

**Medical Associate Professions (MAP)**

Health Education England (HEE) requires an organisation to undertake educational research as part of the Medical Associate Professions project.

This is a request for quotations.

**Contact Details for Queries**

The contact for all queries relating to this tender is:

* Robin Sturtivant

Project Manager

Health Education England

1 Mere Way

Ruddington

Nottinghamshire, NG11 6JS

All queries should be raised by email, so that we have a formal record of all questions raised by suppliers and should be directed to robin.sturtivant@nhs.net.

Tenders should be aware that in the interests of fairness, responses to questions raised by one supplier may be communicated to all suppliers. If your query is commercially sensitive, then please mark the query “COMMERCIAL IN CONFIDENCE”

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**Instructions Regarding Your Response**

Written documentation submitted on the official documentation of the parent company should be submitted electronically to robin.sturtivant@nhs.net by 16.00 on 26 July 2016.

Tenders, all documents and all correspondence relating to the tender must be written in English or a full English translation provided at no cost to Health Education England (HEE). The bid documentation should demonstrate the bidder’s competence to undertake this project, including past performance in same or related field:

* Clear understanding of brief;
* Intended approach - and rationale;
* Outline project plan
* Staffing proposals for providing the project;
* Comprehensive breakdown of all costs (in £ Sterling) associated with bid

The criteria to evaluate and select a preferred supplier are detailed in later in this document.

Only one tender is permitted from each provider. In the event that more than one tender is submitted, only the last tender will be evaluated and the other/s will be disregarded.

By submitting a tender you are deemed to have accepted all of the terms and conditions applying to the applicable framework. If it is not your intention to submit a tender, please advise us in writing (including by email) and immediately destroy this invitation and all electronic or paper copies.

The tender must not arrive later than the date and time stipulated above. Tenders received after that time may not be considered, unless the provider can prove that the tender was dispatched in sufficient time to meet the specified due date.

HEE reserves the right to issue supplementary documentation at any time during the procurement process to clarify any issue or amend any aspect of the tender. All such further documentation that may be issued shall be deemed to form part of the tender and shall supplement and/or supersede any part of the tender to the extent indicated. Where supplementary documentation is issued, HEE may, at its discretion, extend the due date for tenders to enable providers to properly consider such documentation before finalising their submissions.

HEE reserves the right to cancel the further competition at any point and shall not be liable for any costs incurred by providers resulting from any such cancellation. An acceptance of a tender shall not result in the formation of a legally binding contract. The successful tenderer shall, upon HEE’s request, execute a formal written contract, based on the terms and conditions set out in the applicable framework.

Providers for services where a conflict of interest may exist or may arise must inform HEE and submit tenders for avoiding or managing such conflicts. The successful provider will be party to confidential information. The provider will be expected to observe confidentiality requirements and may not share information with employees of the provider other than those directly involved in the tender.

You are required to note the Freedom of Information and Confidentiality statements included at Annex C.

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**Prices**

Your prices for each of the requirements outlined should be clearly stated. All prices should be quoted exclusive of VAT. For any optional components, please identify these separately from the main requirements to avoid confusion. State any costing assumptions clearly.

**References**

We may require two references from organisations that you have delivered similar services for in the last three years and may wish to contact those references to discuss your services with them. If required, the references will be requested in writing and you will be required to provide suitable contact details so that we can do this effectively.

**Medical Associate Professions**

**Introduction**

In Autumn 2014 HEE commissioned a report entitled “Working towards a common education and training programme to support a route to statutory regulation for Physicians’ Assistants (Anaesthesia) (PAA), Physician Associates (PA), and Surgical Care Practitioners (SCP) in England”. Subsequently, Advanced Critical Care Practitioners (ACCP) were included within the scope. The report contained a review of the current education and training, career development and regulation of these professional groups, known collectively as Medical Associate Professions (MAPs). Additionally, an exploration and critical appraisal of options for developing a common, integrated education and training programme to underpin a quality assured route to statutory regulation was included.

Developing a common career and education and training framework for these groups was recommended to enable a single application for statutory regulation. There are opportunities for joint learning (potentially a common first year) across the professional groups in areas such as anatomy, physiology, pathology, pharmacology, professional practice, history gathering, clinical examination. This would be followed by either further generalist training or specialist training, e.g. in anaesthaesia or surgery.

