature of the data assets, permissions and consent to use the data between registries?
8. How do you intend to factor in the results of the feasibility analysis into the design of IT solutions?
 | 30% | 4 x A4 sidesNote: Each criterion carries equal weighting |
| **C - Organisation of work and resources** |  |  |
| 1. How do you intend to work with the medical research charities to ensure that the voice of the medical research charity sector is heard? How do you intend to work with system partners such as NIHR and HRA in developing your proposed solutions?
2. How do you proposed set your work plan? please provide clear timelines, milestones, and deliverables for the project.
3. How will you allocate and utilise the necessary resources, including personnel with relevant expertise, technology infrastructure, and budgetary considerations?
4. How will you effectively manage and coordinate the tasks involved to ensure the successful execution of the project?
5. How will you reallocate resources should tasks 1 – 5 be completed ahead of schedule to build an alpha demonstration of the proposed solutions?
 | 5% | 1 A4 side of accompanying narrative (criterion I, II, IV, V) + 1 A4 side plan (criterion III) Note: Each criterion carries equal weighting.  |
| **D - Experience of the team** |  |  |
| 1. Please provide details of up to 3 projects carried out that are in similar scope, complexity and value. The list shall include the details of the objectives of the project, their start and end date.
 | 10% | 1 x A4 sides for previous criterion I. Note: Each criterion carries equal weighting.  |
| 1. Please provide details of any specific key individuals and/ or organisation who would be involved in delivering this contract including expertise in the design and development of digital databases across organisations, legal expertise in data protection and law and fundamental rights and project management. Outline their key expertise and experience in relation to the specification and how their specific involvement will benefit the programme.
2. Include an organisational chart of your proposed delivery team, including any subcontractors/ partners you would intend to work with

Please also specify if any staff members have previously been employed by the NHS and the reason for leaving.  | 10% | ½ page x A4 for criterion II+ 1 x A4 for criterion III.Note: Each criterion carries equal weighting. |
| **E- Quality control for deliverables** |  |  |
| 1. How will you monitor and evaluate the quality of the deliverables throughout the project? Describe your quality control procedures.
2. How will you address the issue of team member absence to ensure continuity of service and timely completion of tasks?
3. What strategies or contingency plans do you have in place to handle unexpected absences and mitigate their impact on project progress? Provide examples or past experiences where you successfully maintained service continuity despite the absence of team member.
 | 5% | 1 A4 sideNote: Each criterion carries equal weighting. |

1. **Social value questions**

| **Criteria** | **Award criteria**  | **Reporting metrics** | **Question weighting** | **Page limit** |
| --- | --- | --- | --- | --- |
| **F – Wellbeing – improve community integration** |
| 1. Explain the measures your company will undertake to ensure that the contract's opportunities align with the Policy Outcome and Award Criteria. This should encompass the following components:
* Method Statement: Provide a comprehensive explanation of the approach you will adopt to achieve this alignment and how your approach fulfils the Award Criteria.
* Projected Timeline and Procedures: Present a structured project plan outlining the steps you will take to implement your alignment strategy, along with specific timeframes for each phase.
1. Describe your methodology for monitoring, assessing, and reporting on both your commitments and the impact of your proposals. This should cover, but not be restricted to:
* Scheduled Action Plan: Highlight a detailed schedule of actions you intend to take to monitor and uphold your commitments.
* Utilisation of Metrics: Explain the metrics you will employ to gauge the progress of your alignment efforts and the effectiveness of your proposals.
* Data Collection Tools and Processes: Elaborate on the tools and methodologies you will utilize to collect relevant data that will contribute to your monitoring and reporting processes.
* Reporting Mechanism: Outline the framework you will employ to report on your alignment progress, including the frequency and format of these reports.
* Feedback and Enhancement: Describe how you will collect feedback from stakeholders, incorporate it into your alignment strategy, and continuously enhance your approach.
* Transparency: Emphasize your commitment to transparency by elucidating how you will make your alignment efforts and progress transparent to relevant stakeholders.

Your response will be evaluated based on the clarity and coherence of your proposed measures, the feasibility of your projected timeline, the suitability of your monitoring methods, and your commitment to transparency and improvement. | Effective measures to deliver any/all of the following benefits through the contract:● Demonstrate collaboration with patients and the public in the co-design and delivery of the contract where appropriate, to support strong integrated communitiesActivities that demonstrate and describe the tenderer’s existing or planned:● Understanding of local demographics, needs and opportunities for the co-design for the framework for linking registries delivered under the contract.● Measures to involve patients and the public where appropriate in design (e.g., in the design of a white-label front-end, or engagement with users for their input on how their data might be used).● Plans for positive actions with community groups.● Measures to build trust, gain credibility and build relationships to increase community integration, trust and influence on how the contract is performed. | Number of people-hour spent supporting local community integration, such as volunteering and other community-led initiatives, under the contract. | 5% | 1 page A4Note: Each criterion carries equal weighting. |
| **G – Fighting climate change – Effective stewardship of the environment** |
| 1. NHSE is committed to achieving [net-zero by 2045](https://www.england.nhs.uk/greenernhs/wp-content/uploads/sites/51/2022/03/B1030-applying-net-zero-and-social-value-in-the-procurement-of-NHS-goods-and-services-v2.pdf). Detail how, through the delivery of the contract, you plan to reduce the road miles required when developing proposals involving multiple organisations.

Your answer should include but not limited to use of green transportation (such as public transport /electric vehicles) or remote working.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. You should include but not be limited to:* timed action plan
* use of metrics
* tools/processes
* used to gather data
* reporting
* feedback and
* improvement
* transparency
 | Additional environmental benefitsActivities that demonstrate and describe the tenderer’s existing or planned:● Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.● Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions. * Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement.

● Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it.Illustrative examples:○ Engagement to raise awareness of the benefits of the environmental opportunities identified.○ Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract.○ Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives.○ Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact | Over the course of the contract: * Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in Metric Tonnes Carbon Dioxide Equivalents (MTCDE).
* Reduction in water use arising from the performance of the contract, measured in litres.
* Reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes.
 | 5% | 1 Page A4Note: Each criterion carries equal weighting |