

**Request for Information**

**Instructions and Guidance**

**CQC Leadership Programme**

**CQC RCCO 052**

**Date of issue: 26th November 2021**

**TABLE OF CONTENTS**

[COVERING LETTER 3](#_Toc450830948)

[1 THE RFI PROCESS 5](#_Toc450830949)

[2 SCOPE OF THE SERVICE 5](#_Toc450830950)

[3 SUBMISSION REQUIREMENTS 6](#_Toc450830951)

**4 WEBINAR DETAILS………………………………………………………...7**

**COVERING LETTER**

Dear Sir(s)

This Request for Information (RFI) process is being undertaken by the Care Quality Commission (‘CQC’) to engage with the market in order to inform the further development of draft proposals for the future service delivery of CQC Leadership Programme.

The objective of the RFI is to better understand the supply landscape for CQC Leadership Programme, particularly with regards to both the capacity and capability of the wider marketplace, and the scope/feasibility of the draft service requirement;

This RFI has been prepared in good faith by CQC. However, it should not be assumed that the information has been verified for absolute accuracy and completeness by CQC and/or any of its advisors.

CQC and their respective officers, directors, employees, agents and affiliates do not make and will not make at any time, in connection with this service, any representation or warranty, express or implied as to the accuracy or completeness of this RFI or any such summaries.

In providing this RFI, CQC does not undertake any obligation to provide the recipient with access to any additional information or to update the RFI or correct any inaccuracies in the RFI, which become known to it. Nothing in the RFI or accompanying documentation should be relied upon as a promise or a representation as to CQC’s ultimate decision in relation to the next stage, which will depend, at least in part, on the outcome of this RFI process.

Please note that CQC will not reimburse any expenses incurred by interested parties in preparing their responses to this RFI. CQC reserves the right to discontinue the process at any time and will not accept any liability towards interested parties should it be required to do so.

Completed RFIs must be submitted no later than**17:00pm 10 December 2021**. Please note that any submissions received after this specified deadline may not be considered in the market engagement process undertaken through the RFI process.

**If you have any questions in relation to this opportunity please email the** **commercialcontracts@cqc.org.uk** **using the reference number CQC RCCO 052 in the title**

Yours faithfully,

CQC Commercial Contracts Team

Care Quality Commission

1. THE RFI PROCESS
	1. CQC has outlined their requirements for the provision of CQC Leadership Programme. This RFI process is being undertaken to allow the soft market testing in relation to this requirement.
	2. Accompanying this document, the following attachments are available to interested parties to further inform the submission of the respective RFI: -
* Leadership Programme Brief
* RFI Response Document
* Accompanying Slide pack
	1. These documents are provided to assist potential respondents in the completion of the RFI submission. However, please note that this information is indicative only and may not reflect the data used in any potential forthcoming procurement process, if applicable. Interested parties are required to complete the RFI Response Document in line with the requirements outlined in this document.
1. SCOPE OF THE SERVICE
	1. The service requirements are outlined in the Leadership Programme Brief. Please note that this is a draft version and is subject to change based on feedback including that resulting from the RFI process.
2. SUBMISSION REQUIREMENTS
	1. This document is not an Invitation to Tender (ITT), nor does it form any part of a procurement process. It is a Request for Information (RFI) based on the Leadership Programme Brief made available with this document.
	2. The RFI Response Document should be submitted by no later than **17:00pm 10 December 2021** to commercialcontracts@cqc.org.uk
	3. Please note that responses from interested parties’ responses do not constitute firm offers capable of acceptance. Any such responses provided as part of this RFI exercise will be construed as indicative only.
	4. Unless otherwise agreed, CQC shall not be obliged to return any materials submitted by interested parties before, during or after any procurement process.
	5. Please also be aware that any information provided as part of this RFI may be used by CQC to inform future market analysis activity.
	6. CQC recognises that with a new service model/requirement there is a clear need to test with interested parties that outline requirements are not deficient to any material degree and that the content as to outcomes, as designated, are deliverable and affordable. To understand and appreciate these issues, it is essential that CQC seeks a fuller understanding from interested parties to enable requirements to be fully reflective of issues and concerns, which are relevant, and to adopt these, where appropriate in the final service model.
	7. In addition, there is an option to allow interested parties to submit their individual caveats in relation to any section of the Leadership Programme Brief where they may identify outcomes that they may not be able to provide and/or offer alternative suggestions. It should be noted by interested parties that in making these suggestions, the areas where this information may arise should be substantive in the context of the potential delivery of the service requirement.