**Definitions for PAAs, PAs, ACCP and SCPs**

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| --- | --- |
| **Professional Role** | ***Definition*** |
| Physicians’ Assistant (Anaesthesia) | *“a nonmedical practitioner working as part of the anaesthesia team and ‘works under the supervision of a consultant anaesthetist at all times”’* |
| Physician Associate | *“a dependent health care professional who has been trained in the medical model and works with supervision of a doctor or surgeon”’* |
| Surgical Care Practitioner | *“a registered non-medical practitioner who has completed a Royal College of Surgeons accredited programme (or other previously recognised course) , working in clinical practice as**a member of the extended surgical team, who performs surgical intervention, pre-operative care and post-operative care under the direction and supervision of a Consultant surgeon”.* |
| Advanced Critical Care Practitioner | *“Functions at similar level to SpR with relevant supervision, under appropriate level of medical supervision”* |

**About this proposal**

HEE is commissioning a report to map the education and training of the four MAP roles:

1. Physicians’ Assistants (Anaesthesia),
2. Physician Associates,
3. Advanced Critical Care Practitioners and;
4. Surgical Care Practitioners

**The report must:**

* Include the mapping of all four curricula, to identify commonalities and establish a core level of knowledge, skills and behaviours by;
* Identify the common, generalist and specialist skills across the four roles.
* Include details of course entry and qualification requirements, duration of training, competences including the number and variances of procedures throughout training, and the proportion and division of the time spent training in clinical settings and in the classroom.
* Review pathways for established health professionals into the MAP roles and to fast track into one or more of the MAP roles.
* Include details of assessment and quality management of the education and training of the four professions

**Who can bid**

HEE require an experienced health education professional/ team with a track record for similar educational research to undertake detailed mapping of the education and training of the four MAP roles. This is to facilitate the regulation and embedding of MAP roles and professionals into mainstream NHS clinical practice.

**Process**

Providers interested in bidding for this contract will be required to complete the simple bid form at **Annex A**, outlining their proposal and how it meets the requirements of the Criteria set out at **Annex B**. Bids up to the value of **£20,000** will be considered for this work.

The process is as follows:

1. Bid form to be completed by bidder and submitted to robin.sturtivant@nhs.net by 16.00 on **26 July 2016**.
2. All proposals will be assessed by a selection panel within 2 weeks of the above closing date. Bidders may be invited to either meet with the panel or receive a phone call should any points need to be clarified.
3. All bidders will receive a letter informing them of the outcome and funding will be paid to the successful bidder subject to an agreed contract. All funding will be transferred within the financial year 2016/17.
4. There will be progress updates required throughout the delivery of the contract
5. A final report will be submitted by the successful bidder on completion of the agreed workload.

**Time Scales**

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| --- | --- |
| **Action** | **Date** |
| Bid published | 12 July 2016 |
| Window for bids closed | 16.00 26 July 2016 |
| Panel to evaluate proposals and inform bidders of bid outcome | By 08 August 2016 |
| Anticipated contract start date | 10 August 2016 |
| Final report submitted by provider | 07 September 2016 |

Please direct any questions with regards to the form or process to Robin Sturtivant robin.sturtivant@nhs.net

**Next Steps**

Those interested in undertaking this work are asked to submit a proposal on the form in **Annex A**, with costings and suggested methodology to robin.sturtivant@nhs.net by 09.00 on 26 July 2016. This is a competitive bidding process, and HEE may wish to invite prospective providers to present their proposals.

**July 2016**

**ANNEX A**

**Invitation to Bid Proforma**

The form is not a contract, but is simply an invitation to bid and intent on behalf of the individual or organisation(s) involved to conduct a mapping exercise of the training and education of the four MAP roles. However, it is presumed that by submitting this bid, it is done with the agreement of your organisation(s) if appropriate.

