

Invitation to Quote (ITQ)

Pre-Consultation Business Case Authorship

I am pleased to inform you that Midlands and Lancashire CSU (MLCSU) on behalf of Staffordshire Clinical Commissioning Groups (CCGs), the responsible authorities for public involvement in the Sustainability and Transformation Partnership (STP) wish to invite you to participate in this 'Invitation to Quote' to develop and prepare a Pre-Consultation Business Case (PCBC) to support our proposals for transformational system change..

Following the receipt of your quote the Evaluation panel will evaluate the proposals against each other within the evaluation matrix below. Final selection will be based on the ability of the service provider to provide the required service at the best price, at the optimum performance level and with a clear and demonstrable implementation/delivery programme.

Bidding organisations must obtain for themselves at their own responsibility and expense all information necessary for the preparation of their bids and will be deemed to have availed themselves of all necessary information in submitting bids. In the event that the CCGs decide not to award this contract, there will be no liability for the CCGs for any costs incurred by the bidding providers.

Please find attached the 'Specification Brief' which will help you direct your response appropriately.

Please do not hesitate to contact me with any questions.

Kind regards,



Elaine Butler
Senior Procurement Officer

PCBC Authorship Specification

Together We're Better (TWB) is the Sustainability and Transformation Partnership (STP) which brings together NHS bodies (including six CCGs), local authorities and the voluntary sector in the Staffordshire and Stoke-on-Trent area.

TWB is seeking to develop new models of health and care for the region. Specific areas include:

- Developing a new vision for health and care in Staffordshire and Stoke-on-Trent
- Simplifying urgent and emergency care
- Reviewing Community Hospitals in South Staffordshire
- Identifying additional priorities that will deliver clinical and financial stability.

Consistent with the vision set out in the NHS Long Term Plan (and in common with similar initiatives elsewhere) the STP's new models will focus on development of better and more integrated services: linking primary, secondary and community care; bridging the gaps between health and social care; and achieving better alignment and balance between mental and physical health.

The STP's plans are being developed in line with the requirements prescribed by NHS England in 'Planning, assuring and delivering service change for patients' (1 March 2018). As such, the approach adopted will seek to ensure:

- Strong public and patient engagement
- Consistency with current and prospective need for patient choice
- A clear, clinical evidence base
- Support for proposals from clinical commissioners.

The rationale for change in the Staffordshire and Stoke-on-Trent local health economy together with details of underlying values and principles and some of the anticipated outcomes were initially outlined in a Plan which was published in 2016.

Following further work by the STP over the subsequent two years the next major step in the change process will be preparation of a 'Pre-consultation business case' (PCBC) which is expected to take place between May and December 2019. During that time, the STP will undertake an intensive programme of pre-consultation engagement to solicit input from a wide range of stakeholders in order to guide the development of relevant proposals and options.

All relevant materials will be consolidated into a single draft PCBC for consideration by STP leaders, CCG Governing Bodies (as the statutory consultors), the West Midlands Clinical Senate and NHS England.

Following completion of that process (and assuming any areas of concern have been satisfactorily resolved) the STP may then proceed to consult on its plans prior to preparing the final decision-making business plan for consideration by the CCGs Governing Bodies.

Requirements

Together We're Better requires a business partner to support the authorship of a Pre Consultation Business Case (PCBC) which meets the requirements of the NHS England Assurance Process.

Analytical work to guide the preparation of the STP's PCBC has been undertaken by PA Consulting. The results of that work will be used during the pre-consultation engagement and, as such, will also provide material for inclusion in the PCBC itself. Accordingly, TWB is now seeking expressions of interest from third parties to fulfil the authorship support role by:-

- Producing a professional document with diagrams, tables and appendices which meets NHS 'Planning assuring and delivering service change for patients' (PADS) guidance
- Demonstrating ability to work with our strategic advisor PA Consulting on contents
- Working to NHS England Assurance Process timescales - to commence in May and conclude in Spring 2020
- Having previous experience of NHS PCBC Authorship
- Being able to deliver a Project Management process inc, progress check meetings and version control
- Adhering to High Quality Assurance Standards

notes

The final document will easily exceed 1000 pages

Approval process will require multiple iterations and input from a wide variety of sources

