



2nd Floor
1 Lower Marsh Road
London
SE1 7NT

Tel: 0203 049 5878

Email: nelcsu.clinical-procurement@nhs.net

22nd May 2018

Dear Bidders,

Request for Quotation: PRJ-649 Support to deliver service user engagement with Children and Young People living in or recently discharged from secure settings (CYPSS)

I am writing to you on behalf of NEL Healthcare Consulting, a public sector transformation consultancy created by and for the NHS.¹ We currently have a requirement for support to deliver service user engagement with Children and Young People living in or recently discharged from secure settings, the details of which are set out in the Annex A to this RFQ letter.

We need our chosen supplier to commence the work in the week commencing 18th June 2018 and finish the work on or before 26th September 2018.

Please note the attached (Annex B) NHS Standard Contract 2017-18 Terms and Conditions for the Supply of Services will apply to any contract awarded as a result of this quotation exercise.

If you are interested in quoting for this requirement, please reply with a completed 'bid response document' to the following email box nelcsu.clinical-procurement@nhs.net by **12:00 noon on the 5th June 2018 with the following information:**

- Full name and address of supplier, our reference number and your contact details;
- **Annex A** - Details of services to be supplied including details in response to the requirements set out in the Annex A / the evaluation criteria to this letter and a referee (preferably public sector);
- Expected delivery / start / finish date, and a project time table;
- **Annex B** - Confirmation of acceptance of the terms and conditions of contract;
- **Annex C.1** - Total price including VAT;

¹ <http://www.nelcsu.nhs.uk/our-solutions/transformation/>

- **Annex C.2** - Quality Questionnaire;
- **Annex E** - Conflict of Interest Declaration.

Procurement Timeline

#	Description of the Event	Start Date	Deadline
1.	Request For Quotation Issued	22/05/2018	22/06/2018
2.	Deadline for Clarification Questions	22/05/2018	31/05/2018
3.	Deadline for submission of quotations	05/06/2018 (12pm)	05/06/2018 (12pm)
4.	Evaluation of Quotations	06/06/2018	12/06/2018
5.	Approval of Contract Award Recommendation	14/06/2018	15/06/2018
6.	Notification of outcome of quotation exercise to successful and unsuccessful bidders	15/06/2018	18/06/2018
7.	Mobilisation	18/06/2018	20/06/2018
8.	Contract Commencement Date	21/06/2018	26/09/2018

NEL Healthcare Consulting is seeking quotations from a number of suppliers. The following criteria will apply to the selection of the successful supplier:

#	Evaluation Criteria	Weight
1	Proposed Approach	80%
	1.1 Confidence that the proposed approach and methodology meets requirements	40%
	1.2 Experience, knowledge and skills in delivering service user engagement	20%
	1.3 Experience in working with this cohort of young people	20%
2	Price (Any quotations exceeding the financial envelope will be disqualified)	20%
	2.1 Value for money	20%
	Proposed Approach + Price	100%

Score	Definition
0	Non-compliant No response or partial response and poor evidence provided in support of it. Does not give the commissioner confidence in the ability of the Bidder to deliver the Contract.

Score		Definition
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Minor reservations	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Compliant	Response is comprehensive and supported by good standard of evidence. Gives the commissioner confidence in the ability of the Bidder to deliver the contract. Meets the Commissioner's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the Commissioner a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the commissioner's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the Commissioner a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the Commissioner's requirements in most respects.

The Quotation must be submitted in a PDF format, with pricing submitted in a separate file. Quotations received after the above date and time may not be considered.

It would be appreciated if you could advise, within 3 days of receiving this RFQ, if you intend to submit a bid or your reasons for not submitting a bid.

If the panel feels at any point that there is not sufficient evidence to score a bidder on any evaluation point then they may, at their discretion, seek clarification from any and all bidders. Bidder clarifications will at all times take account of the commercial confidence of bidders.

If a bidder scores a '0' on any sub-section then they may be eliminated at the discretion of the panel, dependent on how service critical the panel deems that sub-section to be. If a bidder scores '0' on an entire section of the evaluation, the bidder will be automatically eliminated from any further evaluation.