**This bid form should be completed and submitted to Robin Sturtivant** **robin.sturtivant@nhs.net**

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| --- |
| **1. Name and contact details of the person(s) completing this form** |

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| **2. Names and website addresses of the bidding organisation(s)**  |

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| **3. Please explain your relevant history and experience of similar employment/projects** |

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| **4. Methodology**With reference to Annex B, please describe in detail:* The planned research activity for completing the study
* Any challenges that may be expected to be encountered
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| **5. Measure of success**Please describe what you would consider to be a success from your delivery and how will you measure that? |

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| **6. Use of funds**Please describe how your organisation(s) intend the use the funding from HEE, with emphasis on how your bid will provide value for money |

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| **7. Any other information**Please give any other information that you feel would support your bid. |

**ANNEX B**

**Criteria**

**Bidders should be able to demonstrate:**

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| --- | --- | --- |
| **Item** | **Criteria** | **Weighting** |
| 1 | **Previous experience and expertise** | 30 |
|  | * Experience of writing/assessing/delivering/ higher education health curricula
 |  |
|  | * A clear understanding of QAA education levels
 |  |
|  | * A knowledge of Medical Associate Professions and the background to their educational development
 |  |
|  | * A knowledge of the requirements of UK healthcare statutory regulators
 |  |
| 2  | **Methodology** | 30 |
|  | * A track record of undertaking similar work/projects and a knowledge of what makes a success
 |  |
|  | * A clear, proven methodology, plan and timeline for completing the work within the outlined timeframes
 |  |
|  | * A knowledge of the potential pitfalls and challenges involved in the work and planned mitigating actions to avoid these
 |  |
|  | * A description of how you will ensure your work will be of the highest quality
 |  |
| 3 | **Use of funds** | 20 |
|  | * How the bid provides value for money
 |  |
|  | * A breakdown of costs and how the funding will be spent
 |  |
| 4 | **Quality of Proposal and Delivery** | 20 |
|  | * Overall quality of the suppliers response; clarity, brevity, content, evidence etc.
 |  |
|  | * Use of innovative practices, processes, ways of working and delivery
 |  |
| **Total** |  | **100** |

|  |  |
| --- | --- |
| **Score** | **Rationale** |
| 3 | (Requirements completely met)The supplier has demonstrated clearly, with suitable evidence/examples that they meet the requirement, and there a no causes for concern |
| 2 | (Requirements substantially met)The supplier has provided a good response which meets the majority of the requirement, but there are some areas of ambiguity/deficiency which raise some risks |
| 1 | (Requirements substantially unmet)The supplier has provided insufficient information / evidence to demonstrate that they meet the requirement, which therefore raises some substantial concerns / risks |
| 0 | (Requirements not met)None of the requested information has been provided and/or the response does not indicate that the Tenderer has sufficient understanding to meet the specification of requirement or any aspect of the response gives cause for major |

**ANNEX C**

**Freedom of Information & Confidentiality**

**Freedom of Information Act 2000**

As a public authority, HEE is under a duty to comply with the provisions of the Freedom of Information Act 2000 (the FOI Act) and the Environmental Information Regulations 2004 (the EIR).  As part of those duties, HEE may be required to disclose any information supplied to it in connection with the procurement process (including any subsequent contract). HEE may also wish to include such information in the Publication Scheme which it maintains under the FOI Act.

If providers consider that any information supplied to HEE is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party), then that information should be clearly marked “Confidential – not for disclosure to third parties”. Providers should also submit valid reasons for exempting the information under the FOI Act and/or the EIR and indicate the time period in which it considers that information should remain confidential.

HEE cannot accept any obligation of confidence in relation to trivial information or information which by its very nature cannot be regarded as confidential regardless of whether the information is marked as such.

In the event of a third party request, HEE shall decide whether to disclose the requested information or to apply an exemption in accordance with the provisions of the FOI Act and/or the EIR. HEE shall endeavour to consult with providers before it releases any information to a third party, however the decision to disclose or exempt the information remains at HEE’s absolute discretion regardless of whether or not it has consulted the provider.

**Information and Confidentiality**

Information supplied as part of this tender process is supplied in good faith to providers and their professional advisers for the purpose of preparing a tender and for no other purpose.

However, providers must satisfy themselves as to the accuracy of such information and, in the absence of fraud, HEE accepts no responsibility for any loss or damage of whatever kind or howsoever caused arising from the use by the providers of such information.

Providers are expected to examine all of the instructions, forms of tender, terms and conditions and specifications that comprise this RFQ.

All documents issued in connection with the RFQ remain the property of HEE and must be regarded as confidential.