

Invitation to Tender (ITT) – Particulars Document	
Project:	Provision of Urgent Treatment Centre Services at Princess Alexandra Hospital NHS Trust
Date:	03/03/2023
Owner of Document:	Reuben Mckeown

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## 1 Tender Information

Title of Project:	Provision of Urgent Treatment Centre Services at Princess Alexandra Hospital NHS Trust		
<b>Type of Process:</b> (Please specify the type of Procurement Process i.e. Open, Restricted, Framework, Further Competition.)	Open		
Brief Description:	<p>Hertfordshire and West Essex ICS is seeking bids for the Provision of Urgent Treatment Centre (UTC) services at Princess Alexandra Hospital NHS Trust (Princess Alexandra Hospital).</p> <p>Since 2018/19 an urgent treatment centre has been provided on the Princess Alexandra NHS Trust site. Initially this was provided by Stellar Healthcare, however, in 2019 this contract was awarded to Comissceo. The Urgent Treatment Centre currently operates between 0730 and Midnight, although over the last two years these hours have varied with the service being available until 0200. It is open over 365 days per year.</p>		
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## 2 Procurement Timetable

The Procurement timetable for this project is outlined below. This is intended as a guide and the Authority(s) reserve the right to amend it at any time. Specifically, the Authority(s) reserve the right not to award the contract on the intended dates, or at all. The table below is to be used as a guide only, and any changes will be communicated to Bidders via the messaging function on the Atamis Portal.

Stage	Due Date
Release Tender	03-Mar-23
Clarifications Question Deadline	17-Mar-23
Clarification Answers Deadline	24-Mar-23
Tender Submissions Deadline	03-Apr-23
Award Notification	01-May-23
Standstill Ends	11-May-23
Contract Signing	18-May-23
Contract Start	01-Jul-23

## 3 Tender Return

The ITT is to be returned by the submission date above no later than 12:00pm (noon).

## 4 Contract Length

Below is the anticipated contract length. No variations to this will be accepted unless stated otherwise in this document. Any extensions that will be available to this tender are also stated below.

<b>Proposed Initial Contract Term</b>	3 Years
<b>Extension Options:</b>	1 + 1

## 5 Evaluation Criteria

### 5.1 Weighting

The Most Economically Advantageous Tender is one that has the lowest evaluated cost and not necessarily the lowest submitted cost. The criteria which the Authority(s) will use to determine that an offer is the most economically advantageous are included in the quality questions and specification.

<b>Criteria</b>	<b>Weighting (%)</b>
Price	40%
Quality Questions	60%

The evaluation will be carried out by a panel, made up of a number of Authority(s) staff that will conclude a panel consensus score for each bidder. Scores will be entered into a spreadsheet that, when taking into account the weightings for each section, will calculate the score applied.

## 6 Evaluation Process

Evaluations will be carried out in the following stages:

- Submission of all required documents by bidders (please see section 1.2 of '1. ITT ITT General Information & Instructions to Bidders')
- Check to see whether Form of Offer has been completed. If it has not been completed, then the bid cannot be considered further and may be rejected.
- Individual evaluation of quality questions by evaluators
- Moderation session to agree consensus scores for the quality questions, if any question is given a score of 0 then the bidder will be excluded from the competition. This will be done before pricing is evaluated.
- Pricing will be evaluated and scored.
- Combining of scores for pricing and quality questions to determine the highest scoring bid.
- Award notification to successful and unsuccessful bidders.

### 6.1 Pricing

Pricing will be evaluated using the Commercials spreadsheet. Pricing is evaluated against the projected cost of the service based on the rates entered into the pricing schedule. The method outlined in 3.1 of the '1. ITT General Information & Instructions to Bidders' will then be applied to determine the score.

### 6.2 Evaluation Criteria

Quality questions will be evaluated using the following criteria:

Score	Quality of the Response
<b>5</b>	Meets all requirements and offers some added value
<b>4</b>	Meets all requirements
<b>3</b>	Generally meets all requirements with minor issues
<b>2</b>	Meets some requirements but with a few major gaps/issues
<b>1</b>	Meets few requirements; serious concerns
<b>0</b>	Does not meet any requirements or fails to answer

### 6.3 Contract Award

The contract will be awarded to the bidder with highest combined score for pricing and quality. If final scores have two or more bidders within a half a percent (0.5%) of each other, then Authority(s) reserves the right to request a final and best pricing offer(s) from these bidders. The bidder with the highest score following this will be awarded the contract. This is intended to ensure there is a one clear winning bidder.

## 7 Terms and Conditions

### Terms and Conditions governing this tender:

These can be found on the portal as part of the attachments.