



Department
of Health &
Social Care

Market Consultation

For Qualification Development Project

**Project: DHSC:ASC:Workforce Reform –
Qualifications Design Project. ITT: C103021**

Version Number: 1
Date: 13/06/22

NAME OF SUPPLIER:

INTRODUCTION

This information note and accompanying attachments are being made publicly available to any organisations which are interested in the DHSC:ASC:Workforce Reform – Qualifications Design Project.

This exercise is intended to provide potential bidders with the opportunity to view and comment on a Descriptive Document for the DHSC:ASC:Workforce Reform – Qualifications Design Project requirement, if they wish to do so. This builds on a commitment to engage with the market, by sharing information and seeking input from the market to enable us to develop the final Invitation to Tender (ITT) in a fair and transparent manner. This exercise is to ensure that the final Invitation to Tender provides all tenderers with a clear understanding of the Department's requirement and help reduce the number of questions that may be raised in the Tender Period.

This Supplier Questionnaire is being issued in conjunction with the Service Descriptive Document.

NEXT STEPS

The Department of Health and Social Care (The Department) will make the final decision on the content of the Invitation to Tender documentation having considered feedback.

The ITT will be released to the market as soon as practical after receipt of potential bidder(s) comments though the procurement timetable has not been finalised at this stage.

The ITT will include the final specification, pricing schedule, evaluation criteria and terms and conditions.

The ITT process will include the publication of:

- a Contract notice
- the ITT documents will be published on the Department's e-tendering system Atamis.
- Contracts Finder notice

Regards,

Lara Dolamore

Department of Health and Social Care

GUIDANCE FOR COMPLETION

- (i) This questionnaire forms part of the market engagement activity to support the procurement of the DHSC:ASC:Workforce Reform – Qualifications Design Project.

- (ii) The purpose of this questionnaire is to explore the market reaction to the proposed project. We hope to identify critical success factors and potential barriers in order to inform the formal procurement process. To maximise the success of this subsequent procurement process we request that suppliers are open and honest in their responses and provide as much detail as possible.
- (iii) Prior to completing this questionnaire, suppliers are requested to read the accompanying Market Consultation Document which sets out the background and the proposed service requirements
- (iv) Participation in this Market Consultation is voluntary. It is not required to provide an answer to every question if particular questions are not relevant.
- (v) The Department wishes to encourage participation at this stage in order to ensure a wide number of responses. The market engagement processes described above do not form part of the formal procurement process. When the formal procurement process commences any supplier may join the competition and all supplier bids will be evaluated on the same basis.
- (vi) The completed questionnaire should be returned via the Atamis portal no later than **15:00 27th January 2023**.
- (vii) The Freedom of Information Act 2000 (FOIA) applies to the Department. You should be aware of the Department 's obligations and responsibilities under the FOIA to disclose, on written request, recorded information held. Information provided by you in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may therefore have to be disclosed in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA applies. The Department may also include certain information in the publication scheme which it maintains under the FOIA.
- (viii) In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA or the Environmental Information Regulations 2004, the Department may consider it appropriate to ask you for your views as to the release of any information before a decision on how to respond to a request is made. In dealing with requests for information under the FOIA, the Department must comply with a strict timetable and the Department would, therefore, expect a timely response to any consultation within two working days.
- (ix) You may provide information which is confidential in nature and which you may wish to be held in confidence. You must give a clear indication which type of material is to be considered confidential and why it is considered to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate. In addition, marking any material as confidential or equivalent should not be taken to mean that the Department accepts any duty of confidentiality by virtue of such marking. Please note that even where you have indicated that information is confidential the Department may be required to disclose it under the FOIA if a request is received.
- (x) The Department cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

- (xi) In certain circumstances where information has not been provided in confidence, the Department may still wish to consult with you about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party.
- (xii) The decision as to which information will be disclosed is reserved to the Department notwithstanding any consultation with you.
- (xiii) Whilst the Department expects to proceed to procurement in due course, there is no obligation to do so as a consequence of this early market engagement activity.
- (xiv) The publication of any documents at this stage is intended to provide potential bidders with the opportunity to view and comment on a draft specification for the requirement. The Department does not intend to be bound by any information at this stage. The Department makes no commitment to accept recommendations or suggestions. Once published, the Invitation to Tender will contain the final requirements in relation to this service. All previous versions, including any documents published at this stage should be disregarded.
- (xv) Please note that your responses to each question below should **not exceed 500 words** and should be in 12pt Arial Font.

SECTION A

1. What features of the project are of particular interest to you as a Supplier and why?

2. Are there any features of the specification of the project that are of concern to you and why? How might these be addressed? Do you believe that the project identified is achievable?

3. Is your organisation considering participating in the delivery of developing the qualification specifications for the Care Certificate and Digital Leadership skills. If not, is there any reason why? Could the Department take any steps to encourage greater participation?

SECTION B: SUPPORTING DOCUMENTATION

1. Does the Service Description provide you with a clear understanding of the Service being procured? Is it structured in a clear and straightforward way? Would you require any additional information?

2. The Service Description states the service requirement must be developed within 5 months. Please provide any observations and any potential risks on these timescales.

3. The Service Description requires the supplier to engage with the Adult Social Care sector and Awarding Organisations in the development of the requirements. Do you think the requirement is sufficiently clear/ feasible? Is there any more information that you'd need to submit a bid response?

4. The Service Description requires the Supplier to ensure the outputs contain detail on learning outcomes and demonstrates how training quality will be established when the qualification specifications are provided to Awarding Organisations to develop qualifications. Do you think this output is sufficiently clear/ feasible? Is there any more information that you'd need to submit a bid response?

5. Do you have any observations on the budget for this project?

SECTION C: CRITICAL SUCCESS FACTORS

1. What are the key critical success factors for the project?

2. What are the major barriers to success? How might these be overcome?

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

Name of authorised representative in block letters:

Position:

For and on behalf of:

Date:

(This should be completed by the Supplier or a partner or an authorised representative in his / her own name and on behalf of the company / organisation completing this questionnaire)