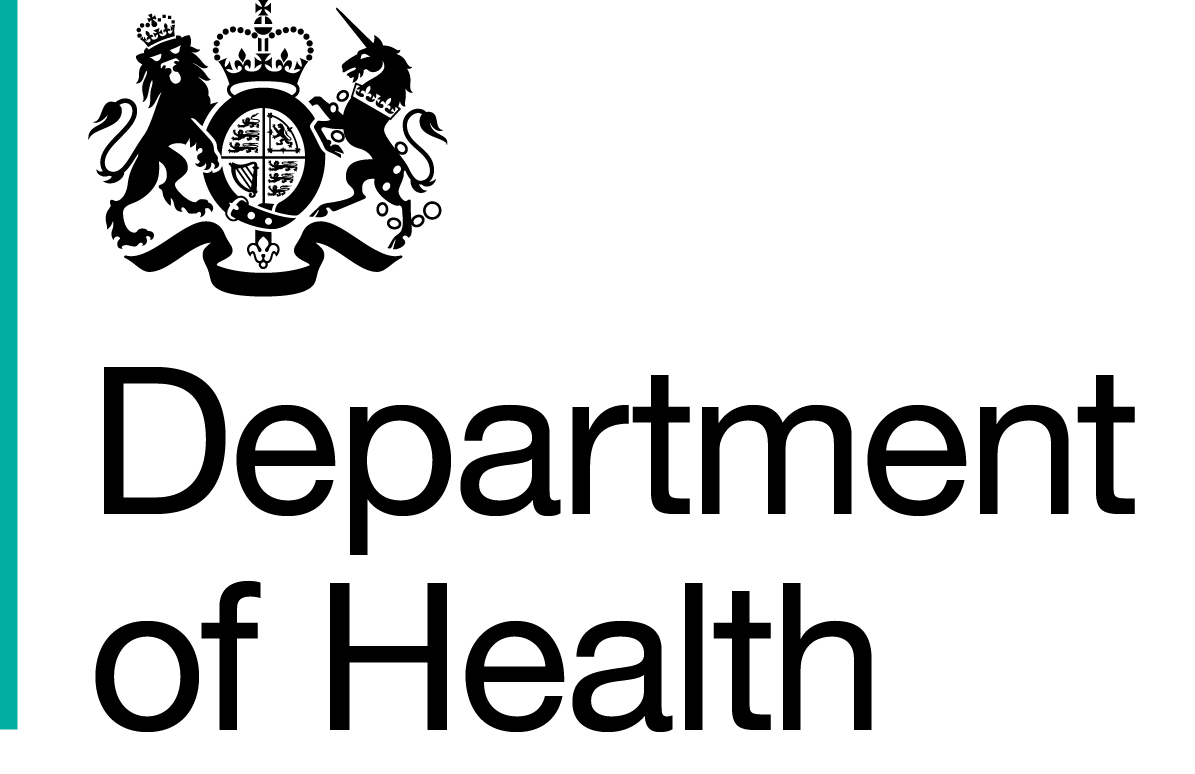
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Invitation to tender

For Improving Identification of Young Carers

ITT 60452

**Version:** 1.0

**Date:** 14th July 2017

**Author:** John R Cook

**Tender submission deadline: 15:00hrs on the 4th August 2017**

Attachment 1 - Invitation to Tender

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**The Authority will be obliged to seek approval from the relevant policy holder(s) to ensure that existing departmental policy (under which the exercise is being conducted) is still reflective of the Authorities overarching policy direction following the removal of purdah obligations.**

# Introduction

## This Invitation to Tender (ITT) relates to the Procurement to award a single Supplier Contract for the provision of Improving Identification of Young Carers.

## When we use “The Authority”, “we”, “us”, “our” or “DH” we mean the Department of Health on behalf of the Secretary of State for Health. When we use “you” or “your” we mean the organisation you represent as a Potential Provider.

## The Contract will be for an 7 month period with no option to extend - the service must be completed within the current financial year 2017 / 18.

## The estimated value of the Contract is £120,000 ex vat.

## The Public Contracts Regulations 2015 regulate how we procure. This procurement shall follow the principals as outlined under the Light Touch Regime (LTR). Any reference to specific Regulations shall refer to this instrument unless otherwise stated.

## This ITT contains the information and instructions you need to submit a Tender. Please read this document carefully as failure to follow these instructions may result in the rejection of your Tender.

## The Terms of Participation in ‘*Attachment 2 – Terms of Participation’* apply throughout this procurement. You will need to confirm acceptance of these terms in order to be included in this procurement exercise.

## We are using our e-Sourcing Portal, [BMS](https://www.gov.uk/government/organisations/department-of-health/about/procurement), to manage this Procurement. Tenders must be submitted via this portal. All communications relating to the Procurement will conducted through this e-Sourcing Portal.

