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31st August 2018

Dear Bidders,

Request for Quotation: PRJ678 GP Primary Data

I am writing to you on behalf of NEL Commissioning Support Unit (NEL). We currently have a requirement for 5 Clinical Commissioning Groups (CCGs) in South West London; the details of which are set out in the Annex A to this RFQ letter.

Competitive quotations are required based on the contract duration of a 1 year. Details are set out in the specification. We need our chosen supplier to commence the work between dates 28th September – 1st October 2018.

Please note the attached (Annex B) NHS Terms and Conditions for Provision 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 by **12:00 noon 11th**

September 2018 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
- Confirmation of acceptance of the terms and conditions of contract (Annex B);
- Total price including VAT (Annex C);
- 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	31-Aug-18	31-Aug-18
2	Deadline for Clarification Questions	31-Aug-18	06-Sep-18
3	Deadline for submission of quotations (12noon)	11-Sep-18	11-Sep-18
4	Evaluation of Quotations	12-Sep-18	14-Sep-18
6	Moderation Meeting	18-Sep-18	18-Sep-18
7	Approval of Contract Award Recommendation	20-Sep-18	21-Sep-18
8	Outcome Notification of quotation exercise to successful and unsuccessful bidders	21-Sep-18	25-Sep-18
9	Mobilisation	25-Sep-18	28-Sep-18
10	Contract Commencement Date	28-Sep-18 - 01-Oct-18	1 year

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

#	Evaluation Criteria	Weight
1	Proposed Approach	70%
1.1	<p>What information governance and data processing agreements/data sharing agreements have you to cover extraction for Apollo, EMIS data from GP practices across the following CCGs?</p> <p><i>Merton CCG</i> <i>Wandsworth CCG</i> <i>Sutton CCG</i> <i>Croydon CCG</i> <i>Kingston CCG</i></p> <p>Word Count: Max 300 words</p>	10%
1.2	<p>Please detail the use of the data processor agreements and data sharing agreements in place for Primary care for the above CCGs. Have these already been accepted by NHSD that covering ability to process patient level data and to flow to also to Sollis as a data process according to its BI risk stratification platform called 'clarify patients' as well as NEL?</p> <p>Word Count: Max 300 words</p>	10%
1.3	<p>What ability have you to process primary care data as per columns below:</p> <p> PrimaryCareFileSpec .xlsx</p> <p>Word Count: Max 300 words</p>	10%
1.4	<p>What ability have you to ensure data processing is completed within a week of acceptance and award of contract mentioning NEL and Sollis and accepted by NHD within 1 week of award?</p> <p>Word Count: Max 300 words</p>	10%

#	Evaluation Criteria	Weight										
1.5	<p>What capability have you to ensure that you can report and collect data according to data included in specification below within 1 week of award?</p>  <p>PrimaryCareFileSpec .xlsx</p> <p>Word Count: Max 300 words</p>	10%										
1.6	<p>What capability have you to report on monthly feeds for primary care according to indicative figures?</p> <table border="0"> <tr> <td>Croydon CCG</td> <td>400,598</td> </tr> <tr> <td>Richmond CCG</td> <td>217,675</td> </tr> <tr> <td>Merton CCG</td> <td>220,597</td> </tr> <tr> <td>Sutton CCG</td> <td>187,686</td> </tr> <tr> <td>Wandsworth CCG</td> <td>387,862</td> </tr> </table> <p>Word Count: Max 300 words</p>	Croydon CCG	400,598	Richmond CCG	217,675	Merton CCG	220,597	Sutton CCG	187,686	Wandsworth CCG	387,862	10%
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Sutton CCG	187,686											
Wandsworth CCG	387,862											
1.7	<p>What relationships have you previously, for customer service for the CCGs listed: Merton, Wandsworth, Sutton, Croydon and Kingston Please give examples?</p> <p>Word Count: Max 300 words</p>	10%										
2	<p>Price</p> <p>(Any quotations exceeding the financial envelope will be disqualified)</p>	30%										
Proposed Approach + Price		100%										

Diagrams are welcomed in support to your response. Any additional paragraphs within the diagrams will be included in the word count.

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

Score		Definition
		deliver the Contract.
2	Minor reservations	Response is supported by a satisfactory standard of evidence in 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 attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held.

