**Invitation to Quote for the provision of a**

**Young Commissioners Programme to shape CAMHS across Wandsworth CCG**

BIDDER INSTRUCTIONS

**Deadline for submitting Proposals:**

**12.00pm (noon) on Friday 17th May 2019**

**Invitation to Quote**

1. **Overview Summary**

NHS Wandsworth Clinical Commissioning Group (CCG) is seeking proposals from suitably experienced providers to establish and run a new service to support a Child and Adolescent Mental Health Service (CAMHS) Young Commissioners Programme.

It is intended that the Young Commissioners Programme (YCP) will develop a range of participatory activities that will support multiple opportunities for young people to feedback and to get involved in shaping and improving services. They will do this on a formalised and rolling basis, so that there are always new and fresh opportunities for young people to help shape services. They will draw upon good practice with regards to co-production that exists elsewhere in London, for example at the Wandsworth Youth Council, Young Lambeth Cooperative, Croydon Young Commissioners Programme and Guys & St Thomas’ charitable foundation.

The YCP will directly contribute toward the achievement of key outcomes including an increased proportion of young people reporting a good or better experience of CAMHS services and also in their experience of transition from CAMHS to Adult Mental Health Services.

Investment for the YCP has been secure for 2 years hence the contract being offered is for 2 years, but with the CCG reserving the right to extend this for up to a further 2 years (potentially up to 4 years in total).

This opportunity is being publically advertised via Contracts Finder at <https://www.contractsfinder.service.gov.uk>. The CCG does however reserve the right to cancel or revise this procurement process at any time and to not award a contract for any reason.

1. **Background**

Coproduction and young patient participation are essential elements of current Local Transformation Programmes (LTP) across the whole commissioning cycle from the initial needs analysis, through the process of developing specifications and tendering criteria, through the stages of scoring tenders and awarding contracts, to the point of monitoring and evaluating services. CCG’s are assessed by NHS England through the LTP assurance process as to how transparent they are and particularly how effectively they have involved young people and young patients and what evidence there is that this involvement has helped shape provision.

The aim of the Young Commissioners Programme is to ensure that young people with a good understanding of and interest in mental health provision are developed as ‘experts’ and have multiple opportunities to meaningfully shape new services and to help improve existing services. There should be a range of different levels of participation and a rolling programme of recruitment, to maximise the opportunities for young people to get involved and shape services.

The groups of young people for whom this will be relevant include: young patients, ex-patients, young people trained as mental health champions, siblings of patients and other young people who have had exposure to emotional wellbeing and/or mental health provision. There should also be representative and proportionate involvement of young people from groups with protected characteristics, who are over-represented in emotional and mental health statistics. Higher levels of involvement will include training young people as ‘Young Commissioners’, who will then help shape tendering documents, such as specifications and who will support commissioning decisions.

The CCG is looking for bidders to run the Young Commissioners project in Wandsworth, resulting in their accreditation as ‘Young Commissioners’, achieving AQA certification.

In September 2018 Participation People carried out consultation of young people and other stakeholders that resulted in our Youth Climate Report as part of the CAMHS LTP Refresh, which set out recommendations for how we can improve co-production. These have been incorporated into this specification. **A copy of this report is attached for your information.**

The creation of ‘Young Commissioners’ seeks to address the recommendations of this paper and ensure that children and young people in the borough have a strong influence on commissioned services.

Young commissioners will be fundamental to demonstrating that young people are an important part of the community and their contribution is valued.

1. **Deliverables**

A full Service Specification is provided at Appendix C to this ITQ, which includes further background, intended outcomes and outputs as key performance indicators.

1. **Location and working within the CCG**

The YCP could be based at any number of locations within the borough, but these should be accessible. The YCP will spend much of their time working out in schools, at youth centres and at the resource centre in Wandsworth Town where the Youth Council is based.

The successfully appointed service provider will link into the CCG through the CAMHS Commissioning Manager.

1. **Further Clarification**

If you need to raise any clarification questions, use the Message facility within the EU-Supply e-procurement Portal. Responses provided by the Contracting Authority will be sent to all bidders having been invited to respond to this opportunity.

1. **Bid Submission**

Bidders are invited to prepare and submit a response to this Invitation to Quote (ITQ) which will include:

* Written proposal (as per Section 7 below) – 10 pages maximum.
* Outline of costs for year 1 and year 2 of the contract to show how the allocated investment / Contract Price will be used to set up and deliver the service
* Completed Appendix B – Bidder details, acceptance of Contract Price, and bidder declaration

Your submission is to be made in electronic form by uploading the above documents via the EU-Supply Portal by the above Bid Submission Deadline (see timetable in Section 10). The Contracting Authority reserves the right to reject your bid if received after the stated deadline above.

Please refrain from including general documentation including marketing information and only supply relevant material in support of your ITQ response.

1. **Proposal Submission Requirements**

You are invited to prepare and submit a written proposal (10 pages maximum) which will set out how you will establish, develop and deliver a service to meet the specified requirements (see Appendix C).

