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26 September 2018

Dear Bidders,

**Request for Quotation: PRJ-706 Children and Young People Accelerator Pilot Project Evaluation**

I am writing to you on behalf of NHS Islington CCG. We currently have a requirement for the Children and Young People Accelerator Pilot Project Evaluation, the details of which are set out in the Annex A to this RFQ letter.

We need our chosen supplier to commence the work in the week commencing 22 October 2018 and finish the work on or before 21 October 2019.

Please note the attached (Annex B) NHS Standard Contract 2017-18 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 completed 'bid response document' to the following email box [nelcsu.clinical-procurement@nhs.net](mailto:nelcsu.clinical-procurement@nhs.net) **by 2pm on the 5 October** 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.

### Procurement Timeline

Whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any stage.

#	Description of the Event	Start Date	Deadline
1.	Request For Quotation Issued	25/09/2018	25/09/2018
2.	Deadline for Clarification Questions	24/09/2018	28/09/2018
3.	Deadline for submission of quotations	10/10/2018	10/10/2018
4.	Evaluation of Quotations	11/10/2018	17/10/2018
5.	Approval of Contract Award Recommendation	19/10/2018	19/10/2018
6.	Notification of outcome of quotation exercise to successful and unsuccessful bidders	19/10/2018	19/10/2018
7.	Mobilisation	22/10/2018	22/10/2018
8.	Contract Commencement and Duration Date	22/10/2018	21/10/2019

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

#	Evaluation Criteria		Weight
<b>1</b>	<b>Proposed Approach</b>		<b>80%</b>
	1.1	Please can you explain your methodology?	10%
	1.2	Please can you supply a project delivery plan?	5%
	1.3	Can you please demonstrate your experience and capability in the field (provide details of previous experience of carrying out similar projects)?	40%
	1.4	Can you please provide evidence of Quality Assurance for your organisation in the delivery of interventions offered?	10%
	1.5	Can you please demonstrate your ability to work to deadlines?	5%
	1.7	Can you please demonstrate your organisational capacity to undertake the work given other commitments?	10%
<b>2</b>	<b>Price</b> <b>(Any quotations exceeding the financial envelope will be disqualified)</b>		<b>20%</b>
	<b>Proposed Approach + Price</b>		<b>100%</b>

Score		Definition
0	Non-compliant	No response or partial response and poor evidence provided in support of it. Does not give the commissioner confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Minor reservations	Response is supported by a satisfactory standard of evidence in

Score		Definition
		most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Compliant	Response is comprehensive and supported by good standard of evidence. Gives the commissioner confidence in the ability of the Bidder to deliver the contract. Meets the Commissioner's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the Commissioner a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the commissioner's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the Commissioner a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the Commissioner's requirements in most respects.

**The Quotation must be submitted in a PDF format, with pricing submitted in a separate file (or submit one priced and one unpriced bid). 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 **50%**. If a bidder does not attain this score overall then their bid will be rejected. This process ensures that NEL Commissioning Support Unit and Islington CCG attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held. Following the moderation meeting, Islington CCG and NEL Commissioning Support Unit may invite the bidders scoring over 50% to a post bid submission clarification meeting / interview to establish confidence in the Evaluation Panel that you will be able to deliver what you have stated.

*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 the proposed approach section.*

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

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

Rights to cancel or vary this Procurement Process - By issuing this RFQ, entering into clarification communications with Bidders or by having any other form of communication with Bidders, the CCG is not bound in any way to enter into any Contractual or other arrangement with you or any other Bidder. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFQ but the Authority reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all Bidder in writing. The Authority will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

This RFQ letter and your response do not give rise to any contractual obligation or liability unless and until such time as Islington CCG issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. Islington 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 NEL Commissioning Support Unit or Islington CCG or any person acting as an advisor to NEL Commissioning Support Unit or Islington 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 NEL Commissioning Support Unit or Islington CCG staff, except the Project Team, or to contact NEL Commissioning Support Unit / Islington CCG or NEL Commissioning Support Unit / Islington 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, Islington 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, Islington 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,



Dorothy Williams  
**Procurement Officer**  
**NEL**

## Annex A

### Specification

#### PRJ 706 North Central London Transforming Care Partnership Children and Young People Accelerator Pilot Project Evaluation

##### Introduction

The aim of Transforming Care is to improve the lives of children, young people and adults with learning disabilities and/or autism who display behaviours that challenge, including those with a mental health condition.