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

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

Respondents accept that NEL is subject to the Freedom of Information Act and government transparency obligations which may require NEL 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, NEL 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 NEL issues a letter referencing this Request for a Quotation with a signed contract and a valid Purchase Order number accepting your quotation. NEL 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 or any person acting as an advisor to NEL or 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 staff, except the Project Team, or to contact NEL advisers or other NHS/DoH bodies as part of the procurement process. Any enquiries made to persons other than the NEL Project Team will be regarded as prima facie evidence of canvassing.

Conflicts of interest

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

Potential Applicants should notify NEL 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 NEL 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 NEL, NEL 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 NEL 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 NEL, 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.

NEL 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

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
Service Specification / Project Brief
For
GP Primary Data

1. CONTEXT

National Context: N/A

Local Context: To continue to receive GP Primary data for 5 South West London CCGs. This will feed into risk stratification platform for South West London CCGs for Patient level data for primary care that covers all necessary data headings with column and data types needed in risk stratification.

2. OBJECTIVES

2.1 NHS Outcomes Framework Domains & Indicators

Domain 1	Preventing people from dying prematurely	x
Domain 2	Enhancing quality of life for people with long-term conditions	x
Domain 4	Ensuring people have a positive experience of care	x

3. Scope

3.1 Aims and objectives of service

To acquire primary data to feed into risk stratification platform for patient level data for primary care that covers over all data headings with column and data types in the file below for primary care that covers:



PrimaryCareFileSpec
.xlsx

3.2 Service description/care pathway

TT0 Primary Data for all GPs covering areas of CCGs:

Merton

Wandsworth

Sutton

Croydon

Kingston

To cover headers in the following file



PrimaryCareFileSpec
.xlsx

- Data must cover period between 1st Sept 2018 and March 31st 2019;
- Must have coverage of ALL the primary care headings mentioned above in the embedded file;
- The provider must be mentioned as a data processor of patient level data and be accepted by NHS digital within the time period before 1st September 2018 (to cover data);
- Is an extension of a **current** service already provided to NEL covering GP data flows. The specification of data must have acceptance by NHSD from IG point of view above for 5 CCGs:

Merton

Wandsworth

Sutton

Croydon

Kingston by 1st Oct 2018

3.3 Population covered:

Merton

Wandsworth

Sutton

Croydon

Kingston

Recent indicative figures show this to be :

CCG Name	Patients count
Croydon CCG	400598
Richmond CCG	217675
Merton CCG	220597
Sutton CCG	187686
Wandsworth CCG	387862

4. Applicable Service Standards

5. Applicable quality requirements and CQUIN goals

6. Location of Provider Premises

The Provider's Premises are located at: London

7. Individual Service User Placement

8. Price

Expected to be of the value between £15,000 and £30,000 excluding VAT

Annex B

Terms and Conditions of Contract for Goods and Services



Contract_Services.docx

Annex C

Financial Submissions

The financial envelope available for this work is between the value of £15,000 and £30,000 excluding VAT for 1 year.

Any quotation exceeding the financial envelop 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 (£)
<u>Breakdown of all costs</u>	
Management/co-ordination costs (specify staff role)	
Service Delivery (specify with staff roles)	

Operational Costs	
Venue, Postage, Printing & Stationery, Telephone, Mobile Phones, Hire of equipment, etc.	
If the work is to be broken down into specific sections, cost out each section separately.	
Total	

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:

$$\text{Score} = \frac{\text{Lowest Tender Price} \times 30 \text{ (maximum score/mark available)}}{\text{Other/Higher Tender Price}}$$

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 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: GP Primary Data

NEL CSU Bidders/potential contractors/service providers declaration form: financial and other interests

This form is required to be completed in accordance with the NHS England 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 NEL, or with NHS England in circumstances where NEL 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 NEL must be notified by completing a new declaration form and submitting it to NEL.
- Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that NEL, 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 NEL 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

NEL 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 NEL or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL 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 NEL 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 NEL or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL or any of its members' or employees' judgements, decisions or actions	

Name of Relevant Person	<i>[complete for all Relevant Persons]</i>
Interests	

Type of Interest	Details	Personal interest or that of a family member, close friend or other acquaintance?
Provision of services or other work NEL 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 NEL or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence NEL 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:	
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