Your written response should note that the CCG will evaluate your proposal against the contract award criteria set out in Section 8 below, which will be used, along with the scoring approach set out in Section 10, to identify the Recommended Bidder.

As a minimum, your written proposal should include:

* Your relevant experience of setting up and running similar service provision
* Your understanding of the CAMHS transformation agenda.
* How you will set up the service to meet the specified requirements
* What the service will deliver in each of the 2 years of the contract – ensuring clear referencing to the specified requirements:
	+ E.g. % of service users will be engaged?
	+ E.g. How you will incentivise the young people?
* What methods you propose to deliver the requirements, including:
	+ E.g. What qualitative feedback will be involved?
	+ E.g. What form will the outputs take from the young expert patient group?
	+ E.g. What will the programme of monitoring visits look like?
* A mobilisation and service delivery plan with key milestones, achievements and timelines – to set the service up, and showing ramp up
* Details of who will be involved in delivering this requirement, including those having oversight. Please include details of the level of input, i.e. days input each month and/or WTE employed to run this service (whether salaried or volunteer)
* How you will review and monitor service progress and success on a regular basis
* How you will ensure that there are arrangements to review and revise your service delivery approach in light of feedback and monitoring outcomes
* What added value (including social value where relevant) will your organisation and solution bring?
* How young people were involved meaningfully in the development of your proposal
1. **Award Criteria**

The following award criteria will be used by the CCG to evaluate the bid submissions received from bidders. A grade will be awarded for each of the following criteria (see Section 11) and weighted as below.

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| **Criteria for application to the written bid proposal** | **Weighting** |
| 1. Demonstrable track record of working with young people in the community, and of positive engagement with individuals and groups to facilitate participation and empowerment, and of using co-production to influence services and organisations.
 | 14% |
| 1. Credible methodology to identify, recruit and retain young people within the programme, with particular emphasis on approaches for ensuring that a representative cross-section of young people are participating in the programme.
 | 14% |
| 1. Evidence of a sustainable delivery plan for the project which should include mobilisation, day to day operational delivery against the service aims as well as an evaluation process and methodology for measuring change and system improvements over the life of the programme.
 | 14% |
| 1. Staff and/or volunteers who have appropriate training/ qualifications/ experience and the skills to deliver the service.
 | 14% |
| 1. Ability to review and revise the service delivery approach through continual feedback and monitoring of the success of the service.
 | 14% |
| **Total** | **70%** |

A further **30%** weighted score will be available to those bidders invited to Bidder Interview stage – see Section 11 below.

1. **Budget / pricing**

Following an investment decision made by the CCG, the successfully appointed service provider will be paid a fixed annual budget of £30,500.

Bidders are required to:

* Provide details of all costs (see Section 6 above)
* Confirm acceptance of the Contract Price (complete Appendix B)

This is a pass/fail criterion

The CCG reserves the right to clarify with any bidder further details of their proposed costs to ensure that the CCG will obtain a quality, sustainable and value for money provision of service.

1. **Timetable**

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| **Milestone** | **Date** |
| Invitation to Quote issued | Wednesday 24th April 2019 |
| Latest date/time to submit clarification questions via EU-Supply | Friday 10th May 2019 |
| **Deadline for receipt of your Bid Submission(including completed Appendix B) – via EU-Supply** | **12 noon, Friday 17th May 2019** |
| Bidder interviews *(please diary these potential dates/times)* | Either Thursday 13th June 2019 between 4 - 6pm or Friday 14th June 2019, 4 – 6pm |
| Contract award decision notified to Bidders | End of June 2019 |
| Service Mobilisation / Contract | Early July 2019 |
| Service commencement | From October 2019 (or earlier ramp up if possible) |

1. **Evaluation of ITQ responses**

**Step 1 – Evaluation of written bid proposal**

The CCG will evaluate the written bid responses to seek a confidence to award a contract to the provider in which the CCG determines is able to offer the most confidence to deliver the specified requirements and evidencing that they are offering the overall best value for money – the Award Criteria is set out above in Section 8.

In evaluating a bid proposal in regard to the Award Criteria, the CCG will grade each element using the following grade definitions, each resulting in a grade score, which will be weighted as per the Award Criteria.