## In order to ensure you receive messages in relation to this procurement (including responses to questions) you should express interest by sending an online message via BMS using your primary login. Online messaging is accessible via the ‘Actions’ drop down in the top right hand corner of the screen. Messages are only sent to Potential Providers who have expressed interest in this way.

# Quotations may only be uploaded via the Sourcing Home Page, using the ‘Actions’ window and selecting the ‘Create Quote’ option.

# If you upload your quotation by any other method for example by using the ‘New Message/ Documents’ tab, the quotation will not be correctly linked to the ITT and your submission will be rejected.

# The bid response is preferable in word format, in a zip file

# OVERVIEW OF Invitation to tender

## The following attachments accompany this ITT:

|  |  |
| --- | --- |
| **OUR NEEDS AND INSTRUCTIONS** | |
| **Attachment 1 – Instructions to Tenderers**  **(this document)** | Provides an introduction to the Procurement and signposts key information. |
| **Attachment 2 – Terms of Participation** | Sets out rights/obligations which apply to you and us during this Procurement. |
| **Attachment 3 – Service Description** | A detailed description of the services that the Supplier will be required to provide. |
| **Attachment 4 – Contract for the provision of Services** | Provides the contract document, including the conditions of Contract that will exist between us and the Supplier. |
| **Attachment 5 – Evaluation Guidance** | Provides guidance on how we will evaluate tender responses |
| **YOUR OFFER** | |
| **Attachment 6 – Selection Questionnaire** | A template containing selection questions to which you are required to respond. |
| **Attachment 7 – Award Questionnaire** | A template containing award questions to which you are required to respond. (Includes appendices: Confidential/Commercially Sensitive Information, Administrative Instructions, Parent Company Guarantee, Conflicts Of Interest and Form Of Tender) |
| **Attachment 8 – Pricing Schedule** | A template requiring pricing detail which you are required to respond to. |
| Additional Attachments: | |
| **Attachment 9 – Non Disclosure Agreement** | A Non-Disclosure Agreement to be signed by the Potential Provider in support of their submission. |

# The Contract

## As stated in section 1.5, this Procurement exercise will follow the principles of the ‘Light Touch Regime’ (LTR) as introduced under the revised Public Contracts Regulation 2015 (PCR2015). The LTR is a specific set of rules for certain service contracts that include certain social, health and educational services as defined by the Common Procurement Vocabulary codes, and whose value that do not exceed a net total of €750,000 (euros). Under the LTR, contracting Authorities are given greater flexibility regarding the approach and tender procedures adopted for the service requirements. Therefore the Authority has decided to utilise our existing suite of templates for the basis of this exercise. However, Bidders are advised to familiarise themselves with the timescales detailed at section 5.

## This Procurement is intended to result in the award of the Contract. Once the Contract commences, the Potential Provider will become the Supplier.

## The Authority reserves the right to modify and/or to discontinue the whole of, or any part of this tendering process at any time and accepts no obligation whatsoever to award a contract.

## This Contract is being offered under the Conditions of Contract for the provision of Services (including the Schedules) available at ‘*Attachment 4 – Contract for the provision of Services’*

## The Conditions of Contract are non-negotiable. Where clarification is sought during the clarification period on points of ambiguity or apparent error, we may at our sole discretion make amendment.

# Requirements and contract value

## A detailed description of the Services that a Supplier will be required to supply is set out at ‘*Attachment 3 – Service Description’.*

## 4.2 The Services covered by this Procurement have not been sub-divided into Lots because the services required need to be provided by one organisation, and the nature and the value of the awarded contract does not necessitate the services being divided into specific lots.

## 4.3 The estimated value of the Contract is £120,000 ex vat.

# PROCUREMENT TIMETABLE

## The timetable for this Procurement is set out in the table below.

## We may change this timetable at any time. You will be informed through the e-Sourcing Portal if changes to this timetable are necessary.

| **DATE** | **ACTIVITY** |
| --- | --- |
| 17th July 2017 | Publication of tender documents on BMS and within Contracts Finder |
| 18th July 2017 | Clarification period starts |
| 31st July 2017  (at 15:00hrs) | Clarification period closes (“**Tender Clarifications Deadline**”) |
| 4th August 2017  (at 15:00hrs) | Tender return date and time **(“Tender Submission Deadline”)** |
| 4th August to 23rd August 2017 | Evaluation Period |
| 25th August 2017 | Intention to award notices issued to successful and unsuccessful Potential Providers. |
| 29th August 2017 | Expected date for signature of the Contract |
| 1st September 2017 | Anticipated contract start date |

# questions AND CLARIFICATIONS

## You may raise questions or seek clarification regarding any aspect of this Procurement at any time prior to the Tender Clarification Deadline. Questions must be submitted via the e-sourcing portal.