The pass-mark for the qualitative evaluation (Questions 1.1 – 1.3) element is **50%**. If a bidder does not attain this score overall then their bid will be rejected. This process ensures that NEL Commissioning Support Unit and NEL Healthcare Consulting attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held.

In the event of a tie (where two or more top scoring Bidders had the same total weighted score including both quality and price), NEL Healthcare Consulting will select from amongst those Bidders, the submission of the Bidder with the highest weighted score for the quality criteria.

Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if NEL Healthcare Consulting accepts that offer then a legally binding contract will exist between us.

Respondents accept that the NEL Healthcare Consulting is subject to the Freedom of Information Act and government transparency obligations which may require NEL Healthcare Consulting to disclose information received from you to third parties.

Rights to cancel or vary this Procurement Process - By issuing this RFQ, entering into clarification communications with Bidders or by having any other form of communication with Bidders, NEL Healthcare Consulting is not bound in any way to enter into any Contractual or other arrangement with you or any other Bidder. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFQ but the Authority reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all Bidder in writing. The Authority will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

This RFQ letter and your response do not give rise to any contractual obligation or liability unless and until such time as NEL Healthcare Consulting issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. NEL Healthcare Consulting does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for a Quotation.

Canvassing and contacts

Bidders shall not in connection with this Procurement:

- Offer any inducement, fee or reward to any officer or employee of NEL Commissioning Support Unit or NEL Healthcare Consulting or any person acting as an advisor to NEL Commissioning Support Unit or NEL Healthcare Consulting in connection with this Procurement;
- Do anything which would constitute a breach of the Prevention of Corruption Acts 1889-1916
- Canvass any of the persons referred to above in connection with the Procurement.

No attempt should be made to contact NEL Commissioning Support Unit or NEL Healthcare Consulting staff, except the Project Team, or to contact NEL Commissioning Support Unit / NEL Healthcare Consulting or NEL Commissioning Support Unit / NEL Healthcare Consulting advisers or other NHS/DoH bodies as part of the procurement process. Any enquiries made to persons other than the NEL Commissioning Support Unit Project Team will be regarded as prima facie evidence of canvassing.

Conflicts of interest

In order to ensure a fair and competitive procurement process, NEL Healthcare Consulting requires that all actual or potential conflicts of interest that a potential bidder may have are identified and resolved to the satisfaction of NEL Healthcare Consulting.

Potential Applicants should notify NEL Healthcare Consulting of any actual or potential conflicts of interest in their response to the RFQ. If the potential bidder becomes aware of an actual or potential

conflict of interest following submission of the application it should immediately notify NEL Healthcare Consulting by completing the Conflict of Interest form (see Annex E) for this procurement. Such notifications should provide details of the actual or potential conflict of interest.

If, following consultation with the potential bidder or bidders, such actual or potential conflict(s) are not resolved to the satisfaction of NEL Healthcare Consulting reserves the right to exclude at any time any potential Applicants(s) from the Procurement process should any actual or potential conflict(s) of interest be found by NEL Healthcare Consulting to confer an unfair competitive advantage on one or more potential bidder(s), or otherwise to undermine a fair procurement process.

Examples of potential conflicts of interest are (without limitation) as follows:

- A Bidding organisation, or any person employed or engaged by or otherwise connected with a Bidding organisation, is currently carrying out any work for NEL Healthcare Consulting, NHS England and/or the Department of Health (DH), or has done so within the last six (6) months;
- A Bidding organisation is providing services for more than one Potential Bidder, in respect of this Procurement.

The 'Conflict of Interest Declaration', provided in Annex E, must be completed by an authorised signatory, in his / her own name, on behalf of the Bidding organisation and attached in response to this section of this RFQ.

NEL Healthcare Consulting should be immediately notified, in the event that any actual or potential conflict of interest comes to a potential Bidder's attention at any time following the submission of the potential Bidder's 'Conflicts of Interest Declaration' and bid documents.