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| **Grade Label** | **Definition of Grad Labels** | **Grade score** |
| Superior | The response supports an excellent degree of confidence in the Bidder’s ability to deliver and/or exceed the Contracting Authority’s specified requirements and/or expectations. Where appropriate, the response is well evidenced, and/or of a quality and/or level of detail, and understanding that provides either a very high certainty of delivery or is considered likely to offer added value, likely to result in improved:* quality and/or;
* performance and/or;
* efficiency and/or;
* outcomes.
 | 4 |
| Comprehensive | A comprehensive response submitted in terms of relevance, detail and evidence; and able to meet in full the requirements of the Contracting Authority. A high degree of confidence in the Bidder’s ability to do what is being requested. | 3 |
| Acceptable | An acceptable response submitted in terms of the level of detail and relevance. There is reasonable confidence that the Bidder will be able to deliver in line with expectations and the requirements of the Contracting Authority as detailed in the Service Specification. | 2 |
| Limited | Limited information provided and/or a response that is inadequate. Fails to meet expectations/requirements in many ways and provides insufficient confidence of delivery. | 1 |
| Deficient | Response to the question and/or an implicit requirement is deficient, or no response received. Provides no confidence that the issues will be addressed and managed at all in line with the Contracting Authority’s requirements and/or expectations. | 0 |

**Step 2 – Bidder Interview**

Following evaluation of the written proposals, the CCG will determine which of these proposals are considered of sufficient quality to then invite the bidder through to a Bidder interview stage.

To be considered of sufficient quality, the written proposal must achieve a minimum weighted score of half the available marks. Additionally, the CCG must be satisfied that the bidder has confirmed that it has accepted the Contract Price (by completing Appendix B).

Where there are more than three bids of sufficient quality, the CCG will short-list the three highest scoring bids to bidder interview.

Bidders invited to bidder interview will be contacted and an appointment date and time notified in line with the timetable within Section 10 above. Bidders will be advised of any requirements ahead of the bidder interview which may include a presentation to the Evaluation Panel.

The conclusion of the Bidder Interview stage, which will include a presentation and questions by Wandsworth young people, will be the validation or where necessary an adjustment to the grades awarded for the written bid submission. Additionally, the CCG will award a final weighted score as follows which will be added to the weighted score awarded for Step 1 of the evaluation.

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| **Criteria for Bidder Interview Stage** | **Weighting** |
| 1. Overall credibility of the bidder and bidder’s proposed solution
 | 30% |

1. **Identification of the Recommended Bidder**

Following completion of steps 1 and 2 of the evaluation and where relevant, clarification questions, the CCG will identify the Recommended Bidder and proceed to Contract Award.

The Recommended Bidder will be the Bidder achieving the highest overall weighted evaluation score for both steps 1 and 2 combined.

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.

As part of its due diligence, the Contracting Authority may wish to more fully assess and consider the information provided by the Bidder to determine the extent to which a Bidder presents any risks which the Contracting Authority may deem to be unacceptable, in its sole discretion, to the delivery of the Services. Where such risk is identified, the Contracting Authority may invite the Bidder to agree how the risk can be mitigated to an extent considered by the Contracting Authority to be sufficient. Where mitigation cannot be agreed to the satisfaction of the Contracting Authority, such satisfaction being at the sole discretion of the Contracting Authority, the Contracting Authority reserves the right to award a Contract to one of the other Bidders, such award to be decided on the basis of ranking of the highest scoring Bids. Alternatively it may decide to re-run part or all of the ITQ process or cancel the ITQ process completely.

Bidders should note that the Contracting Authority may require additional documents or information from the Bidders as part of a due diligence process prior to deciding upon the Recommended Bidder and/or contract signature.

A timely response for any due diligence is required from the Recommended Bidder in order to facilitate timely progression towards contract signature. In the event that the required information is not provided by the Bidder, or the information provided is not satisfactory or it comes to light that information supplied and relied on to arrive at the decision regarding the choice of Recommended Bidder is incorrect, the Contracting Authority reserves the right in its absolute discretion not to enter into a Contract. Under such circumstances, the Contracting Authority reserves the right to award a Contract to one of the other Bidders, such award to be decided on the basis of ranking of the highest scoring Bids. Alternatively it may decide to re-run part or all of the ITQ process or cancel the ITQ process completely.

Without prejudice to any other actions which the Contracting Authority may wish to take, findings from the due diligence undertaken may identify the need for specific Conditions Precedents to the Contract.

The Contracting Authority reserves the right to negotiate any changes with the Recommended Bidder prior to entering into a contract in order to achieve best value for money and optimal assurance of delivering safe, high quality service to service users.

The Contracting Authority reserves the right to not award any contract for whatever reason following this ITQ procurement process and reserves the right to award a contract for the same or similar services through any alternative process whether advertised or not.

1. **The Contract Terms & Conditions**

NHS Wandsworth CCG will act as Contracting Authority and will enter into a contract with the successfully appointed Provider using the NHS Shorter Form Contract, available at… <https://www.england.nhs.uk/nhs-standard-contract/19-20/> including any amendments that may be mandated by NHS England from time to time.

1. **Confidentiality**

You must treat all information supplied by the Contracting Authority in connection with this ITQ as confidential. Information may be disclosed by you insofar as is necessary for the preparation, submission, and evaluation of quotes.

The Contracting Authority as a public body is subject to the provisions of the Freedom of Information Act 2000 (FOI). If you consider that any information supplied as part of the ITQ response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity given.

**Appendix A - Important Notices for Bidders**

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**Appendix B – Bidder Details & Declarations**

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**Appendix C – Service Specification**

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