## To ensure that all Potential Providers have equal access to information regarding this Procurement, we will publish all questions and the responses to all Potential Providers.

## We will issue communications through the e-Sourcing Portal. Please ensure that the primary contact’s mailbox is reviewed on a regular basis.

# Conference - Not Applicable

# Price

## Prices should be submitted in pounds sterling inclusive of any expenses but should exclude VAT.

## You are required to enter a price within the e-sourcing portal which provides a total fixed price for the delivery of the requirement as well as providing a transparent breakdown within the price questionnaire

## Where a total price cannot be calculated, for example, where the requirement is to provide day rates or in the award of Framework Agreements, or call-off contracts. In these circumstances a value of £1 should be entered. You are required to attach a transparent breakdown of their price schedule within the price questionnaire.

# Submitting a tender

## You are required to submit a Tender which fully complies with the instructions in this ITT and its Attachments. **You are strongly advised to read through all documentation first to ensure you understand how to submit a fully compliant Tender**.

## You must submit their proposals/answer all questions via [BMS](https://www.gov.uk/government/organisations/department-of-health/about/procurement), (the “e-Sourcing portal”) unless otherwise stated. Tenders submitted by any other means will not be accepted.

## You should refer to the [BMS e-Tendering Manual](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175887/dh_132575.pdf) for guidance on how to use the e-Sourcing Portal. Tenders must be uploaded via the Sourcing Home Page using the ‘Actions’ window and selecting ‘Create Quote’. Documents uploaded using the ‘New Message/Documents’ tab are not correctly linked to the ITT and therefore will be rejected.

## If you experience any technical difficulties uploading your Tender, you must contact the helpdesk on 0113 254 5777 prior to the Tender Submission Deadline. The helpdesk is open Monday to Friday between 10.00am and 4.00pm excluding public and bank holidays.

## It is your responsibility to:

* + - ensure that a fully compliant Tender is submitted
    - ensure that the latest versions of this document and its Attachments are used
    - allow plenty of time for the entering of responses into the e-Sourcing portal

## No additional attachments should be submitted with a Tender unless specifically requested by the Authority.

## A fully compliant Tender must adhere to the following instructions:

* + - The Tender must be submitted in the English (UK) language
    - All questions must be answered accurately and as fully as possible, within any word / character limits specified
    - All pages of the Tender Response must be sequentially numbered (including any forms to be completed and returned)
    - All Tenderers must submit their Tender Responses in a Microsoft Word compatible format.
    - Questions should not be answered by cross referring to other answers or to other materials (e.g. annual company reports located on a web site). Each question answered must be complete in its own right
    - We may disregard any part of a response to a question which exceeds the specified character limit (i.e. the excess will be disregarded, not the whole response)

## All Tenders must be received before the Tender Submission Deadline. Tenders received on or after the Tender Submission Deadline will be considered irregular and will be excluded from this Procurement.

## You may modify and resubmit a Tender at any time prior to the Tender Submission Deadline.

## You may withdraw from this Procurement by choosing not to submit a Tender by the Tender Submission Deadline.

## Tenders must remain valid for a period of 120 days following the Tender Submission Deadline.

# CONTRACTING ARRANGEMENTS (Sub-contractORS AND GROUPS OF ECONOMIC OPERATORS)

## It is important that Tenders accurately convey how Potential Providers will satisfy the minimum requirements for legal, economic, technical and professional capacity set out in ‘*Attachment 6 - Selection Questionnaire’*. The Authority needs clarity on how bids are structured in terms of organisations contributing to them.

## The Authority welcomes Tenders from economic operators collaborating as a Group of Economic Operators or sub-contracting elements of their obligations. Where one of these approaches is adopted the remaining provisions of this paragraph must be followed.

## The Tender must be completed in the name and ‘voice’ of the economic operator or, in the case of a Group of Economic Operators, the members that would enter into a Contract with the Authority and assume liability for performance of the Contract.

## **Sub-Contracting Proposals**

## Only Sub-Contractors identified in the Tender will be able to provide Services through the Contract.

## Any organisation, group company, subsidiary, parent company, holding company, associated company, franchise or fellow franchisee, strategic partner or organisation in any other relationship with the Potential Provider must be identified as a Sub-Contractor in the Tender

## Where Potential Providers propose to use one or more Sub-Contractors, they should complete question 1.2(ii) in the Selection Questionnaire

## The Authority does not require all sub-contractors to be disclosed. Only those sub-contractors who directly contribute to the ability to meet obligations under the Contract must be disclosed. There is no need to specify sub-contractors supplying general services to you (such as window cleaners, lawyers, desktop software providers etc.)

