# SWBH NHS Trust

Trinity House

Sandwell Hospital

Lyndon

West Bromwich

West Midlands

B71 4HJ

**APPENDIX A**

**Sandwell & West Birmingham NHS Trust**

Request For Proposal (RFP) Document for

Enhancements to Core Volunteer Service Offer

PROJECT REF: EXTVOLS

Term is from 1st September 2023 to 31th August 2026 (TBC).

Closing date for receipt of completed proposals is 12pm, 3rd August 2023.

1. **Introduction**

Sandwell & West Birmingham (SWB) NHS Trust is an integrated care organisation. We have an outstanding reputation for teaching, innovation, and research. The Trust employs around 7,500 people, and serves a local population of 530,000 people across North-West Birmingham and Sandwell.

The Trust encompasses: City Hospital in Birmingham, which includes the Birmingham Treatment Centre, the Birmingham and Midland Eye Centre, the Pan Birmingham Gynae-Cancer Centre, Sickle Cell and Thalassaemia Centre, and the national Poisons Information Service; and, Sandwell General Hospital providing inpatient paediatrics, most general surgery and a Stroke Specialist Centre. There are A&E departments at both City Hospital and Sandwell hospital sites, and community teams deliver a number of services across Sandwell and West Birmingham. The Trust is also completing the construction of the new Midland Metropolitan University Hospital (MMUH), which is due to open in 2024.

## Trust Strategy

The Trust has recently developed a new five-year strategy that prioritises “patients”, “people” and “population”. This strategy guides their decision making and their prioritisation so that they can see patient care improve, create a better place to work and support the population in improving their life chances and health outcomes:

***For our Patients*** *- To be good or outstanding at everything that we do;*

***For our People*** *- to cultivate and sustain happy, productive and engaged staff;*

***For our Population*** *- to work seamlessly with partners to improve lives.*

The Trust’s five-year strategy and its objectives are set in the context of:

* completing and opening a new hospital with both supply chain and workforce challenges;
* recovery and restoration of services, in particular our planned care waiting lists;
* worsening health in the population, exacerbated further through inequalities;
* a workforce that is burnt-out and suffering physical and mental health impacts of COVID-19;
* integrating with other organisations at place and system level
* rising inflation and associated costs set alongside finite resources in a health system that requires end to end transformation.

## Midland Metropolitan University Hospital (MMUH)

The Trust is currently developing a new acute care purpose-built hospital. The new hospital will act as a major employment opportunity for local people and is part of a wider scheme to develop and regenerate the area adjacent to the site. MMUH, brings a unique opportunity to create a healthcare facility that will significantly enhance the care provided. It will serve acutely unwell patients that need a hospital stay; or whose care is an emergency. The new facilities will be supported by services provided at two treatment centre sites and a multitude of multidisciplinary community services.

The aspirations for the new hospital reach is far beyond providing effective clinical care. The Trust is building a facility for local communities to use. The Winter Garden will have one of the largest gallery spaces in the region. They are also devising an arts and culture programme in partnership with Your Trust Charity, the registered charity of SWB NHS Trust, and the Trust’s core volunteer services, that will see a broad mix of content co-created and curated on-site at MMUH.

It is in your interest to read and consider all aspects of this document before preparing your proposal. The aim of this document is to outline the minimum expectations of the Trust should your organisation be appointed.

1. **Terms of Offer**
	1. **General**
		1. You are invited to submit a proposal to deliver enhancements to our Trust’s core volunteer service offer.
		2. Enclosed within this request for proposal is:
* Form of Agreement – Appendix B
* Specification – Appendix C
* Supplier Assessment – Appendix D
	+ 1. All bidders must complete and return the Supplier Assessment in order to be considered.
1. **Process**
	1. **Timetable**

|  |  |
| --- | --- |
| **Request for Proposal Issued** |  17th July 2023 |
| **Deadline for Clarification Questions** | 31st July 2023 |
| **Closing Date** | 3rd August 2023 |
| **Award** | 17th August 2023 |
| **Start Date** | 1st September 2023 |
| **End Date** | 31st August 2026 |

***NB: The dates detailed above are indicative and may be subject to change.***

* 1. **Form of Agreement**

The successful bidder will be required to enter into a form of agreement with SWB NHS Trust for the project.

SWB NHS Trust will review performance against key deliverables which will be agreed and finalised between the parties prior to commencement on a quarterly basis. SWB NHS Trust will review the form of agreement on an annual basis, and reserve the right to review the terminate the form of agreement based on non-performance against key deliverables.

1. **Scoring**

|  |  |
| --- | --- |
| **Section** | **Weighting** |
| 3 | Experience of providing similar services  | 30% |
| 4 | Response to specification | 60% |
| 5 | Commercial response | 10% |

**APPENDIX B**

**Form of Agreement**

*(To be completed by the successful Provider(s) following receipt of an award letter from SWB NHS Trust)*

THIS AGREEMENT is made the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023

BETWEEN Sandwell and West Birmingham NHS Trust

(hereinafter referred to as "SWB NHS Trust") of the one part

AND [ ]

Of [ ]

(hereinafter called "the Provider") of the other part.

WHEREAS SWB NHS Trust desires to engage the Provider to deliver enhancements to our Trust’s core volunteer service offer.

AND WHEREAS the Provider has submitted to SWB NHS Trust a proposal for the provision of such Services which SWB NHS Trust has accepted.

NOW THEREFORE it is agreed and declared as follows:

Signed ......................................................................

Designation ..............................................................

for and on behalf of SWB NHS Trust

Witnessed by ............................................................ Date ................................................

Signed ......................................................................

Designation ..............................................................

for and on behalf of [ ]

Witnessed by ............................................................ Date ................................................

***NB: This must be signed and returned to SWB NHS Trust by the successful Provider following the receipt of an award letter to deliver this service provision.***