21/09/2017

Dear Bidders,

**Request for Quotation: PRJ569 Healthy London Partnership (HLP) Proactive Care Programme – Pilot to explore Social Prescribing in Secondary Care RFQ**

I am writing to you on behalf of Healthy London Partnership / Southwark CCG (the CCG). We currently have a requirement for the HLP Proactive Care Programme for a pilot to explore social prescribing in secondary care, 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 3rd November 2017 and finish the work on or before 31st March 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 clinical.procurement@nelcsu.nhs.uk **by 5:00 pm on 06/10/2017** 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:

**Value for money – weighting 20%**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Criteria | Weighting  | Score  |
| 1 | Value for money  | 20% |  |
|  |  | Total |  |

**Quality of the proposed method of undertaking the work - weighting 40%**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Criteria | Weighting | Score  |
| 3 | Evidence of buy-in from the trust, including documentation to show support (i.e. email or letter) – does this include an A&E department? | 10% |  |
| 4 | Clear stakeholder engagement plan (including trust teams, patients and VCS) to maximise impact of the project  | 10% |  |
| 5 | Evidence of significant experience in social prescribing and links to VCS, as well as access to an extensive directory of services  | 10% |  |
| 6 | Clear indication of how winter pressures will be supported in the hospital via this piece of work. | 10% |  |
|  |  | Total |  |

**Quality of project management – weighting 40%**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Criteria | Weighting | Score  |
| 7 | Clear project plan with key milestones highlighted, risk register, IG plan and a realistic approach/timeframe for delivery,  | 8% |  |
| 8 | A summary of the team that will be carrying out this work highlighting their relevant experience, skills and knowledge that they will bring to the project. | 8% |  |
| 9 | Strong plan outlined for how work will be evaluated including accessing impact and cost/saving implications and developing recommendations for scale-up | 8% |  |
| 10 | Plan for dissemination to share recommendations for sustainable scale-up regionally and nationally  | 8% |  |
| 11 | Exit strategy planned to support patients and the hospital once the pilot is over | 8% |  |
|  |  | Total |  |

|  |  |
| --- | --- |
| **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 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. 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 3 – 11) 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 Healthy London Partnership / Southwark CCG attain a minimum acceptable service quality. Following submission of bids, a moderation / evaluation meeting may be held. Following the moderation meeting, Healthy London Partnership / Southwark CCG and NELCSU will, invite the successful bidder to an initial meeting which *will be held in week commencing* ***16/10/2017]***

*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 5 (experience).*

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 / Southwark CCG accepts that offer then a legally binding contract will exist between us.

Respondents accept that the Healthy London Partnership / Southwark CCG is subject to the Freedom of Information Act and government transparency obligations which may require Healthy London Partnership / Southwark 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 / Southwark 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 / Southwark 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 / Southwark CCG or any person acting as an advisor to NELCSU or Healthy London Partnership / Southwark 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 / Southwark CCG staff, except the Project Team, or to contact NELCSU / Healthy London Partnership / Southwark CCG or NELCSU / Healthy London Partnership / Southwark 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 / Southwark 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 / Southwark 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

clinical.procurement@nelcsu.nhs.uk

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 569 HLP Social Prescribing**

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**Annex B**

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



**Annex C**

**Financial Submissions**

***Financial Envelope - The financial envelope available for this work is £50,000***

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 (£) |
| **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** |  |

**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:**

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| Score = Lowest Tender Price     x    20 (maximum score/mark available ) |
|                                                        Other/Higher Tender Price  |

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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 Healthy London Partnership / Southwark 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

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**ANNEX D**

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

**(Bidders/Contractors)**

**Project Name: PRJ569 HLP Social Prescribing**

**NHS Southwark 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:** |  |