21/07/2017

Dear Bidders,

**Request for Quotation: PRJ 503 Healthy London Partnership Healthy High Streets**

I am writing to you on behalf of Healthy London Partnership and Haringey CCG (the CCG). We currently have a requirement for the Healthy High Streets Pilot, the details of which are set out in the Annex A to this RFQ letter.

We need our chosen supplier to commence the work during August 2017 and finish the work on 20th April 2018.

Please note the attached (Annex B) NHS Standard Contract 2014-15 / Terms and Conditions for the Supply of Services will apply to any contract awarded as a result of this quotation exercise.

If you are interested in quoting for this requirement, please reply with a ‘bid response document’ to the following email box [nelcsu.clinical-procurement@nhs.net](mailto:nelcsu.clinical-procurement@nhs.net) **by 12 noon on 2nd August 2017**with the following information:

* Full name and address of supplier, our reference number and your contact details;
* Details of services to be supplied including details in response to the requirements set out in the Annex A / the evaluation criteria to this letter and a referee (preferably public sector);
* Expected delivery / start / finish date, and a project time table;
* Total price excluding VAT (Annex C);
* Confirmation of acceptance of the terms and conditions of contract (Annex B);
* Annex D – Conflict of Interest Declaration.

The CCG is seeking quotations from a number of suppliers. The following criteria will apply to the selection of the successful supplier:

**Scoring matrix**

| Evaluation criteria | | Weight |
| --- | --- | --- |
| **Proposed approach** | | **100%** |
| 1.1 | Clarity of approach to delivering and project managing a fast-paced project like this one | 20% |
| 1.2 | Proven capacity and skills required to rapidly implement interventions in the timelines required | 20% |
| 1.3 | Proven experience, demonstrated knowledge and capability to design and deliver place based interventions | 20% |
| 1.4 | Proven experience in engaging with small to medium sized business’, entrepreneurs and communities | 20% |
| 1.5 | Approach to and experience in data collection and evaluating behavior change initiatives | 20% |

|  |  |  |
| --- | --- | --- |
| **Score** | **Acceptability** | **Description** |
| 0 | Unacceptable | The information is omitted  AND/OR  No relevant details are provided  AND/OR  The response is relevant to the question but has not been evidenced, leaving the Contracting Authority unable to verify any element of the response  AND/OR  The response provides no confidence that the approach described satisfies the requirements to which the question relates  AND/OR  The response is not relevant |
| 1 | Poor | The response does not address in sufficient detail the needs and requirements covered by the question  AND/OR  The Contracting Authority has a very low level of confidence that the Bidder understands the needs and requirements covered by the question  AND/OR  The response provides very little confidence that the approach described satisfies the requirements to which the question relates  AND/OR  The Contracting Authority is not confident that the Bidder will be able to satisfactorily meet the contract requirements by delivering this element of its proposal |
| 2 | Fair | The Contracting Authority has some reservations as to whether the Bidder understands the requirements covered by the question  AND/OR  The response provides only limited confidence that the approach described satisfies the requirements to which the question relates  AND/OR  The Contracting Authority has some reservations as to whether the Bidder  will be able to satisfactorily meet the contract requirements by delivering this element of its proposal |
| 3 | Satisfactory | The Contracting Authority is reasonably confident that the Bidder understands the contract requirements covered by the question  AND/OR  The response provides a satisfactory level of confidence that the approach described satisfies the requirements to which the question relates AND/OR  The Contracting Authority is reasonably confident that the Bidder will be able to satisfactorily complete the contract requirements covered by the question to a reasonable standard by delivering this element of its proposal |
| 4 | Good | The Contracting Authority is confident that the Bidder understands the contract requirements covered by the question  AND/OR  The response provides a high level of confidence that the approach described satisfies the requirements to which the question relates  AND/OR  The Contracting Authority is confident that the Bidder will be able to complete the contract requirements covered by the question to a high standard by delivering this element of its proposal, and may deliver additional benefits |
| 5 | Excellent | The Contracting Authority is completely confident that the Bidder understands the contract requirements covered by the question  AND/OR  The response provides an extremely high level of confidence that the approach described satisfies the requirements to which the question relates  AND/OR  The Contracting Authority is completely confident that the Bidder will be able to complete the contract requirements covered by the question to a very high standard by delivering this element of its proposal, and will (or is likely to) deliver additional benefits |

**The Quotation must be submitted in a PDF format, with pricing submitted in a separate file. Quotations received after the above date and time may not be considered.**

*It would be appreciated if you could advise,* within 3 days of receiving this RFQ*, if you intend to submit a bid or your reasons for not submitting a bid.*

If the panel feels at any point that there is not sufficient evidence to score a bidder on any evaluation point then they may, at their discretion, seek clarification from any and all bidders. Bidder clarifications will at all times take account of the commercial confidence of bidders.

