

St Helens CCG

Request for Information document for the Provision of Mental Health Service Provision including IAPT Project M-19-04



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Part A – The Commissioner

1. Introduction

1.1 The Commissioning Organisation(s) for this service is/are St Helens Clinical Commissioning Group and shall be referred to henceforth as “The CCG”

1.2 The work of ‘The Shadow People’s Board’ between September and the end of the calendar year 2016 has reflected the new way that organisations within St. Helens are coming together to manage the issues of outcomes for people and the challenge of cost and demand. A Local Care System, ‘St. Helens Cares’, was developed in order to try and ensure local sustainability of the health and social care system.

The Local Care System, ‘St. Helens Cares’, provides the long term operating model for health and social care in St. Helens and the individual priority areas is being tested as to how the system can operate in a more integrated and effective way to ‘improve people’s lives in St. Helens’.

The CCG is celebrating its first year in operation as an Integrated System with celebrations planned to reflect on the success so far.

1.3 Nationally, one in four adults experience at least one mental health disorder at some time in their lives, and the wider economic impact of mental health is estimated at £105 billion per year.

Locally, the true size of the mental health problems in the Borough can be difficult to quantify. Based on data from 2013/14, diagnosed levels of depression are high in St. Helens at 8.2%. This is the second highest rate in Merseyside. Prescribing rates for antidepressants for 2012/13 were also significantly higher locally than for England and the second highest in Merseyside. These suggest that mental health needs in St. Helens are particularly high and there needs to be continued emphasis on mental health services locally.

1.4 St. Helens People’s Board has been created to have a Borough based partnership to collectively achieve the vision of improving people’s lives in St. Helens. The key functions of the Board will be agreed through a new Terms of Reference and as a minimum will include the statutory duties of both the Health and Wellbeing Board and the Community Safety Partnership. The Board will be administered by St. Helens Council and sits within the proposed Council framework. However, all partners have responsibility to feedback to their relevant organisational governance structure.

1.5 The current General Practice (GP) registered population of NHS St Helens CCG (Clinical Commissioning Group) is 195,523 (HSCIC, April 2016). St Helens have 34 Registered GP Practices.

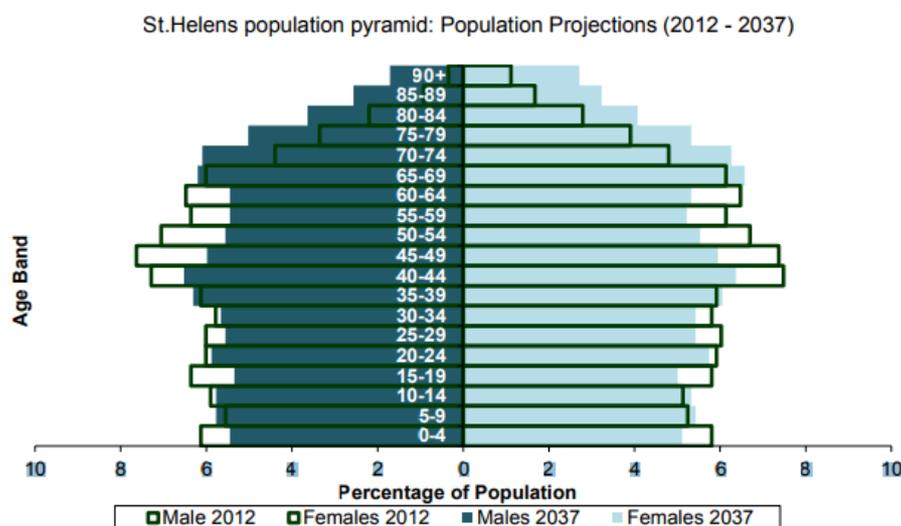
2. Background to Required Services

2.1 There is a long term objective to resite this service with the GP Clinical Network hubs which means the service would be integrated with existing Primary Care Services. The resources will be dependent on the percentage of the GP register population.

2.2 The term of the contract will be for 3 years from 2 January 2020 with the option to extend for a further one year at a time at the commencement of year four and year five separately. The current budget for the service is £1.4m per annum.

