**EMPLOYMENT RECOVERY AND WELLBEING SERVICE**

**Market Engagement - Request for Information**

# Disclaimers

Organisations considering whether to respond to this information request should note the following:

* NHS Hammersmith and Fulham Clinical Commissioning Group (the Commissioner) is currently finalising its service specification and financial model for a new Employment Recovery and Wellbeing Service. The Commissioner is undertaking market engagement in order to seek the views and opinions of those organisations that may be interested in helping to deliver the service;
* This Request For Information (RFI), and any subsequent information provided in response to it, does not form an integral part of any potential future procurement exercise that may be undertaken by the Commissioner (for one or more of the services). It should be considered as an attempt by the Commissioner to engage early on with the potential market for delivering services;
* This RFI, the accompanying draft documentation and the responses received arising from it are in no way legally binding on any party;
* Participation in the engagement exercise is not a mandatory requirement for participating in any potential future procurement; however, responses received will assist to inform the Commissioner as to the level of interest from the market and will be used to evidence a decision as to whether or not to undertake a competitive procurement. **CONFIRMATION OF YOUR EXPRESSION OF INTEREST IS THEREFORE IMPORTANT.**

# Instructions for Responding to this RFI

Organisations should ensure that they have read the supporting information provided with this RFI prior to responding. In particular, organisations should have reviewed and understood the information contained in the Service Requirements Document, noting that this detail may be subject to change (in both form and content).

Responses to this RFI should be provided as a single document and be limited to a maximum of 15 sides of A4 paper. Please send your completed response to [alice.donovan-hart@nhs.net](mailto:alice.donovan-hart@nhs.net) by midday, Friday 27 October 2017.

# Market Engagement Questionnaire

**Organisation details and point of contact**

Full name, address and website of the Organisation:

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Town/City** |  |
| **Postcode** |  |
| **Country** |  |
| **Website** |  |

Name, position, telephone number and e-mail address of main contact for this submission.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **E-mail** |  |

1. Please provide a summary/introduction about your organisation outlining your current service delivery activities and experience of delivering this type of service or other similar types of service.

|  |
| --- |
| response: |
|  |

1. Should this service be competitively procured as per the indicative timetable in the Service Requirements document, please indicate your general interest in bidding by putting ‘Yes’ in the applicable columns below:

|  |  |  |
| --- | --- | --- |
| Interest | | |
| High | Medium | Low |
|  |  |  |
| **Please explain the reasoning behind your level of interest in this potential contract opportunity** | | | | |
|  | | | | |

3. Would you consider bidding for the services in collaboration with another provider(s)? Or would your preference be to directly provide the entire service?

Please state ‘Yes’ or ‘No’ in the boxes below.

|  |  |
| --- | --- |
| Collaborative model | Direct Provision  (sole provider) |
|  |  |
| Please explain your reasoning below for your preference | |
|  | |

4. Please provide some brief feedback on the proposed outcomes for the service. Do you consider there to be any specific challenges to their successful delivery?

|  |
| --- |
| response: |
|  |

5. Do you have innovative ideas about this service could be provided and/or examples of where it has been delivered creatively and successively elsewhere?

|  |
| --- |
| response: |
|  |

7. Are there any other key issues or gaps that the CCG should consider? What, if anything, would make this opportunity more attractive to you?

|  |
| --- |
| response: |
|  |

8. The intended budget for delivery of this service is £500,000 per annum. Can you foresee any issues with delivering the service in a sustainable manner within this budget? Do you think any efficiencies can be achieved?

|  |
| --- |
| response: |
|  |

9. Do you think the proposed commissioning timetable poses any barriers to deliverability?

|  |
| --- |
| response: |
|  |

**Further Engagement**

Should there be interest, NHS Hammersmith and Fulham CCG may decide to host a series of 1:1 meetings with interested organisations as a part of market engagement, and/or invite all organisations to a market engagement event. If these events took place, it would likely take place on the afternoon of Thursday 2 November 2017 at a central London location. Please keep your diary free and times/location will be confirmed on Friday 27 October.

Please state whether you would be interested in meeting with Commissioners and/or attending a market engagement event by completing the table below:

|  |  |  |
| --- | --- | --- |
| TYPE of ENGAFEMENT | YES- WOULD BE INTERSTED PARTICIPATING | NO- WOULD NOT BE INTERSTED PARTICIPATING I |
| 121 Meeting with CCG |  |  |
| Group Event with Other Providers |  |  |

Please state whether you would give your consent to your contact details being shared with other interested providers from the market engagement to support with collaboration and networking by completing the table below:

|  |  |
| --- | --- |
| YES- grants permission for contact details to be shared with other providers participating in the market engagement | NO- does not grant permission for contact details to be shared with other providers participating in the market engagement |
|  |  |