If you have any queries about this letter or the requirement, please contact the under signed at nelcsu.clinical-procurement@nhs.net

If you are unable to meet this requirement or are otherwise not intending to provide a quote, I would be grateful if you could let me know as soon as possible.

Yours sincerely,



Dorothy Williams
Procurement Officer
NEL

Annex A:
Specification / Project Brief
For
Support to deliver service user engagement with Children and Young People living in or recently discharged from secure settings

1. Introduction:

NHS England are looking to refresh the [Healthcare Standards for Children and Young People in Secure Settings \(June 2013\) \(CYPSS standards\) for England](#) by December 2018, along with the specifications that sit alongside these standards. These specifications relate to:

- An overarching specification,
- Physical Health Care and Intervention,
- Substance misuse,
- Mental health.

An 'Audit of Healthcare Standards for Children and Young People in Secure Settings in England: A benchmarking study' was carried out in February 2014. This audit looked at how twenty five secure settings for children and young people in England were implementing the national standards. The audit found that many establishments were enthusiastic about the implementation of the CYPSS standards and there were many areas of good or promising practice. However the audit also highlighted a number of issues and a range of recommendations for consideration which will be taken into consideration in the standards refresh. There will be a repeat of this audit in June 2018 to further inform the standards refresh. There is also a desire to ensure service users' views and perceptions of the standards and specifications are also reflected in the refresh.

NHS England has commissioned NEL Healthcare Consulting to providing project management support to oversee the refresh process. The provider that is selected to deliver the service user engagement requirements will therefore be contracted by NEL Healthcare Consulting and will need to align delivery of the engagement with the timelines and deliverables set out by NEL Healthcare Consulting.

2. Objective:

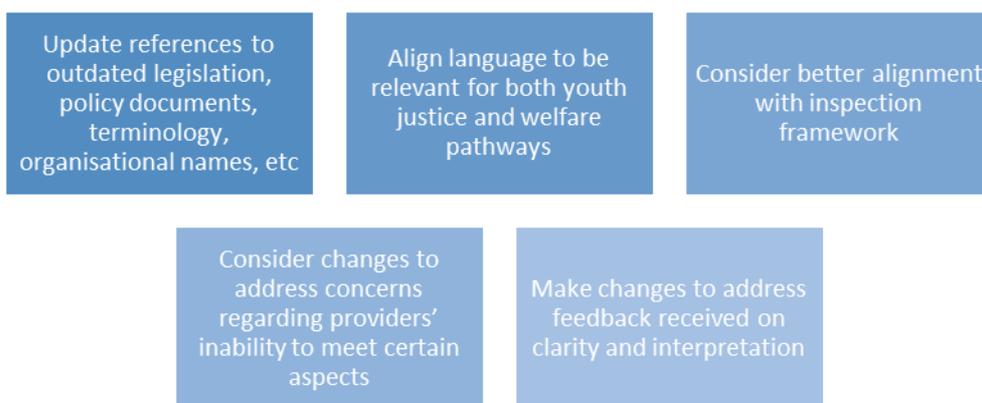
NEL Healthcare Consulting requires a provider to carry out service user engagement with children and young people accommodated in and recently discharged from, secure settings in England.

The purpose of the engagement is to collate service user feedback relating to the Healthcare Standards for Children and Young People in Secure Settings (June 2013) (CYPSS standards) so as to inform a refresh of the standards on behalf of NHS England. This refresh is currently underway and is due to be completed in December 2018.

3. Context:

NHS England has identified the need for the CYPSS standards to be refreshed to reflect the recommendations and findings of the 2014 audit as well as more recent policy, legislative and organisational changes and other general feedback from stakeholders who are utilising the standards. The standards and specifications are not being re-written, but refreshed to ensure they capture the recommendations captured in the previous audit and remain in line with current practice and editorial standards.