3. Background to CCG

- 3.1 NHS St Helens CCG is committed to working with colleagues from the local authority, local hospital trusts and provider organisations to make a difference to improve the health of local people
- 3.2 The borough of St Helens has a varied demography, ranging from some areas that are comparable to the most affluent in the country to those comparable to the most deprived. One in four, 28 of 119 areas, Lower Super Output Areas (LSOAs) within St Helens fall within the 10% most deprived nationally, with 9 areas falling within the 5% most deprived. Parr, Town Centre, Thatto Heath, Sutton, Bold, and Earlestown have the highest levels of deprivation within the Borough.
- 3.3 In terms of Health Deprivation and disability, St Helens ranks as the 12th most deprived authority out of 326, 39% of the LSOAs are in the 10% most deprived nationally in respect of Health Deprivation and disability .
- 3.4 Rates of mortality vary between areas which can lead to wide variations in life expectancy over a relatively small geographical area. For example, the Town Centre ward has the lowest average life expectancy at birth in St. Helens for both men and women, while Eccleston has the highest for women and the third highest for men. This is across a direct distance of just over 2 miles
- 3.5 The ONS population projections indicate that there will be a 5% increase in the total population by 2025 (from the 2012 data). It is predicted that there will be a slight increase in children aged 0-15 years (7%) and the number of 65-84 year olds may increase by 25%. However, the largest change is predicted to be in the elderly (85 years and older) with a 69% increase. The number of elderly males (85+) is projected to rise by 109%, whereas females are due to increase by 50%. This trend is expected to continue to 2037, as shown below. This suggests that life expectancy will continue to improve, particularly for the male population.



Source: Subnational Population Projections, ONS, 2014

- 3.6 Further information regarding St Helens can be found from the following hyperlinks:
Public Health Annual Report:

Joint Strategic Needs Assessment:

<https://www.sthelens.gov.uk/public-health-and-wellbeing/health-of-people-in-st-helens/>

4. About the Commissioning Support Unit

- 4.1 NHS Midlands & Lancashire CSU are supporting the CCG with this procurement exercise. All communications relating to this ITT must be communicated via the CSU's procurement team, email mlcsu.tendersnorth@nhs.net
- 4.2 We are an organisation with a unique geographical reach and experience in serving diverse urban and rural populations and facing a range of commissioning challenges.
- 4.3 As one of England's biggest commissioning support units, we are the product of Staffordshire and Lancashire, and Central Midlands CSUs. We have retained all our customers and grown our business consistently since inception in April 2013. We provide end-to-end commissioning support services to 50 CCGs, covering a 12.3 million population with a total commissioning budget of £13.5 billion and 1400 WTEs. Other clients include:
- 4 NHS England regions
 - NHS England national team
 - 83 other NHS customers
 - 14 other public-sector customers
- 4.4 Our vision is to play a pivotal role in improving health and wellbeing for populations we serve.
- 4.5 We achieve this by delivering commissioning support services that are highly responsive to needs and designed to help organisations navigate an increasingly challenging healthcare arena.
- 4.6 Our values underpin everything we do:
- Honesty, integrity and transparency
 - Everyone counts
 - Commitment to quality
 - Adding value
 - Working together


Midlands and Lancashire
Commissioning Support Unit
Procurement



Part B – The Procurement Process

5. Overview

- 5.1 The Mental Health Service soft market testing approach has been developed by the CCG. The Services to be procured as part of the subsequent Procurement are detailed in the draft Service Specification (as attached).
- 5.2 The subsequent procurement process will be modelled on an Open Procedure for health care services. Health Care Services are subject to the Light Touch Regime pursuant to the Public Contracts Regulations 2015 Schedule 3 and therefore the CCG withholds the right to vary the process as it sees necessary whilst adhering to those sections of the Public Contracts Regulations 2015 which are mandatory for Light Touch Regime. The CCG will ensure that Bidders are made aware, in reasonable time, of any changes it makes to the process. All changes will be communicated through the procurement portal messaging system.
- 5.3 The purpose of this document and the soft market testing exercise is to understand the market appetite for the opportunity, to evaluate the likelihood the service can delivered in alignment with the CCGs aspirations and to ascertain the affordability envelope required. tender will be run in line with the EU treaty principles of equality, non-discrimination, proportionality and transparency.
- 5.4 This Request for Information has been made available to all Bidders who have expressed an interest in line with the requirements in the Contracts Finder advertisement.