The programme has three key aims:

1. To improve the quality of care for people with a learning disability and/or autism and mental health condition
2. To improve the quality of life for people with a learning disability and/or autism and mental health condition
3. To enhance community capacity, thereby reducing inappropriate hospital admissions and length of stay

More information on Transforming Care can be found on the NHS England website [here](#).

North Central London (NCL) Transforming Care Partnership (TCP) has been successful in bidding for funding to support a pilot project around children and young people's (CYP) Transforming Care. The aim of the pilot is to support families at an earlier stage, before they get to crisis level, to prevent escalation to crisis and reduce the need for Tier 4 and 52 week residential placements.

Islington and Enfield, as part of their work on Transforming Care, have set up Positive Behaviour Support (PBS) Services; they work with the same cohort to implement PBS with those families.

##### Requirements of Evaluation

- Transforming Care Prevention and Support (TCaPS) Service (Accelerator Pilot Project)
- Islington PBS service
- Enfield PBS Service

##### Transforming Care Prevention and Support Service (TCaPS)

The pilot project will consist of 5 Key Workers recruited across NCL to support families in a range of ways, from a 'menu' of services – the exact intervention will be personalised to meet the needs of the

individual and their family. The families will be identified through the use of the Admission Avoidance Register, where CYP's needs are RAG rated – a 'red' rating means that the family are very close to or at crisis point, and a Care Education and Treatment Review (CETR) will take place. The aim of the service is to work with the family at an 'amber' stage, to prevent escalation to 'red', where the risk of admission to hospital or 52 week residential increases.

The project will also recruit 2 Parent Workers, who will support families across the Transforming Care 'spectrum'; this will include developing peer support, emotional support networks for families, and acting as 'experts by experience' for other families.

Personal Budgets will be available for families supported by the Key Workers to enable them to be supported in the way that works best for them and helps them to meet their outcomes. Training in PBS will be provided to wider networks of professionals across NCL.

### Outcomes

There are a number of outcome measures where we need to assess impact of the project. These are:

#### Individual / Family

1. Families reporting improved outcomes (e.g. the Family Star Plus model)
2. Parents feeling more capable of responding to behavioural challenges, including mental health symptoms (e.g. The Sheffield learning Disability Outcome Measure).
3. Depending on presentation (tailored outcomes), wider indicators including:
  - Attendance at school
  - Attainment at school
  - Attendance at appointments
  - Number of missing episodes (if CLA)
  - Engagement in CAMHS/wider mental health services
4. Qualitative rating of target problem(s) outcome(s)
5. Friends and Family Test

#### Service

6. Increased early identification of CYP and increased number of green and amber, reduction of red on the Admission Avoidance Register RAG rating
7. Reduction in tier 4 placements and subsequent readmissions for CYP stepped down from tier 4
8. Reported increased skill base across professionals in TCP
9. Reduction in residential education placements
10. Impact of Integrated Personal Budgets
11. Value for Money of the service

There may be other outcomes we wish to measure which are identified during the setting up of the project.

## Islington PBS Service

The PBS Service will have two PBS workers who will engage with at least 6 CYP and their families. Each CYP and their family will have a detailed Positive Behaviour Intervention Plan following a clinical psychologist assessment, with clear goals including respite services and transport provision. The Plan will be reviewed every 2 months by the Clinical Psychologist, and there will be monthly reviews of each case. There will be an end of intervention review and ongoing actions for each family.