The refresh is to cover England only and is expected to include the following types of changes within the documents:



The standards refresh will be completed by December 2018 and will involve a wide range of stakeholders including:

- Service users
- The Children's Commissioner for England
- The Royal Colleges:
 - Royal College of Paediatrics and Child Health
 - Royal College of General Practitioners
 - Royal College of Nursing
 - Royal College of Psychiatrists
 - Royal Pharmaceutical Society
 - Royal Pharmaceutical Society
 - Faculty of Forensic and Legal Medicine
 - Faculty of Public Health
- All providers of secure settings for children and young people in England
- Secure Accommodation Network (SAN)
- NHS England Children and Young People Health and Justice Commissioners
- Ofsted
- Care Quality Commission (CQC)
- HM Inspectorate of Prisons (HMIP)

Collating service user feedback alongside the input from other stakeholders will inform the refresh of the standards.

4. Proposed Area of Considerations:

Geography

This project requires delivery over a national geography in England. NHS England and NEL Healthcare Consulting are based in London. The secure settings for children and young people are situated in various sites all over the country (refer to Annex D for full list).

Disclosure and Barring Services (DBS) checks

This project will require all staff from the selected provider who are delivering engagement activities with the children and young people to have a valid enhanced DBS check in place which is appropriate to entering the secure estate.

5. Deliverables:

The table below outlines what key activities are expected to be delivered by the selected provider.

Key deliverables

i. Design engagement approach.

- a) In its proposal, the provider should propose an engagement approach that is broadly representative of the target population by capturing feedback from service users:
 - In at least one young offenders institution (YOI), one secure training centre (STC) and at least three secure children's homes (with a mixture of welfare and justice homes);
 - Recently discharged from a secure setting (e.g., within the last 6 months);
 - With a variety of ages, genders and ethnicities (N.B, there are generally fewer numbers of girls within secure settings, and at least one female only secure site - consideration will need to be given as to how to ensure a balanced cohort is engaged);
 - With a spread of geographical locations across England; and
 - With a mix of youth justice and welfare placements.
- b) The provider should also set out its proposed approach to engage the target cohort. This may be through face-to-face interviews, through group work, or a combination of the two. The provider will need to specify how many interviews and/or groups it expects to hold, and how many young people will be engaged as a result.
- c) The engagement approach will need to be reflective of issues raised through the 2014 and 2018 audits of how providers are currently implementing the standards. A copy of the 2014 audit will be provided to the successful provider, and NEL Healthcare Consulting will keep the provider updated on the findings of the 2018 audit.
- d) The engagement should be exploratory of the following issues:
 - How much the children and young people already know about what health services they can expect to receive / access within secure settings;
 - What views and experiences the children and young people hold about what is available to them through the existing standards e.g. what aspects of services have been good / less good, what services they would like more of, what services they don't really use, are there any aspects of services that they think could be improved;
 - How much information the children and young people would like to be readily available to

Key deliverables

- them regarding the services they can expect (as outlined in the standards);
- What is the preferred form of communication about the standards for the children and young people (e.g., to inform the development of any future communications about the refreshed standards within secure settings such as posters, leaflets, etc).

ii. Recruitment and conduct of the engagement activities.

- Follow up with the providers of secure settings to agree engagement that will be carried out and to arrange recruitment of the service users;
- Arrange the engagement dates and confirm venues etc - booking external venues if required;
- Organise own travel arrangements i.e. booking train travel etc;
- Deliver the engagement activities within the timelines set out in the bid by NHS England and NEL Healthcare Consulting.