If a bidder scores a ‘0’ on any sub-section then they may be eliminated at the discretion of the panel, dependent on how service critical the panel deems that sub-section to be. If a bidder scores ‘0’ on an entire section of the evaluation, the bidder will be automatically eliminated from any further evaluation.

The pass-mark for the qualitative evaluation (Questions 1.1 – 1.7) element is **60%**. If a bidder does not attain this score overall then their bid will be rejected. This process ensures that NEL Commissioning Support Unit and Healthy London Partnership and Haringey CCG attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held. Following the moderation meeting, Haringey CCG and NELCSU may, invite the bidders scoring over 50% to a post bid submission clarification meeting to establish confidence in the Evaluation Panel that you will be able to deliver what you have stated. The interview / presentation will be scored. The meeting (if required) *will be held at a time to be confirmed.*

*In the event of a tie (where two or more top scoring Bidders had the same total weighted score including both quality and price), the CCG will select from amongst those Bidders, the submission of the Bidder with the highest weighted score for 1.3 delivering placed based interventions.*

Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if Healthy London Partnership and Haringey CCG accepts that offer then a legally binding contract will exist between us.

Respondents accept that the Healthy London Partnership and Haringey CCG is subject to the Freedom of Information Act and government transparency obligations which may require Healthy London Partnership and Haringey CCG to disclose information received from you to third parties.

This RFQ letter and your response do not give rise to any contractual obligation or liability unless and until such time as Healthy London Partnership and Haringey CCG issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. Healthy London Partnership and Haringey CCG does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for a Quotation.

## Canvassing and contacts

Bidders shall not in connection with this Procurement:

* Offer any inducement, fee or reward to any officer or employee of NELCSU or Healthy London Partnership and Haringey CCG or any person acting as an advisor to NELCSU or Healthy London Partnership and Haringey CCG in connection with this Procurement
* Do anything which would constitute a breach of the Prevention of Corruption Acts 1889-1916
* Canvass any of the persons referred to above in connection with the Procurement

No attempt should be made to contact NELCSU or Healthy London Partnership and Haringey CCG staff, except the Project Team, or to contact NELCSU / Healthy London Partnership and Haringey CCG or NELCSU / Healthy London Partnership and Haringey CCG advisers or other NHS/DoH bodies as part of the procurement process. Any enquiries made to persons other than the NEL Commissioning Support Unit Project Team will be regarded as prima facie evidence of canvassing.

## Conflicts of interest

In order to ensure a fair and competitive procurement process, Healthy London Partnership and Haringey CCG requires that all actual or potential conflicts of interest that a potential bidder may have are identified and resolved to the satisfaction of the CCG.

Potential Applicants should notify the CCG of any actual or potential conflicts of interest in their response to the RFQ. If the potential bidder becomes aware of an actual or potential conflict of interest following submission of the application it should immediately notify the CCG by completing the Conflict of Interest form (see Annex D) for this procurement. Such notifications should provide details of the actual or potential conflict of interest.

If, following consultation with the potential bidder or bidders, such actual or potential conflict(s) are not resolved to the satisfaction of the CCG, Healthy London Partnership and Haringey CCG reserves the right to exclude at any time any potential Applicants(s) from the Procurement process should any actual or potential conflict(s) of interest be found by the CCG to confer an unfair competitive advantage on one or more potential bidder(s), or otherwise to undermine a fair procurement process.

Examples of potential conflicts of interest are (without limitation) as follows:

* A Bidding organisation, or any person employed or engaged by or otherwise connected with a Bidding organisation, is currently carrying out any work for the CCG, NHS England and/or the Department of Health (DH), or has done so within the last six (6) months;
* A Bidding organisation is providing services for more than one Potential Bidder, in respect of this Procurement.

The ‘Conflict of Interest Declaration’, provided in Annex D, must be completed by an authorised signatory, in his / her own name, on behalf of the Bidding organisation and attached in response to this section of this RFQ.

The CCG should be immediately notified, in the event that any actual or potential conflict of interest comes to a potential Bidder’s attention at any time following the submission of the potential Bidder’s ‘Conflicts of Interest Declaration’ and bid documents.

If you have any queries about this letter or the requirement, please contact the under signed at [nelcsu.clinical-procurement@nhs.net](mailto:nelcsu.clinical-procurement@nhs.net)

If you are unable to meet this requirement or are otherwise not intending to provide a quote, I would be grateful if you could let me know as soon as possible.

