**East of England**

**Health and Justice Commissioning**

**Health and Wellbeing Needs Assessment Specification – Secure Children’s Home (Welfare only)**

# Introduction

NHS England wishes to commission a health and well being needs assessment for the healthcare service required for Clare Lodge, a secure children’s home located close to Peterborough, for which they have commissioning responsibility. Clare Lodge provides welfare-only beds for young women who may have a range of health needs including mental health needs. They may also have learning disability and substance misuse needs. The residents are drawn from all areas of England and the facility is not solely for Peterborough and Cambs.

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# Background

To commission effectively, it is essential that the commissioning cycle begins with a health needs assessment which examines the health needs of the users of the establishment(s). This enables the commissioning team to understand disease prevalence, services which respond to the health needs and to receive evidence-based recommendations for the services.

# Content and scope of report

A template for an HNA for secure children’s homes is available on the National Child and Mental Health Information Network (CHIMAT) website <http://www.chimat.org.uk/yj/na/template> . The author needs to use this as the basis for the report, being mindful of the fact that Clare Lodge is a welfare-only home and therefore the use of the template needs to reflect this.

This HNA should draw on information from a number of sources:

* desk research into national and local policy and context
* analysis of screening and assessment tools, and health and other records
* stakeholder views through questionnaires and focus groups (young people, parents, healthcare and other staff, both visiting and on-site), and
* service mapping.

In addition, it would be helpful for the author to undertake some comparative analysis with 1 / 2 comparable units.

# Timetable

The bidder must be in a position to provide a draft of the report(s) they have been contracted to provide by 24th June 2015**,** or an interim report by agreement with NHS England regarding the delivery of the full and final draft after this date. The report(s) must be delivered as a Word document to [amy.potts@nhs.net](mailto:amy.potts@nhs.net) .

**Price and Payment Terms**

Interested parties are requested to advise Commissioners of their fully inclusive price for undertaking the review to the specification set out in this document. Up to 50% of the project costs will be paid at the start of the project to support implementation. The final 50% will be paid only on completion of the project. Should the review fail to fully meet the requirements of the service specification or deadline (unless due to factors outside of the Provider’s control) NHS England reserves the right to withhold up to 10% of the total contract value.

**Evaluation and Scoring**

Applications (bids) will evaluated and scored as follows:

**Scoring Methodology - Quality**

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| --- | --- | --- | --- |
|  |  |  |  |
| 0 | The Provider is unable to fulfil the requirement or no response is received |  |  |
| 1 | The Provider is only able to partly fulfil the requirement |  |  |
| 2 | The Provider is able to fulfil the requirement |  |  |
| 3 | The Provider exceeds fulfilment of the requirement |  |  |
| 4 | The Provider excels in the fulfilment of the requirement |  |  |
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| **Quality – weighted at 60% of total score** | | |
| The Provider has demonstrated that: | | |
| Review Deliverables | 1. All the objectives and products contained within the specification will be delivered. | |
| 1. A comprehensive and suitable methodology will be used to collect/obtain the data required. | |
| 1. A suitable methodology and rationale will be adopted to collect the full range of stakeholder feedback. | |
|  | 1. Project challenges have been identified and suitable mitigation action proposed. | |
| Capability | 1. Experience of undertaking a similar piece of work, delivered to timescale. | |
| 1. The availability of experienced and suitably competent staff. | |
| 1. An understanding and application of, data confidentiality and information governance issues. | |
| 1. They can deliver the report within the project deadline with a realistic timetable. | |
| **Cost – Weighted at 40% of total score** | | |
| Cost | | Cost will be evaluated by the bid with the lowest score scoring 100 and all other bidder prices being expressed as an inverse proportion.  *For example.*  *Bid A – Cost £30,000 = scores 100*  *Bid B – Cost £40,000 = scores 75*  *Bid C - Cost £50,000 = scores 60*  *Bid D – Cost £60,000 = scores 50* |