6. Instructions on responding to the Request for Information

- 6.1 Bidders are able to advised to carefully read this document, and to compile the required responses to the Questionnaire and to submit their Bid through via email to mlcsu.tendersnorth@nhs.net
- 6.2 Bidders are invited to engage with the CCG and MLCSU to provide feedback on the CCGs proposed approach to procure this service.
- 6.3 Bidders will be offered a one hour soft market testing meeting with the project team members; the purpose of this meeting will be to provide verbal feedback on the questions detailed in Annex 3 and to allow Bidders the opportunity to ask questions about the commissioners aspirations for the service. Each session will remain closed to separate Bidders. All information identified with Bidders as being confidentiality will not be shared with other Bidders, however generic clarifications will be shared with all Bidders. Bidders are free to submit clarification questions by email to mlcsu.tendersnorth@nhs.net in alignment with the project timetable.
- 6.4 The available timeslots are as detailed below and will be offered on a first come first served basis. Bidders are invited to bring up to 3 representatives who should be names when requesting the meeting slots.

Date	Time slots available
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12 th June 2019	9.30am to 10.30am
12 th June 2019	11.00am to 12 noon
12 th June 2019	12.30pm to 1.30pm
12 th June 2019	2.00pm to 3.00pm
12 th June 2019	3.30pm to 4.30pm

- 6.5 Bidders should email mlcsu.tendersnorth@nhs.net detailing their first and second choice time(s) for the meeting.
- 6.6 All meetings will take place at St Helens Town Hall, Victoria Square, St Helens, WA10 1DY. Please note there is no parking on campus, local car parks are available at Hardshaw Shopping Centre (WA10 1EB) and Birchley Street (WA10 1HT).
- 6.7 Provision will be made for a projector and screen to be available for any Bidder during the meeting.
- 6.8 On arrival at St Helens Town Hall Reception Bidders should ask for Pauline McGrath.
- 6.9 Irrespective of whether Bidders are able to attend the soft market testing meeting they are requested to submit a formal response to the questions raised in Annex 3 in alignment with the project timescales.

7. Timetable

- 7.1 The following timetable sets out the indicative timetable for this procurement. Please note that the CCG may vary the Procurement process to support continued competition, avoid unnecessary costs associated with the Bid and adhere to Technical, legal or commercial guidance issued after the publication of the ITT.

Table 1: Procurement Timetable

Milestone	Date
Date of posting the Contracts Finder Advert	03/06/2019
Bidder soft market testing meetings	12/06/2019
Latest date / time clarifications questions should be submitted	14/06/2019 2.00pm
Latest date / time to submit response to soft market testing questions	16/06/2019 2.00pm
Issue of OJEU Notice for formal procurement	24/06/2019
Contract award date	23/09/2019
Contract mobilisation	23/09/2019 to 01/01/2020
Service Commencement	02/01/2020

8. Canvassing

- 8.1 Bidders and Relevant Organisations shall not regarding this soft market testing process:
- Offer any inducement, fee or reward to any officer or employee of the CCG or any person acting as an advisor to the CCG regarding the procurement exercise; or
 - Do anything which would constitute a breach of the Bribery Act 2010; or
 - Canvass any of the persons referred to above regarding the procurement; or
 - Except as expressly authorised by the CCG and subject to the provisions of the following section, contact any officer or employee or agent of the CCG about any aspect of the procurement exercise including (without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such employee or officer for the procurement exercise or for soliciting information relating to the procurement exercise.
- 8.2 No attempt should be made to contact the CCG's project team office by telephone, nor to contact the CCG or the CCG's advisers or other NHS/Department of Health and Social Care bodies as part of the procurement process. Any enquiries made to persons other than the CCG's project team will be regarded as prima facie evidence of canvassing.

9. Costs and Expenses

- 9.1 All Bidders, Relevant Organisations, funders and any of their respective advisers are responsible for all costs incurred by them relating to all stages of this Procurement.

9.2 Under no circumstances will the CCG or any of their respective advisers be liable for any costs or expenses incurred by a Bidder, its Relevant Organisations, funders and \ or their respective advisers arising directly or indirectly from the Procurement process or termination thereof, including, without limitation any changes or adjustments made to the Procurement process or documentation or disqualification of a Bidder.