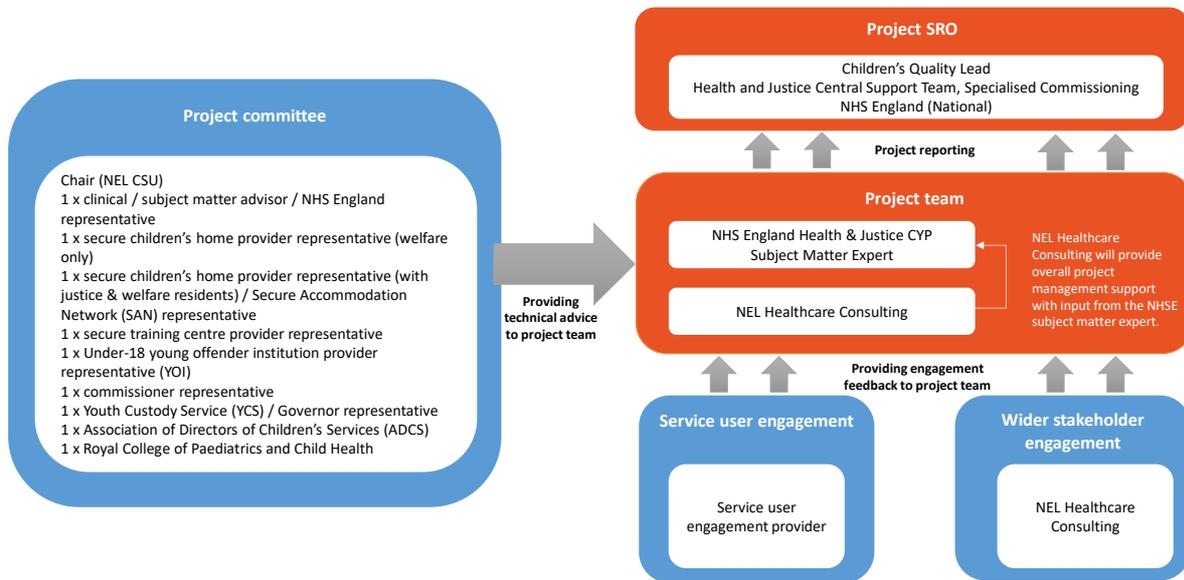
iii. Produce written report of findings.

- Produce a written report which documents the methodology and approach taken, a summary of the findings and any key observations and recommendations.

iv. Project reporting and attendance at meetings.

- During the contract period the provider will be required to attend and provide updates to weekly project team meetings.
- Report weekly on the following areas.
 - Spend to date against projected spend to include forward financial forecast;
 - Development of detailed project plan and subsequent progress reporting against anticipated milestones;
 - Risk Reporting;
 - Exception reporting, forward look, where milestones/key deliverables might be at risk and detail of corrective action being taken
- **Present the final report to the project committee**
 - The date of the project committee is to be confirmed, but it is expected that this will be in September.

6. Governance



7. Proposed Timetable

Date	Activity
18 th – 29 th June	Mobilisation, design and set up of engagement activities
2 nd – 27 th July	Delivery of service user engagement
30 th July – 17 th August	Report write up
3 rd – 14 th September	Present findings to client and project committee

Annex B

Terms and Conditions of Contract



Contract_Services.d
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Annex C.1

Financial Submissions

Financial Envelope - The financial envelope available for this work is within the range of £10,000 - £20,000 (including VAT). Any quotation exceeding the financial envelope will not be considered.

1.1 Providers are required to submit a comprehensive pricing schedule covering all costs involved with satisfying the Customer need, covering (but not restricted to) the following points:

- A full breakdown of staff costs which includes a fixed daily charge (inclusive of VAT) for each individual who is engaged in delivery of this contract. Providers are required to state how many days will be required for each individual as a separate line;
- Clearly outline the use of non-staff including consultants, contractors, sub-contractors, temps involved in the above breakdown;
- Detail any other necessary costs which will be required (e.g. marketing, translation, management fee, overheads, cost of providing any materials etc.);
- The price submitted must be the total cost of the delivery of the service;
- All charges must be provided in GBP and must be inclusive of VAT.

1.2 The charges must be inclusive of any and all additional charges which may apply. Contracting Authority will not accept any additional costs which are not declared.

1.3 The commercial scoring will be based on the total contract value.

1.4 Providers are required to complete and submit the pricing schedule as part of their submission.

Breakdown of all costs	Cost (£) (Excluding VAT)
Service delivery (specify with staff roles)	
Travel costs to secure setting sites	
Total	

The lowest price (within affordability limits) will be awarded the maximum score for price with other bidders awarded score in proportion to the lowest priced using the following formula:

$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Other/Higher Tender Price}} \times 20 \text{ (maximum score/mark available)}$

All costs must be inclusive of travel and related expenses to the Base location. An estimate of the overall costs for expenses must be submitted to enable comparison of bids on an equal basis.

