**INVITATION TO QUOTE FOR SUPPORT IN DEVELOPING INSIGHTS TO INFORM THE NEXT PHASE OF THE HIVe PROGRAMME**

**ON BEHALF OF**

**NHS GREATER MANCHESTER INTEGRATED CARE BOARD**

(‘The Contracting Authority’)

Deadline for submitting ITQ Bid Responses:

**3rd November 2023 at 16:00hrs**

1. **Introduction**

The purpose of this Invitation to Quote (ITQ) is to provide Bidders with sufficient information to enable preparation of a comprehensive Quote that meets the requirements for the **provision of insights to inform the next stage of the programme of work to end all new cases of HIV by 2030**. (“*the Service*”).

NHS Greater Manchester Integrated Care Board (ICB) (the “*Contracting Authority*”) is inviting suitably experienced and capable providers to outline a proposal with competitive pricing to deliver this activity as described in Section 2 of this document.

1. **Overview of Requirements**

In 2018, the Mayor of Greater Manchester and all 10 Council leaders signed the [Paris Declaration](https://www.fast-trackcities.org/sites/default/files/Manchester%20Paris%20Declaration%20-%20GM%20Mayor.pdf) and Greater Manchester joined the [Fast-Track Cities Initiative](https://www.greatermanchester-ca.gov.uk/news/greater-manchester-set-to-join-world-s-leading-cities-in-tackling-hiv/), committing to achieve [UNAIDS targets](https://www.unaids.org/sites/default/files/media_asset/201506_JC2743_Understanding_FastTrack_en.pdf), end new cases of HIV by 2030, stop preventable deaths from HIV-related causes, put an end to HIV-related stigma and discrimination and to improve the health, quality of life and well-being of people living with HIV.

The Ending New Cases of HIV (HIVe) transformation programme was launched by the Greater Manchester Health and Social Care Partnership (now NHS Greater Manchester Integrated Care) in the same year and acts as the operational arm of the Fast Track Cities initiative.

The objectives of the HIVe programme are:

• to scale and accelerate HIV prevention efforts,

• to establish intensive support for those with the greatest level of need

• to reduce inequalities in HIV testing, diagnosis, and treatment.

HIVe initiatives to date include:

* Scaling and extending the reach of community HIV prevention and sexual health interventions – including condom/lube distribution, face-to-face and digital information, tailored resources, and outreach/ community engagement.
* Promoting and supporting HIV testing in a variety of settings and to a range of target groups.
* Addressing stigma and discrimination through the positive speaker programme, stigma e-learning module for healthcare professionals and HIV in the workplace resource.
* Raising awareness and promoting behaviour change through the award-winning public facing SORT HIV campaign.
* An intensive support service for people living with HIV who have complex needs.
* Training, and increasing awareness of HIV in primary care.

Key to the success of the programme has been the strengths and expertise of the Greater Manchester Sexual Health Network, and the PaSH (Passionate About Sexual Health) VCSE partnership.

As HIVe is entering its fifth year, the focus is on developing next steps for the programme and ensuring all populations across GM are reached by commissioned activities. Targeted interventions to meet the needs of specific communities who may not have been reached through the HIVe programme to date will be essential to fully realise the aims and objectives of the programme, and to ensure that Fast Track Cities targets are met.

This commission is therefore seeking a credible and specialist partner to carry out community insights work that will inform the next stage of the programme and ensure that HIVe activities are appropriately scaled and targeted (particularly to communities at risk of HIV-related harm, but who may not have been reached by activities to date). The work should have a specific focus on:

* Identifying which communities within GM are at the greatest risk of HIV-related harm (transmission, late diagnosis, difficulties with access to medical care).
* Reviewing universal and targeted HIVe activities to date (including health promotion, testing, work to address stigma, intensive support, and education/training) to identify which communities these target/ support and identify the gaps or opportunities to build on the current provision.
* Through engagement with key communities, VCFSE organisations and healthcare professionals identify the barriers and facilitators to behaviour change, testing, and HIV care for target groups (those at greatest risk of HIV-related harm, but who may not have been reached by previous/current HIVe activities).
* Through engagement with key communities, VCFSE organisations and healthcare professionals, and utilising data and evidence, co-produce potential solutions to address the identified barriers and facilitators.
* Identifying opportunities to build on the work to date to address HIV-related stigma.

1. **Contract Terms**

This contract will run from **4th December 2023 to 26th January 2024**. The Contracting Authority reserves the right to extend the initial contract term.

The terms and conditions applied will be the NHS Terms and Conditions for the Supply of Services available at <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

1. **Proposal Submission Requirements/Bid Response Question**

Bidders will be invited to submit a Bidder **ITQ Questionnaire (Appendix A)** no later than the deadline as indicated in the timetable below.

