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**Invitation to Quote**

**Instructions & Requirements Document**

**NHS England and NHS Improvement Commercial**

Data for Research and Development Programme – Use Case Model and Technology

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

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**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Status | Key Change Made | Author/s |
| 1 |  | Finalisation | Draft Updated |  |

# **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 evaluation services to the Data for Research and Development Programme commencing in Q4 of 23/24 and running until some point in June 2024 (approx. 3-month contract). A full description of the requirement is found in section 3.

###### This procurement exercise is being carried out as an Invitation to Quote.

###### 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 ITT 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 endeavored, 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:

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

1. Instructions

Project Team Details and Contract Lead

|  |  |
| --- | --- |
| Name of Team | Data for Research and Development Programme |
| Name and Title of Contract Lead | Rebecca Cosgriff, Deputy Director for Data Research & Development |

Timeline

|  |  |
| --- | --- |
| **Action** |  |
| ITQ Release Date & Issue on Contract Finder\* | 29.02.2024 |
| ITQ Clarification Deadline | 08.03.2024 |
| ITQ Closing Date | 11.03.2024 – 12pm |
| Evaluation | 12.03.2024 |
| CAR approval | 14.03.2024 – 21.03.2023 |
| Estimated Award Date | 18.03.2024 - 25.03.2024 |
| Estimated Contract Commencement Date | 19.03.2024 - 25.03.2024 |

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 5 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 5 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 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  Including Sustainability and Social Value | 70% |
| Commercial | 30% |

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

|  |  |
| --- | --- |
| **Question** | **Weighting (%)** |
| *How do you intend to achieve the Programme's Use Case deliverables?*  *Please provide details of how you will baseline the achievement of benefits to date?* | 25% |
| 1. *How do you meet the essential skills requirements? Please provide examples of having delivered similar work previously and the nature of the products produced* | 15% |
| 1. *How do you meet the standards and service specifications requirements?* | 10% |
| 1. *How will you meet the delivery timetable and how will you ensure this will be achieved?* | 10% |
| 1. *How will your appointment to this work help to generate social value for the UK research and development community?* | 10% |

**Scoring**

**Bidder information**

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

The ‘Further Bidder Information’, will be given either 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.

| **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. |
| 0  Unacceptable | No response and/or information provided is deemed inadequate to merit a score. |

**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 (% 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 [x]% 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 Department of Health and Social Care and NHS England is making a strategic move away from processes that rely on data sharing to a model of data access for secondary uses of NHS data. This will be accomplished through the implementation of Secure Data Environment (SDEs) technology and national policy, including through the Federated Data Platform.  SDEs are data access platforms with features that enable researchers to access linked datasets through a single front door. SDEs allow approved users to view and analyse data (in accordance with Data Sharing Agreements) without the data ever leaving the protected environment. Only approved outputs can be 'exported' and viewed outside of the SDE.  Moving to a system of data access, enabled by SDEs will ensure that transparency and security are ingrained within our data infrastructure. It will facilitate access to analysts, researchers, and innovators whilst ensuring the highest standards of security and privacy are maintained. SDEs will improve the quality and quantity of research on health data, and allow novel use cases in radiomics, imaging AI and innovative trials that are currently very challenging to deliver.  This approach will enhance secure, timely access to data, driving benefits to patients and the NHS. Six use-cases for SDEs, each driving clinical data and tooling requirements, are listed below.   * AI/ algorithm development; * Clinical trial activities; * Real world studies; * Translational research; * Epidemiological studies * Health systems research   The Data for R&D Programme team is looking to procure expertise to support determining when to apply which model and/or technology to specific types of identified research use cases. For each use case, the team would like to engage with stakeholders and potential users across private, public and third sector to identify the most suitable data access approaches for that use case, including appropriate guardrails.  The objectives of this procurement are as follows:  1.      Convene stakeholders and potential users across private, public and third sector who undertake research (i.e., data users) to gather evidence and work through the identified use cases to identify:  Different approaches to data access provided by the ecosystem now or in the near future  Use case requirements, eg specific data types, characteristics, scale and tooling, as well as user views on the optimal data access approaches for these. Both edge cases and ‘common archetype’ project requirements will be considered, which stakeholders agree reflect the types of specific needs within each broad use case and the key variables that define it.  2.      Develop an evaluation framework (in the form of a decision tree, or similar) to outline where particular access models or technologies are most suitable on the basis of the type of data or use case being used. This guidance should be based on learnings and best practice from other relevant data access and/or sharing initiatives and on the insights generated through the convening activity  3.      Write a report that summarises the findings of the research, sets out recommended data access approaches based on the six identified use case typologies and validates these recommendations with a focused group of data users and NHSE colleagues prior to finalisation. |