If submitting your proposal as a pdf document, please submit your prices in a separate file.
NEL Healthcare Consulting is requesting that bidders submit a breakdown of total cost for all the work / services as detailed in the Service Specification.

Quotations exceeding the financial will be awarded 0 score and disqualified from the process.

Expenses

Any expenses claimed will be:

- Reasonably and necessarily incurred as a result of carrying out the contracted services, with due regard to economy;
- Be detailed separately on the invoice and accompanied by the relevant receipts;
- Have been agreed in advance with NEL Healthcare Consulting;
- Travelling time to NEL Healthcare Consulting premises is non-chargeable.

Reimbursement of expenses will be at cost and should be in line with the subsistence rates identified by the Provider by NEL Healthcare Consulting:

- Actual rail travel costs based on standard class travel;
- Car mileage allowance at the standard rate of 40 pence per mile or equivalent if public transport cost is lower;
- Taxi fares will only be reimbursed where public transport or use of a private car was unsuitable or inappropriate.

Annex C .2
Quality Questionnaire

Question No.	Question	Scoring Method
SECTION 1	Proposed Approach	80%
Question 1.1	<p>Confidence that the proposed methodology meets requirements:</p> <p>Please detail your proposed methodology of how you would deliver the work – this should include a project plan to meet the required timescales, your strategy for recruiting the target population (including how you will avoid inherit bias and ensure representation from a range of genders, ages and geography), how you would deliver the research (interviews, focus groups, etc), your reporting method, and how you would manage any risks. Please refer to the list of deliverables in Annex A (page 6) above when answering this question. (1,500 words max)</p>	40%
Question 1.2	<p>Experience, knowledge and skills in delivering user engagement:</p> <p>Please demonstrate your track record in delivering service user engagement (1,000 words max)</p>	20%
Question 1.3	<p>Experience in working with this cohort:</p> <p>Please describe your experience in working with this cohort i.e. with children and young people who have been placed within secure settings. (1,000 words max)</p>	20%
SECTION 2	Price	20%
Question 1.1	<p>Value for Money:</p> <p>Details on this question can be found in Annex C.1</p>	20%

ANNEX D

List of Secure Estate for Young People in England

Type	Name	Provider	Address
Secure children's homes	Adel Beck Secure Children's Home	Leeds City Council	East Moor Lane, Adel Leeds West Yorkshire LS16 8EB
	Aldine House Secure Children's Centre	Sheffield City Council	75 Limb Lane Dore Sheffield S17 3ES
	Atkinson Secure Children's Home	Devon County Council	Atkinson Close Beacon Lane Exeter Devon EX4 8NA
	Aycliffe Secure Centre	Durham County Council	Copelaw Newton Aycliffe County Durham DL5 6JB
	Barton Moss Secure Care Centre	Salford City Council	Barton Moss Road Chat Moss Eccles Manchester M30 7RL
	Beechfield Secure Unit	West Sussex County Council	Effingham Road Cophorne West Sussex RH10 3HZ
	Clare Lodge Secure Children's Home	Peterborough City Council in partnership with Sodexo and CPFT	8 Lincoln Road Peterborough E6 7AW
	Clayfields House Secure Unit	Nottinghamshire County Council	18-20 Moorbridge Lane Stapleford Nottingham NG9 8GU

