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| Request for Bids |  |  |

**HSCN (Phase 2) Technical Advice and Project Management**

NHS England and NHS Improvement (Midlands and East Of England) Health and Justice Commissioning Teams (referred to as ‘the Commissioner’) is inviting suitably qualified and experienced providers to bid for this service.

Bidders are invited to quote for the project as detailed in Annex A.

The budget for this project is £120,000 excluding VAT. Bids received that exceed this budget will not be considered.

The NHS standard Terms and Conditions for the supply of services will apply, and can be viewed here

<https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>

If you are interested in quoting for this requirement, please complete the response templates contained within Annex C, no later than **17.00 on the 9th August 2019**, setting out how your organisation meets the evaluation criteria contained within Annex B. Please return your response to [d.follows@nhs.net](mailto:d.follows@nhs.net)

Please mark your response: Quotation Reference: **NHSE/I/HSCN P2**

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

Respondents accept that the Commissioner is subject to the Freedom of Information Act and government transparency obligations which may require the Commissioner to disclose information received from you, to third parties. This letter and your response do not give rise to any contractual obligation or liability unless and until such time as the Commissioner issues a letter referencing this Request for Quotation accepting your proposal. The Commissioner does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for Quotation.

If you have any queries about this bidding opportunity please submit your questions via email to [kirsty.parker1@nhs.net](mailto:kirsty.parker1@nhs.net) or [sarahforrest1@nhs.net](mailto:sarahforrest1@nhs.net)

**Annex A – Service Specification**

**Overview of Requirements**

A national aggregated procurement if being undertaken to deliver HSCN connections into Police Custody Suites, Courts and Sexual Assault Referrals Centres. HSCN Providers are anticipated as being secured by October 2019. The HSCN project management provider (as secured through this bidding process) is required to:

1. To provide technical advice and guidance to the Commissioners regarding this project
2. Manage the call down of the Midlands and East of England Health and Justice Aggregated HSCN Procurement contracts.
3. Project manage design, installation, migration, implementation, go-live support and hand over to BAU.
4. Production of full project document library.

The timescale for the completion of the project is anticipated to be the **30th June 2020**

Suppliers must outline their approach to undertaking the assessments, skills and experience of both organisation and team members along with a full schedule of work for completion within the timelines above.

Location of service delivery will be to the following sites:



**Annex B**

**Proposals will be evaluated in line with the following evaluation criteria**

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| Proposed work plan and approach   * Capacity to deliver * Philosophy/style of working * Scope of work relevant to the programme requirements * Standards/quality control * Summary of the issues/risks particular to this project. * Provision of advice and timescales to respond to questions and queries | 25% |
| Demonstrate Practical Experience of:   * Undertaking IT projects within a health and justice environment and /or * Undertaking HSCN mobilisations projects | 15% |
| Relevant past experience and knowledge to support delivery of project   * Understanding and experience of similar programmes complete with examples of previous work within the NHS/Public Sector. * Successful track record with relevant experience * Quality of deliverable achieved against criteria established * Customer care | 10% |
| Clear timetable of work   * Submit a programme of work proposal that considers the tight time frame including number of days and responsibility. | 10% |
| CVs of proposed key personnel show relevant experience, knowledge and skills   * Capability: Details of the lead staff to manage this contract. * Capacity: Sufficient staff to manage a regional project | 10% |
| Price   * Fixed Price for delivery of the service including a full breakdown of cost including total costs, number of staff days broken by price per advisor and rate card for any additional requirements. Bids must be within the budget of £120k (excluding VAT). | 3% |

**Scoring Matrix**

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| **Assessment** | **Score** | **Interpretation** |
| **Excellent** | 5 | Exceeds the requirement.  Exceptional demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| **Good** | 4 | Satisfies the requirement with minor additional benefits.  Some minor additional benefits by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| **Acceptable** | 3 | Satisfies the requirement.  Demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response. |
| **Minor Reservations** | 2 | Minor reservations.  Some minor reservations of the Bidder’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response. |
| **Major Reservations** | 1 | Major reservations.  Considerable reservations of the Bidder’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response. |
| **Unacceptable** | 0 | Does not meet the requirement.  Does not comply and/or insufficient information provided to demonstrate that the Bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response. |

**Annex C – Response Template**

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| **Proposed Work Plan & Approach** |
| Please describe your proposed work plan and approach. Your answer should include consideration of the following points. |
| * Capacity to deliver * Philosophy/style of working * Scope of work relevant to the programme requirements * Standards/quality control * Summary of the issues/risks particular to this project. * Provision of advice and timescales to respond to questions and queries |
| WORD LIMIT 1500  (Enter your response here) |
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| **Practical Experience** |
| Please describe your practical experience of similar programmes, your response should include |
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| * Undertaking IT projects within a health and justice environment * Undertaking HSCN mobilisations projects |
| WORD LIMIT 1000  (Enter your response here) |
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| **Relevant past experience and knowledge to support delivery of project** |
| Please demonstrate your past experience and knowledge. Your response should include:   * Understanding and experience of similar programmes complete with examples of previous work within the NHS/Public Sector * Successful track record with relevant experience * Quality of deliverable achieved against criteria established * Customer care |
| WORD LIMIT 1500  (enter your response) |

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| **Clear timetable of work** |
| Please submit a programme of work proposal. Your response should include: |
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| * Submit a programme of work proposal that considers the time frame including number of days and responsibility. |
| (Enter your response here) |
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| * **CVs of proposed key personnel show relevant experience, knowledge and skills** |
| Please provide CVs of proposed key personnel, your responses should include: |
| * Details of the lead staff to manage this contract, showing relevant experience, knowledge and skills * Capacity: Sufficient staff to manage a regional project |
| (Enter your response here) |
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***Costing scoring methodology***

*The costs for each bid will be evaluated using the following methodology:*

*Scores are awarded according to lowest cost and the ratio of the other bidders costs related to this baseline.*

*Worked Example*

*Bidder A submits a bid for £75,000*

*Bidder B submits a bid £80,000*

*Bidder C submits a bid £66,500*

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| ***Calculation Bidder*** | ***Cost*** | ***Calculation*** | ***Score (%)*** |
| *Bidder A* | *£75,000* | *(66,500/75,000)x40%* | *35.46%* |
| *Bidder B* | *£80,000* | *(66,500/80,000)x40%* | *33.25%* |
| *Bidder C* | *£66,500* | *(66,500/66,500)x 40%* | *40%* |

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| **Price** |
| Please show your price for delivery of the service, including a full breakdown of cost, your response should include: |
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|       Fixed Price for delivery of the service including a full breakdown of cost including total costs, number of staff days broken by price per advisor and rate card for any additional requirements. |
| (Enter your response here) |
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**Annex D**

**Terms and Conditions of Contract.**

Please note that any Contract arising from this Request for Proposal will be governed by the NHS Standard Terms and Conditions of Contract.

Please note these Terms and Conditions are mandatory and if you are unable to agree you quotation will not receive consideration.

A copy of the Terms and Conditions are available to view at:

<https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

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