## Reliance on the capability and/or experience of one or more Sub-Contractors to demonstrate ability to provide the Services must be described in the Tender. Potential Providers must clearly identify in responses to questions when it is relying on a Sub-Contractor.

## **Group of Economic Operator proposals:**

## If a Group of Economic Operators wishes to act jointly to provide the Services, it may do so with all parties signing the Contract and assuming joint and several responsibility for performance.

## The Authority may require the Group of Economic Operators to assume a specific legal form for the purpose of concluding the Contract. In the case the Authority may require the members of the Group of Economic Operators to nominate a Guarantor for the single legal entity’s performance of the Contract.

## A Lead Contact should be nominated to lead the bidding process and to complete the Tender on behalf of all the other members. Details of the members of the proposed Group of Economic Operators and the percentage of contractual obligations assigned to each member are requested in question 1.2(i) of the Selection Questionnaire

## Reliance on the capability and/or experience of one or more members of the Group of Economic Operators to demonstrate ability to provide the Services must be described in the Tender. Potential Providers must clearly identify in responses to questions when it is relying on a member of the Group of Economic Operators and explain the member’s role, capability and experience as the context of the question requires.

## **Changes to the contracting arrangements**

## The Authority recognises that arrangements in relation to sub-contracting and Groups of Economic Operators may be subject to future change, and may not be finalised until a later date. However, any changes to those arrangements may affect the ability to deliver the requirements. Potential Providers must tell us about any changes to the proposed sub-contracting or to the Group of Economic Operators. The Authority will assess the new information provided and reserves the right to exclude the Potential Provider prior to any award of contract.

## **Terms of Participation**

## The Authority requires single-entity Potential Providers or Lead Contacts to confirm that any Sub-Contractor and/or member of a Group of Economic Operators has read, understood and complied with all the statements contained within the ‘*Attachment 2 - Terms of Participation’*.

# Procurement Contact

## The procurement lead for this requirement is:

### John R Cook

### 0118 902 7856

### [John.cook@dh.gsi.gov.uk](mailto:John.cook@dh.gsi.gov.uk)

# glossary

## In this ITT the following words and phrases have the following meanings:

## “**Authority**” means Department of Health on behalf of the Secretary of State for Health;

## “**Business Management System**” or “**BMS**” means the online tender management system which is being used by the Authority for this Procurement which can be found at <https://www.gov.uk/government/organisations/department-of-health/about/procurement>

## “**Contract**” has the meaning set out in Part 3 (Terms and Conditions of Contract);

## “**e-Sourcing Portal**” means the same as Business Management System or BMS;

## “**Group of Economic Operators**” means a group of economic operators acting jointly and severally to provide the Services;

## “**Invitation to Tender**” or “**ITT**” means this invitation to tender document and all related documents published by the Authority in relation to this Procurement;

## “**Lead Contact**” means the member of the Group of Economic Operators who is authorised in writing by each of the other members to that Group of Economic Operators to provide the Tender (including the responses to the Selection Questionnaire and the Award Questionnaire)

## “**Potential Provider**” means a company that submits a Tender in response to the Invitation to Tender;

## “**Procurement**” means the process used to establish a Contract that facilitates the provision of ‘Improving Identification of Young Carers’ services;

## “**Regulations**” means the Public Contracts Regulations 2015 unless otherwise stated.

## “**Sub-Contractor**” means a third party which:

## provides the Services (or any part of them);

## provides facilities or services necessary for the provision of the Services (or any part of them); and/or

## is responsible for the management, direction or control of the Services (or any part of them);

## pursuant to any contract or agreement (or proposed contract or agreement), other than the Contract;

## “**Supplier**[s]” means the Potential Provider[s] with whom the Authority has concluded the Contract;

“**SME**” means an organisation or entity:

* having less than 250 employees; and
* having an annual turnover of less than forty million pounds (£40,000,000); or
* having a balance sheet of less than thirty five million pounds (£35,000,000); and
* is totally independent of other enterprises; or
* holds less than 25% of the capital or voting rights in one or more other enterprises and other enterprises do not each own more than 25% of its capital or voting rights;

## “**Tender Clarifications Deadline**” means the time and date set out in paragraph 4 for the latest submission of clarification questions;

## “**Tender Submission Deadline**” means the time and date set out in paragraph 4 for the latest uploading of Tenders; and

## “**Tender**” means the Potential Provider’s formal offer in response to the Invitation to Tender.

# Documentation to be returned

## Please ensure that the following documents are returned fully completed as part of your bid submission:

## Attachment 6 - Selection Questionnaire

## Attachment 7 - Award Questionnaire

## Attachment 8 - Pricing Schedule

## Attachment 9 - Non Disclosure Document