Type	Name	Provider	Address
	Kyloe House Secure Children's Home	Northumberland County Council	Netherton Park, Stannington, Morpeth, Northumberland NE61 6DE
	Lansdowne Secure Unit	East Sussex County Council	Hawks Road Hailsham East Sussex BN27 1NP
	Lincolnshire Secure Unit	Lincolnshire County Council	Rookery Avenue Sleaford Lincolnshire NG34 7TY
	St Catherine's Secure Centre	Nugent	Blackbrook Road Blackbrook St Helens Merseyside WA11 9RJ
	Swanwick Lodge	Hampshire County Council	Glen Road Off Swanwick Lane Swanwick Southampton SO31 7HD
	Vinney Green Secure Unit	South Gloucestershire Council	Emersons Green Lane Emersons Green South Gloucestershire BS16 7AA
Secure training centres	Medway	Her Majesty's Prison and Probation Service	Sir Evelyn Road Rochester ME1 3YB
	Oakhill	G4S	Chalgrove Field Oakhill Milton Keynes MK5 6AJ
	Rainsbrook	MTCnovo	Onley Willoughby Rugby CV23 8SY
Under-18 young offender institutions	Cookham Wood	National Offender Management Service (NOMS)	Sir Evelyn Road Rochester Kent ME1 3LU

Type	Name	Provider	Address
	Feltham	National Offender Management Service (NOMS)	Bedfont Road Feltham Middlesex TW13 4ND
	Werrington	National Offender Management Service (NOMS)	Werrington Stoke-on-Trent ST9 0DX
	Wetherby	National Offender Management Service (NOMS)	York Road Wetherby West Yorkshire LS22 5ED

ANNEX E

Declaration of conflict of interests (Bidders/Contractors)

Project Name: Support to deliver service user engagement with Children and Young People living in or recently discharged from secure settings

NHS NEL Healthcare Consulting Bidders/potential contractors/service providers' declaration form: financial and other interests

This form is required to be completed in accordance with the NHS England Constitution, and s140 of the NHS Act 2006 (as amended by the Health and Social Care Act 2012) and the NHS (Procurement, Patient Choice and Competition) (No2) Regulations 2013 and related guidance

Notes:

- All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organisation) are required to identify any potential conflicts of interest that could arise if the Relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with, NEL Healthcare Consulting, or with NHS England in circumstances where NEL Healthcare Consulting is jointly commissioning the service with, or acting under a delegation from, NHS England.
- Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the Relevant Organisation and NEL Healthcare Consulting must be notified by completing a new declaration form and submitting it to NEL Healthcare Consulting.
- Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that NEL Healthcare Consulting, NHS England and also a member of the public would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of NEL Healthcare Consulting or NHS England (including the award of a contract) might arise.
- If in doubt as to whether a conflict of interests could arise, a declaration of the interest should be made.

Interests that must be declared (whether such interests are those of the Relevant Person themselves or of a family member, close friend or other acquaintance of the Relevant Person), include the following:

- the Relevant Organisation or any person employed or engaged by or otherwise connected with a

Relevant Organisation (Relevant Person) has provided or is providing services or other work NEL Healthcare Consulting or NHS England;

- a Relevant Organisation or Relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
- the Relevant Organisation or any Relevant Person has any other connection with NEL Healthcare Consulting or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL Healthcare Consulting or any of its members' or employees' judgements, decisions or actions.

Declarations:

Name of Relevant Organisation:	
Interests	
Type of Interest	Details
Provision of services or other work for NEL Healthcare Consulting or NHS England	
Provision of services or other work for any other potential bidder in respect of this project or procurement process	
Any other connection with NEL Healthcare Consulting or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL Healthcare Consulting or any of its members' or employees' judgements, decisions or actions	
Name of Relevant Person	<i>[complete for all Relevant Persons]</i>
Interests	

Type of Interest	Details	Personal interest or that of a family member, close friend or other acquaintance?
Provision of services or other work NEL Healthcare Consulting or NHS England		
Provision of services or other work for any other potential bidder in respect of this project or procurement process		
Any other connection with NEL Healthcare Consulting or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL Healthcare Consulting or any of its members' or employees' judgements, decisions or actions		

Form Completion

<p>I declare that to the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be included in the tender evaluation process, and that giving false information may result in my organisation being disqualified from the process, at this or whatever stage it becomes known to the Commissioners.</p>	
Signed:	
Name:	
Position:	
Bidder:	
Date:	