**Standards and Service Specification:**

|  |
| --- |
| 1) Background research, selection of specific use cases to examine and defining access model suitability  Output: Produce a longlist of specific use cases within the six high-level use case typologies: *AI/ algorithm development*; *Clinical trial activities*; *Real world studies*; *Translational research*; *Epidemiological studies* and *Health systems research*. The goal will be to identify discrete use cases that are specific enough to enable meaningful investigation of the data access models required while also being general enough to enable the gathering of translatable findings  2) Conduct a series of workshops investigating each of the six chosen use cases  Output: Series of convenings with stakeholders and potential users to agree on the guardrails and to work through the identified use cases. This evidence will form the basis of the development of proposed access models.  3) Develop an actionable framework of data access approaches based on the six use case typologies and validating it with users and NHSE team  Output: An actionable categorisation of data access approaches based on the of six use case typologies.  4) Write up findings and outputs into a final written report  Output: A collaborative research output - possibly in the format of a paper or operating guide for the NHS - including case studies of relevant examples from the UK and abroad, as well as guidance on incentivising industry buy-in and future participation in data access initiatives. |

**Essential Skills:**

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| --- |
| * The ability to analyse complex information, identify patterns, and draw meaningful insights is crucial for developing an evaluation framework. * Extensive skills in cohort recruitment, engagement activity, data collection, analysis and output generation activities, * Ability to deliver. Some of the deliverables have short timelines, with a need to start immediately upon contract award, rapidly establish a suitable project team, and the ability to draw on a wider pool of resource as needed. The requirement to commit to sporadic but regular and scheduled work up to 2025 is key. * Ability to rapidly understand and bring together large amounts of information to create a coherent narrative and develop a framework on benefits that non-experts can adhere to. * An in-depth existing understanding of the health research and data landscape in England. |

**Deliverables**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Activities** | **Deliverables** | | * Project inception meeting * Desk research structured by fortnightly sprints | * 1x use case longlist * 1x data access model suitability criteria | | **Activities** | **Deliverables** | | * 6x use case workshops * 6x thematic analyses of workshop notes | * 1x summary writeup of insights from the workshops | | **Activities** | **Deliverables** | | * Framework writeup, iterated over series of fortnightly sprints | * 6x wireframed framework of data access approaches * (*optional*) 1x research guide for CIDC staff | | **Activities** | **Deliverables** | | * Final report writeup | * 1x final report | |  |  | |

**Proposed Terms and Conditions**

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

The contract is expected to start on the 25th of March 2024 to the 24th of June 2024

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

There 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.

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.

|  |  |
| --- | --- |
| *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 and Improvements 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 1** |  | **Question % Weighting** | [25 %] |
|  |  | |
| *How do you intend to achieve the Programme's Use Case deliverables?*  *Please provide details of how you will baseline the achievement of benefits to date?* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 1,000 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 2** |  | **Question % Weighting** | [15 %] |
|  |  | |
| *How do you meet the essential skills requirements?*  *In answering this question, please provide evidence of your previous experience of delivering benefits assessment work* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 500 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 3** |  | **Question % Weighting** | [10 %] |
|  |  | |
| *Please provide evidence of how you meet the standards and service specifications requirements?* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 500 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 4** |  | **Question % Weighting** | [10 %] |
|  |  | |
| *Please demonstrate how you will meet the delivery timetable and how you will ensure the requirements will be achieved?* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 500 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 5** |  | **Question % Weighting** | [10 %] |
|  |  | |
| *Please provide examples of how your appointment to this work will help to generate social value for the UK research and development community.* | | | |
| **Supplier Response** | | | |
| The maximum total word count for this section is 500 | | | |

B) Commercial

|  |  |
| --- | --- |
| **Commercial** |  |
|  |  |
| *Please provide a cost breakdown to undertake the work in the box below. Your breakdown should include the total cost exclusive of VAT to the Authority.*  *Please include additional rows if additional resources are required*  *Please be aware that MAX budget for this project is £99k, bids above this will disqualified.* | | |
| **Supplier Response** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | *Deliverables* | *Roles* | *Number of days* | *Day Rate* | *Total Cost* | | *1* | *● 1x use case longlist*  *● 1x data access model suitability criteria* |  |  |  |  | |  |  |  |  | | *2* | *1x summary writeup of insights from the workshops* |  |  |  |  | |  |  |  |  | | *3* | *Framework writeup, iterated over series of fortnightly sprints* |  |  |  |  | |  |  |  |  | | *4* | *Final Report write up* |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  | | *Total Costs* |  |  |  |  |  | | | |

**C) Confirmation**

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| --- | --- |
| **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’*:  (If using Atamis, this shall be completed electronically) | | |
| **Supplier Response** | | |
| *Electronic Signature Insert ………**…..*  *Name:*  *Job Title:*  *Date:* | | |