

**Provision of specialist public health consultancy services  
for the development of a mental health needs assessment for  
Southend-on-Sea Borough Council**

Date: 6th May 2015

We are inviting prospective providers to bid for a contract to provide specialist public health consultancy for the development of a mental health needs assessment (see service specification) for Southend-on-Sea Borough Council.

Please complete the attached form to indicate your expression of interest to delivering this contract as a Tenderer.

### **TENDER ENQUIRIES AND SUBMISSIONS**

Tenderers should note that all enquiries must be made in writing (including email). The Council at their discretion reserves the right to circulate any response to all tenderers. All enquiries must be clearly marked ENQUIRY with the question and Tenderer details clearly set out. Any clarification questions from the Tenderer to the Council should be sent to [sharoncohen@southend.gov.uk](mailto:sharoncohen@southend.gov.uk)

To allow information to be circulated in time, the deadline for receiving enquiries is **17:00hrs on 18<sup>th</sup> May 2015**; this is four working days prior to the tender return date.

The tender return date is **17:00hrs on 22<sup>nd</sup> May 2015**. Tenders should be submitted by email to [sharoncohen@southend.gov.uk](mailto:sharoncohen@southend.gov.uk) (you are recommended to request confirmation of receipt).

### **EVALUATION OF TENDERS**

Tender proposals will be subjected to a thorough evaluation. The Council will examine tenders for completeness and may seek clarification where necessary. A tender determined to be incomplete or not substantially fulfilling the conditions in the tender documents will be rejected.

- Technical (Quality) evaluations will be conducted, based on the information submitted in Section B, in writing, as part of this tender submission.
- Commercial (Price) evaluations will be conducted, based on the information submitted in Section C, in writing, as part of this tender submission.

### **AWARD CRITERIA**

The Council does not bind itself to accept the lowest or any tender for the tendered service. The Council will have no obligation to Tenderers arising from this tender unless and until it enters into a formal contract with the successful Tenderer for the provision of the goods and/or services that are subject to this Invitation to Tender. Any contract awarded will be to the Tenderer whose tender is determined to be the most economically advantageous.

The award criteria are as follows:

**70% QUALITY ALLOCATION:** To be detailed within this written tender submission, by the Tenderer, in Section B (Technical Questionnaire).

	<b>SECTION</b>	<b>SECTION WEIGHTING</b>
i.	Knowledge of commissioning/developing services related to mental health	10%
ii.	Mapping current provision	10%
iii.	Consultation and engagement	15%
iv.	Project management	10%
v.	Collaboration and innovation	10%
vi.	Developing the needs assessment	10%
vii.	Sustainability/continuity	5%

**30% PRICE ALLOCATION:** To be detailed within this written tender submission, by the Tenderer, in Section C (Commercial Questionnaire). It is the requirement of the Council to maximise the budget available for this project. The Tender is accepted on a “Fixed Price” basis and the Tenderer will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service and / or cost of, or incidental to, the employment of labour. The prices included in the Tender shall be the maximum payable by the Council for the duration of the contract.

Pricing Evaluation (30%) – Using the Prices submitted by Bidders a percentage will be allocated to the total cost as follows:

- Score = (Lowest Price Tender / Your Price) \* 30%
- The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

	Bid A	Bid B	Bid C	Bid D
Contract Price	£14,000	£15,000	£14,500	£14,000
Points Score	30%	28%	29%	30%

The scores awarded in the example table to Bid A and Bid D is calculated as follows:

- Bid A and Bid D with the lowest contract price in relation to the other bids are awarded the score of 30. The applied methodology gives a calculation as follows:  $(£14,000 / £14,000) \times 30\% = 30.00\%$
- Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 28%. The applied methodology arrives at this score through a calculation as follows:  $(£14,000 / £15,000) \times 30\% = 28\%$ .

Evaluation of Bid Responses will be carried out on an individual question basis. Grade labels and definitions

<b>SCORING MATRIX</b>		<b>SCORE</b>
Deficient	Question not answered – or – Response to the question significantly deficient. Answer does not provide satisfactory evidence as to the organisation's capability.	0
Limited	A response that is inadequate or only partially addresses the question. Answer provides some evidence as to the organisation's capabilities.	1
<b>Acceptable</b>	An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides sufficient evidence as to the organisation's capability.	2
Good	A good response submitted in terms of the level of detail, accuracy and relevance. Answer provides significant evidence as to the organisation's capability.	3
Excellent	A very good response in terms of the level of detail, accuracy and relevance. Accompanying evidence provides strong assurance as to the organisation's capability.	4

PROSPECTIVE PROVIDER RESPONSE FORM

**A - BASIC CONTACT DETAILS**

Contact name for enquiries about this bid:	
Address:	
Post Code:	
Telephone Number:	
Email Address:	
Company Registration Number (if this applies):	
VAT Registration number: (if this applies):	
Have you ever been employed by this Council? (if yes please provide details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state if you have a relative(s) who is employed by the Council at a senior level or who is a Councillor? (if yes please provide details)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**B – TECHNICAL QUESTIONNAIRE**

**1) Knowledge of commissioning/developing services related to mental health**

Please tell us about your knowledge of commissioning/developing services/interventions related to the mental health that this needs assessment covers. For example tell us about; the capacity in which you have encountered relevant conditions, any relevant qualifications you may have, examples of projects you've led relating to mental health.

(400 words max. Weighting = 10%)

**2) Mapping current provision**

Explain how you would map current pathways, including examples of how you have carried out such tasks in the past.

(200 words max. Weighting = 10%)

**3) Consultation and engagement**

Explain how you would identify and engage with stakeholders, people with lived experiences of mental health and the wider public. Include examples of how you have done so in the past, how you have interpreted consultation findings and how those findings have influenced ensuing project work.

(400 words max. Weighting = 15%)

#### **4) Project management**

Explain your methods for planning and delivering projects. Include details about:

- tools and methods used (and how you have applied them)
- how you integrate research and consultation into the project plan
- how you plan and carry out actions
- how you include stakeholders and service users in the planning and delivery of the project

(300 words max. Weighting = 10%)

#### **5) Collaboration and innovation**

Explain how you would collaborate with other stakeholders to explore the development of services. Include how you would encourage innovation in developing new service models that are cost-effective and reduce the public health impact of long-term conditions. Include examples.

(300 words max. Weighting = 10%)

#### **6) Developing the Needs Assessment**

Explain how you would pull together the mapping exercise with findings from consultation and other research to develop a robust needs assessment that meets Southend-on-Sea Borough Council's needs, conforms to best practice and adheres to all relevant legislation and best practice. Include examples of other needs assessments you have developed if possible.

(400 words max. Weighting = 10%)

**7) Sustainability/Continuity**

Explain how your project would support Southend-on-Sea Borough Council's public health Department to implement the requirements of the needs assessment

(200 words max. Weighting = 5%)

PROSPECTIVE PROVIDER RESPONSE FORM

**C – COMMERCIAL QUESTIONNAIRE**

Please provide a quote for the full cost of delivering the mental health needs assessment to meet the Authority's requirements.

(N.B. there is a maximum budget of £24,000 excluding VAT and inclusive of any expenses).

(Weighting = 30%)