Timescale

(dates subject to change)

Stage	Date
Request for quotation released to market research partners	Friday 3 rd May 2019
Deadline for clarification questions	Monday 20 th May 2019
Deadline for quotes	Friday 24 May (5pm)
Evaluation	Friday 10 June 2019
Decision	Monday 14 June 2019
Commencement	Friday 21 June 2019

Evaluation

Bids will first be checked for completeness and compliance before responses are evaluated. Where in the opinion of the CCGs a bid is not complete and/or compliant, then the partner may be disqualified. In this event, further evaluation of the bid will not be undertaken.

Subsequent to this review, an individual evaluation of bids will be completed by a team of evaluators based on the responses received. No prior information or knowledge of potential partners will be used.

Bids will be evaluated using a scoring system – this will have weighting applied (Quality & Financial – see below) and the total score will determine the chosen partner.

Award

Following the evaluation process, a notification of intention to award will be issued. Award decisions are not binding and a decision alone will not constitute any form of contract. Should post-award discussions breakdown, discussions may be reopened with another market research partner. No material negotiation will take place at this stage.

Section weighting

The following section weighting will be applied to scoring bids that have been deemed compliant:

Weightings – Totalling 100%:

Quality	50%
Sub criteria: Technical knowledge	10%
Sub Criteria: Previous experience	10%
Price	30%
TOTAL	100%

Evaluation questions

Each question will be scored on a 'stand-alone' basis – the response to each question must therefore be self-contained and not rely on information provided in responses to other questions.

A partner should not assume that any information provided during any other phase of the procurement, or to Together We're Better in any other context will be considered or referred to for evaluation.

Section	Question	Question weighting
General information	Partner name	N/A
	Partner address	
	Primary contact name	
	Primary contact telephone number	
	Primary contact email address	
	Explanation of any consortia or other partnership arrangements	
	Please provide a statement of any known or potential conflicts of interest which may relate to this project and how you would manage them.	
	What would your approach be to meet the requirements set out in the specification? This should include, but not limited to:	
	Quality <ol style="list-style-type: none">1. How you will understand the proposals for transformational change and how you will form a baseline knowledge to inform your offer and development.2. What evidence are you able to provide to support your ability to carry out to work set out in the specification?	

Specification Questions	<p>3. How will you manage the relationship with PA Consulting to ensure that data is provided in a timely and accurate fashion</p> <p>4. Describe your approach to Quality Assurance and accuracy of the content</p> <p>5. How will you ensure that the CCGs are kept updated on progress and any issues that arise and how will they be resolved</p> <p>6. Evidence how you will manage version control and sign off processes</p>	50%
	<p>Technical Knowledge</p> <p>7. Demonstrate how you will ensure that the content meets primary and secondary legislation and NHS England guidance.</p>	10%
	<p>Previous Experience</p> <p>8. Provide evidence of any previous relevant experience and client testimonials</p> <p>9. Please tell us whether any of your previous work has been subject to judicial review or Independent Reconfiguration Panel. What was the outcome and what did you learn from this?</p>	10%
Mobilisation	Please advise how quickly you will be able to mobilise, any barriers to thwart success and your contingency plans to overcome these barriers.	
Financial	The partner will be expected to supply a breakdown of costs for the elements outlined in this specification document, as well as for the optional service outlined.	30%

Submission

The deadline for submissions is 5pm on Friday 24 May

If you would like to provide us with a quotation for this work please register with Bravo: mlcsu.bravosolution.co.uk

We require the quotation to be submitted on headed paper through the Bravo Portal.

The Bid Submission

All Bidders, as well as describing the approach they would take to this work, should, in their submission of not more than 10 pages, set out the following;

- Explain how you may meet the key requirements outlined in this document.
- Details for 2 references that MLCSU can contact (this should be customers to whom you have provided work similar to that included in the 'specification')
- Agreement to adhere to the terms and conditions of the NHS standard contract for services