Yours sincerely,



Juan Carosio

Senior Head of Procurement

NEL Commissioning Support Unit

**Annex A**

**Specification / Project Brief**

**For**

**PRJ 503 Healthy High Streets**



**Annex B**

**NHS Terms and Conditions for Supply of Services**



**Annex C**

**Financial Submissions**

***Financial Envelope - The financial envelope available for this work is up to a maximum of £70.000. Bids above this figure will not be considered.***

Bidders must provide a detailed break down of the annual cost here (please note that there should be no heading entitled miscellaneous) and which should include the following:

* Staffing (all on costs must be included)
* Marketing
* Translation
* Management fee
* Overheads (phone, rent, etc.)
* Cost of providing any materials
* Others (if any)

|  |  |
| --- | --- |
| Breakdown of all Cost | Cost (£) |
| **Breakdown of all costs** |  |
| Management/co-ordination costs (specify staff role) |  |
| Service Delivery (specify with staff roles) |  |
| Operational Costs |  |
| Venue, Postage, Printing & Stationery, Telephone, Mobile Pones, Hire of equipment, etc. |  |
| If the work is to be broken down into specific sections, cost out each section separately. |  |
| **Total** |  |

All costs must be inclusive of travel and related expenses to the Base location. An estimate of the overall costs for expenses must be submitted to enable comparison of bids on an equal basis.

All prices exclude VAT.

***If submitting*** your proposal as a pdf document, please submit your prices in a separate file.

NEL Commissioning Support Unit Haringey CCG, is requesting that bidders submit a breakdown of total cost for all the work / services as detailed in the Service Specification.

**The lowest price (within affordability limits) will be awarded the maximum score for price with other bidders aggregated against that.**

## Expenses

## Any expenses claimed will be:

* Reasonably and necessarily incurred as a result of carrying out the contracted services, with due regard to economy.
* Be detailed separately on the invoice and accompanied by the relevant receipts
* Have been agreed in advance with the CCG.
* Travelling time to the CCG(s) premises is non-chargeable.

### Reimbursement of expenses will be at cost and should be in line with:

* Actual rail travel costs based on standard class travel

**ANNEX D**

**Declaration of conflict** **of interests**

**(Bidders/Contractors)**

**PRJ 503 Healthy High Streets**

**NHS Haringey Clinical Commissioning Group** **Bidders/potential contractors/service providers declaration form: financial and other interests**

This form is required to be completed in accordance with the CCG’s Constitution, and s140 of the NHS Act 2006 (as amended by the Health and Social Care Act 2012) and the NHS (Procurement, Patient Choice and Competition) (No2) Regulations 2013 and related guidance

**Notes:**

* All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organisation) are required to identify any potential conflicts of interest that could arise if the Relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with, the CCG, or with NHS England in circumstances where the CCG is jointly commissioning the service with, or acting under a delegation from, NHS England. If any assistance is required in order to complete this form, then the Relevant Organisation should contact [*specify*].
* The completed form should be sent to [*specify*].
* Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the Relevant Organisation and the CCG must notified to the CCG by completing a new declaration form and submitting it to [*specify*].
* Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that the CCG, NHS England and also a member of the public would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of the CCG or NHS England (including the award of a contract) might arise.
* If in doubt as to whether a conflict of interests could arise, a declaration of the interest should be made.

Interests that must be declared (whether such interests are those of the Relevant Person themselves or of a family member, close friend or other acquaintance of the Relevant Person), include the following:

* the Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation (Relevant Person) has provided or is providing services or other work for the CCG or NHS England;
* a Relevant Organisation or Relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
* the Relevant Organisation or any Relevant Person has any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions.

**Declarations:**

|  |  |
| --- | --- |
| Name of Relevant Organisation: |  |
| Interests | |
| **Type of Interest** | **Details** |
| Provision of services or other work for the CCG or NHS England |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |
| Any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions |  |

|  |  |  |
| --- | --- | --- |
| **Name of Relevant**  **Person** | [*complete for all Relevant Persons*] | |
| **Interests** | | |
| **Type of Interest** | **Details** | **Personal interest or that of a family member, close friend or other acquaintance?** |
| Provision of services or other work for the CCG or NHS England |  |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |  |
| Any other connection with the CCG or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the CCG’s or any of its members’ or employees’ judgements, decisions or actions |  |  |

**Form Completion**

|  |  |
| --- | --- |
| **I declare that to the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be included in the tender evaluation process, and that giving false information may result in my organisation being disqualified from the process, at this or whatever stage it becomes known to the Commissioners.** | |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Bidder:** |  |
| **Date:** |  |