10. Annexes

10.1 There are a range of relied upon Annexes as part of this document. Some are for information to help coordinate your bid and others require completing. The annexes are as follows:

Table 2: Annexes

Annex Number	Document
1	Request for Information document
2	Service Specification (draft)
3	Soft market testing questions

11. Copyright

11.1 The copyright in the Request for Information is vested in CCG. The ITT may not be reproduced, copied or stored in any medium without the prior written consent of the CCG other than strictly for preparing a Bid.

12. Disclaimer

13.1 The information contained in the Request for Information is presented in good faith and does not purport to be comprehensive or to have been independently verified.

13.2 Neither the CCG, nor any of their advisers accept any responsibility or liability in relation to its accuracy or completeness or any other information which has been, or which is subsequently, made available to any Bidder, Relevant Organisation, funders or any of their respective advisers, orally or in writing or in whatever media.

13.3 Bidders, their Relevant Organisations, funders and their respective advisers must therefore take their own steps to verify the accuracy of any information which they consider relevant and are not entitled to rely on any statement or representation made by the CCG or any of their advisers.

Appendix A – Glossary of Terms

Term	Definition
Authorised Representative	A Bidder's authorised representative named on the ITT
Bid	A Bidder submission in response to the ITT which is a Compliant Bid
Bidder	A single operating organisation/person that has expressed an interest in delivering the service, responded to the Contracts Finder ad/OJEU notice and invited to participate in the ITT stage and which is Bidding for the Procurement
Bidder Member	A shareholder or member or proposed shareholder or member in, or controlling entity of, the Bidder and / or that shareholder's or member's or proposed shareholder's or member's ultimate holding company or controlling entity.
Commencement Date	The date on which the Agreement will come into force
CCG	Clinical Commissioning Group or predecessor body
Clinical Services Providers	All providers providing clinical Services which are the subject of the Agreement
CCG	The Clinical Commissioning Group commissioning the Procurement (St Helens CCG)
Contractor	The successful Bidder who enters into a Contract with the CCG to provide the Mental Health Service to St Helens CCG
Compliant Bid	A Bid which meets the criteria of all pass / fail questions
CPD	Continuing Professional Development
CQC	Care Quality Commission
CSU	NHS Midlands and Lancashire Commissioning Support Unit
DH	Department of Health
EOI	Expression of Interest
EIR	Means Environmental Information Regulations 2004 and any subordinate legislation made under that Act from time to time, together with any guidance and / or codes of practice issued by the Information Commissioner, the Department of Constitutional Affairs, the Efficiency and Reform Group and the NHS in relation to such legislation or relevant codes of practice to which the DH and the CCG is subject
Evaluator/s	A person or persons who reviews and evaluates the Bidders responses to the ITT.

FMT	Financial Model Template or Schedule of Rates
FOIA / Freedom of Information Act	The Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time, together with any guidance and / or codes of practice issued by the Information Commissioner, the Department of Constitutional Affairs, the Office of Government Commerce and the NHS in relation to such legislation or relevant codes of practice to which the DH and/or the CCG is subject.
HR	Human Resources
IM and T	Information Management and Technology
ITT	Invitation to Tender sent to Bidders who expressed an interest in delivering the service
ITT Bid Evaluation	The evaluation of the ITT that is carried out by the Evaluator/s
Jaggaer / Bravo e-procurement portal	The e-procurement portal which is being used to conduct this procurement on behalf of the CCG by MLCSU
Light Touch Regime	The procurement rules applicable to the procurement of health, social and other services listed at Schedule 3 of the Public Contracts Regulations 2015.
NHS	National Health Service
NHSBSA	National Health Service Business Service Authority
Procurement	The activity of purchasing the Services.
RFI	Request for Information document, used during soft market testing (pre procurement)
Relevant Organisation	An organisation(s) or person connected with a Bid submission including (without limitation): The Potential Bidder; the Bidder; each Clinical Services Provider, each Bidder Guarantor, and each Bidder Member.
Service/s	The Services being procured by the CCG to be delivered through the Contract and which are detailed in the ITT Technical Questionnaire.
Sub-contractor/s	A person or body who is contracted by the Bidder to carry out all or part of the Service/s. It should be noted that the Bidder is liable for any sub-contractor it uses in respect of delivering the Service/s.
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI/2006/246)
VAT	Value Added Tax
WTE	Whole Time Equivalent

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