### Outcomes

#### Individual

1. For the risks and impacts of the behaviour to reduce (measured through behavioural risk measures)
2. For the family and other members of the care network to feel more confident of their capability to respond safely to the YP when their behaviour becomes challenging
3. For the meaningful activity and community access of the young person to have improved
4. For the well-being of the YP within a family context to have improved, including the well-being of primary carers and others

#### Service

5. For there to be a reduction in hospital admissions and residential school/placement
6. Value for money of PBS service

## Enfield PBS Service

The PBS Service is part of the STAY Project; Within Enfield, PBS is being adopted by the Joint Service for Disabled Children (JSDC) local special schools and by health colleagues as a strategic approach to supporting children and young people who have behaviours which challenge the system, learning disabilities and/or autism. Whilst the service is embryonic and further training for a wider pool of staff is being commissioned and delivered, a range of professionals from all services have received PBS training, including training as PBS coaches.

Specific CYP and their families will be identified by the professional network (i.e. already known to services) for more intensive work. The Network will engage them in a PBS programme which will have clear goals and outcomes. Enhanced packages of support comprising short breaks and OT and SALT will all be considered and provided as appropriate to ensure the YP and their family can achieve their outcomes.

Plans will be reviewed, monitored, updated and overseen – with Clinical Psychologist input and guidance as required

### Outcomes

#### Individual

1. For the risks and impacts of the behaviour to reduce (measured through behavioural risk measures)
2. For the family and other members of the care network to feel more confident of their capability to respond safely to the YP when their behaviour becomes challenging
3. For the meaningful activity and community access of the young person to have improved
4. For the well-being of the YP within a family context to have improved, including the well-being of primary carers and others
5. For the need for STAY input to reduce over time to a point where YP may be stepped back to the care of the regular network

#### Service

6. For there to be a reduction in hospital admissions and residential school/placements
7. Value for money of PBS service

#### Evaluation Specification

We are looking for bids from teams to evaluate the above project.

We will need a baseline, and evaluation at 6 and 12 months (final) into the project.

The above outcomes will need to be included, but we would like to work with the evaluators to understand the best way to measure success and impact of the service.

## Annex B

### Terms and Conditions of Contract



NHS Terms and  
Conditions for Serv

## Annex C

### Financial Submissions

**Financial Envelope - The financial envelope available for this work is within the range of £25,000 – 30,000 which is inclusive of VAT. Any quotation exceeding the financial envelope will not be considered.**

- 1.1 Providers are required to submit a comprehensive pricing schedule covering all costs involved with satisfying the Customer need, covering (but not restricted to) the following points:
- A full breakdown of staff costs which includes a fixed daily charge (exclusive of VAT) for each individual who is engaged in delivery of this contract. Providers are required to state how many days will be required for each individual as a separate line.
  - Clearly outline the use of non-staff including consultants, contractors, sub-contractors, temps involved in the above breakdown
  - Detail any other necessary costs which will be required (e.g. marketing, translation, management fee, overheads, cost of providing any materials etc.)
  - The price submitted must be the total cost of the delivery of the service
  - All charges must be provided in GBP and must be exclusive of VAT.
- 1.2 The charges must be inclusive of any and all additional charges which may apply. Contracting Authority will not accept any additional costs which are not declared.
- 1.3 The commercial scoring will be based on the total contract value
- 1.4 Providers are required to complete and submit the pricing schedule as part of their submission

Breakdown of all Cost	Cost (£)
<b><u>Breakdown of all costs</u></b>	
Management/co-ordination costs (specify staff role)	
Staff costs	

Anything further to enable delivery	
<b>Total</b>	

**The lowest price (within affordability limits) will be awarded the maximum score for price with other bidders awarded score in proportion to the lowest priced using the following formula:**

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Other/Higher Tender Price}} \times 20 \text{ (maximum score/mark available)}$$

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.

Islington 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. Quotations exceeding the financial will be awarded 0 score and disqualified from the process.**

## ANNEX D

### Declaration of conflict of interests (Bidders/Contractors)

**Project Name: PRJ 706 Children and Young People Accelerator Pilot Project Evaluation**

#### **NHS Islington CCG 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.
- 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 be notified by completing a new declaration form and submitting it to the CCG.
- 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:**

<b>Name of Relevant Organisation:</b>	
<b>Interests</b>	
<b>Type of Interest</b>	<b>Details</b>
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	
<b>Name of Relevant Person</b>	<i>[complete for all Relevant Persons]</i>
<b>Interests</b>	

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.**

<b>Signed:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Bidder:</b>	

Date:	
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