Market Consultation

Community Automated External Defibrillator Fund

Project: C140937

Version Number: 2

Date: 17/02/2023

# Introduction

* 1. This information note and accompanying information is being made publicly available to any organisations which are interested in providing grant administration services for the **Community Automated External Defibrillator (AED) Fund**.
  2. For avoidance of doubt **THIS IS NOT** a call for competition or a call for grant funding applications to be submitted.
  3. This is a market consultation. The purpose is to advise suppliers of the forthcoming Department of Health and Social Care (DHSC) procurement and seek feedback from potential suppliers that may inform the final specifications and/or procurement approach to the services.
  4. 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 requirement and tender documentation in a fair and transparent manner. This exercise is to ensure that all tenderers have a clear understanding of the Department’s requirement and help reduce the number of questions that may be raised in the Tender Period.

# Background

* 1. The **Community AED Fund** was announced 29/12/2022. Please see the press release on this [here](https://www.gov.uk/government/news/number-of-defibrillators-to-be-increased-with-new-funding). The aim of this project is to install 1000+ AEDs in communities most in need to ensure that the public will have faster access to life-saving AEDs. This will directly support the Government’s commitment to improve the treatment and prevention of cardiovascular disease and improve access to emergency treatment across England.
  2. The DHSC is seeking to appoint a competent and independent supplier that will manage the Community AED grant administration process.
  3. A key aspect for this grant funding is the need for the supplier to encourage grant bidders to match fully or partially the grant received so that the number of AEDs installed in the community can be increased beyond those directly funded by the grants.

1. **requirement** 
   1. DHSC is seeking feedback on two sets of specifications. These are:
      * Grant Administration Specifications: The requirements expected of the supplier managing the grants administration process. This can be found in the attached Specification.
      * Grant Funding Eligibility: The requirements/criterion the appointed supplier will use to determine which grant applications will be approved. This can be found in Annex B of the attached specification.
   2. **Requirements of the supplier:**
   3. It is anticipated that the procurement will be conducted using the [CCS Dynamic Purchasing System - RM6322 Fund Administration & Disbursement Services](https://supplierregistration.cabinetoffice.gov.uk/dps#financialservices:~:text=as%20a%20supplier-,Fund%20Administration%20and%20Disbursement%20Services,-This%20dynamic%20purchasing).
   4. Following market consultation, the DHSC will encourage interested suppliers to sign up to the DPS to take part in the procurement. The DPS allows for the procurement of the following grant administration key services:

* Design & Development
* Market Engagement and Promotion
* Application & Award Services
* Evaluation Services
* Counter Fraud Services
* Full Programme Management

More information on what these services entail can be found in the Bid Pack on the CCS website.

* 1. At this stage it is expected that the DHSC requirements DHSC will comprise of the following key services:
* Market Engagement and Promotion
* Application & Award Services
* Counter Fraud Services

These requirements are set out in more detail in the attached Specification.

DHSC will be seeking to appoint one supplier. This supplier may consider working in partnership with other local organisations in the delivery of the services especially in regard to market engagement and promotion

* 1. The maximum funding available for this project is £1m. The majority of this is expected to be distributed by the supplier to grant bidders. The current requirement is for no more than 8% (£80,000) of this to be paid to the supplier for managing the grant administration process on DHSC’s behalf.
  2. For this service it is important that suppliers will also be able to:
* Encourage grant bidders to match fully or partially the grant received so that the number of AEDs installed in the community can be increased beyond those directly funded by the grants.
* Have a strong understanding of where AED’s are needed most, such as in areas with extended ambulance response times, high proportions of vulnerable people, sporting venues etc.
* Support successful grant applicants with the purchase of AED’s as outlined in the specification.

1. **Guidance for completion of questionairre** 
   * 1. The questionnaire which forms part of this consultation is to support the future procurement of a supplier for the Community AED Fund by exploring the market interest on this project, as well as to identify critical success factors and potential barriers for a future formal procurement process.
     2. 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.
     3. Participation in this market consultation is voluntary. It is not required to provide an answer to every question if questions are not relevant.
     4. The Department wishes to encourage participation at this stage in order to ensure a wide number of responses. This market consultation process does not form part of the formal procurement process. When and if the formal procurement process commences, any interested supplier will need to take the actions communicated by DHSC at that time in order to participate in the procurement. All supplier bids will be evaluated on the same basis.
     5. The completed questionnaire should be returned via email to [ccsinbox@dhsc.gov.uk](mailto:ccsinbox@dhsc.gov.uk) quoting **‘Community AED Fund’** **no later than 5pm on Friday 3rd March 2023.**
     6. 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.
     7. 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.
     8. 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.
     9. 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.
     10. 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.
     11. The decision as to which information will be disclosed is reserved to the Department notwithstanding any consultation with you.
     12. 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.
     13. The publication of any documents at this stage is intended to provide potential suppliers with the opportunity to view and comment on a draft specification and proposed procurement routes 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.
     14. The Department of Health and Social Care (The Department) will make the final decision whether to proceed to a formal procurement and if so, on the content of the Invitation to Tender documentation having considered feedback.

Kind regards,

**Corporate and Clinical Services, Commercial Lifecycle**

**Commercial Directorate, Department of Health & Social Care**

**39 Victoria Street, London, SW1H 0EU**

**QUESTIONNAIRE**

**Name of Supplier:**

Name of authorised representative in block letters:

Position:

Date:

Signature:

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

**Please do not sell your organisation, this is just to understand your interest in the project and gather feedback.**

1. **gauging the level of interest**
   1. Are you interested in this project?

*Enter text here*

* 1. If you have answered yes to the above, what option applies to you?
     1. We can currently provide a service that meets the requirements in full
     2. We currently provide a service that could meet the requirements in full if developed further with the Department/Buyer
     3. We can develop a new service to meet the requirements
  2. Is your organisation considering submitting a tender for this project? If not, is there any reason why? Could the Department take any steps to encourage greater participation?

*Enter text here*

1. **requirements**
   1. Do the Requirements and Service Specification 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 in a full specification?
   2. Are there any features of the service that are of concern to you and why? How might these be addressed?
   3. Are there any components of the requirements that you feel, if removed or altered, would result in the Authority achieving the same deliverables/outcomes but at greater efficiency?
2. **Implementation activities**
   1. How long do you envisage will be required to distribute the funding to grant applicants in accordance with the proposed requirements? Is the 12 months proposed enough time? If not, please outline any key activities that may be required and how long these may take.
3. **COmmercial**
   1. The Authority intends to use a CCS Dynamic Purchasing System (RM6322 Fund Administration and Disbursement Services) to identify a supplier. What are your views on this procurement route? Do you feel that it is appropriate?
   2. Is the £80k budget/costing requirement available for this project sufficient? If not, you must provide a reason and rationale to increase the funding available.
4. **SOCIAL VALUE**

DHSC aims to secure additional social value through the procurement of these services in accordance with [Procurement Policy Note 06/20](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts). We have selected the following criteria:

Theme 5 - Wellbeing; Outcome - Improve health and wellbeing; MAC 7.1: Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce.

* 1. Do you think this theme, outcome and Model Award Criteria (MAC) are suitable and achievable? If not provide reasons.
  2. Do you think there are other themes and MAC that could be added?
  3. Do you consider this a barrier in your intention to apply for this service?

1. **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?
2. **Other feedback**
   1. Please use this section to provide any additional information or questions which you feel might be of value or to highlight any additional items that need to be taken into consideration.