Your proposal must be able to address the Award Criteria within the table below which will be used to evaluate your proposal and to identify the Recommended Bidder:

|  |  |
| --- | --- |
| Award Criteria | Weighting |
| 1) Expertise and Credibility: To what extent is your organisation considered to have an expert level of understanding in relation to HIV? | **25%** |
| 2) Delivery: How would your organisation propose to deliver the requirements set out in Section 2 of this document? | **25%** |
| 3) Greater Manchester Awareness: To what extent does your organisation have a good pre-existing understanding of the Greater Manchester system and HIVe programme? | **20%** |
| 4) Social Value: How would your proposals provide Social Value? | **10%** |
| 5) Value for Money: Why should your proposal be considered to be value for money? | **20%** |
| Total | **100%** |

The written response to this ITQ will be evaluated in accordance with the scoring criteria as detailed below:

|  |  |  |
| --- | --- | --- |
| Grade Label | Definition of Graded Questions | Grade |
| Superior | Response contains an extensive level of relevant detail and evidence which provides excellent confidence in the Bidder’s understanding and capability. | 4 |
| Comprehensive | Response contains a good level of relevant detail and evidence which provides a strong level of confidence in the Bidder’s understanding and capability. | 3 |
| Acceptable | Response contains sufficient relevant detail and evidence which provides an acceptable level of confidence in the Bidder’s understanding and capability. | 2 |
| Limited | Response contains only limited relevant detail and evidence which provides only limited confidence in the Bidder’s understanding and capability. | 1 |
| Deficient | Response to the question is deficient and fails to provide any form of confidence in the Bidder’s understanding and capability. | 0 |

Proposals must be submitted to [**gmhscp.adminpopulationhealth@nhs.net**](mailto:gmhscp.adminpopulationhealth@nhs.net)by **16:00hrs on 3rd November 2023.**

Proposals received after the deadline will not be considered for evaluation.

1. **The Budget**

The upper affordability limit for this activity is **£45,000 (including VAT)**.

Proposals which are within the upper affordability limit will be assessed for value for money against the scoring framework set out in Section 4 of this document.

Bids that exceed the upper affordability limit will not be considered for evaluation and will not be considered for contract award.

There will be no further funding available for any additional costs, expenses and/or liabilities incurred.

Any additional costs shall be the responsibility of the Recommended Bidder.

Further, it is the responsibility of Bidders to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.

Details about the Bid Price and any requirements are detailed within the **ITQ Bidder Response Questionnaire (Appendix A).**

1. **Timetable**

|  |  |
| --- | --- |
| Milestone | Date |
| Invitation to Quote (ITQ) issued | Tuesday 17th October 2023 |
| Deadline for receipt of Clarification Questions | Tuesday 24th October 2023 4pm |
| Deadline for receipt of ITQ Bids | Friday 3rd November 2023 4pm |
| Evaluation of the Bids | Wednesday 8th November 2023 |
| Bidders notified of the outcome of the ITQ | Friday 10th November 2023 |
| Service Mobilisation | Monday 4th December 2023 |

1. **Clarification Questions**

For any Bidder clarifications please contact the Commissioner directly via [**alison.pye1@nhs.net**](mailto:alison.pye1@nhs.net)

In order to ensure equality of treatment of Bidders, anonymised details of all Bidder Clarification Questions and the Contracting Authority’s clarification responses will be shared with all Bidders as an FAQ document on 26th October 2023.

1. **Important points for Bidders to note**

Bidders should submit the **ITQ Bid Response (Appendix A)** in MS Word format and not PDF.

Any additional information including but not limited to appendices, embedded documents, pictures, tables and/or attachments unless permitted as part of the question will not be considered as part of the evaluation of the ITQ Bid responses.

Bidders must stay within the limits indicated in order for the Bid Response to be compliant. Any words over the word count will not form part of the evaluation of the ITQ Bid Responses.

1. **Overview of the process and selection of the Recommended Bidder**

All submissions will be evaluated against the criteria set out in section 4 of this document.

The Recommended Bidder will be the provider who has achieved the highest overall score against these criteria.

1. **Contract Award and Due Diligence:**

The Contracting Authority reserves the right to undertake due diligence as it considers appropriate at any point throughout and/or after the ITQ process to seek the necessary reassurances in regard to the Bidder’s bid response and overall ability to deliver the requirements of the Contracting Authority. Further information can be found within Appendix B- Important Notices for Bidders.

**APPENDICES**

**Appendix A - ITQ Bidder Response Questionnaire**

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**Appendix B - Important Notices for Bidders**

