**Request for Proposal (RfP)**

**For:** The Children & Young People’s Emotional Wellbeing and Mental Health (CYP EWMH) Transformation Board

**On behalf of:** Lancashire & South Cumbria STP

**Reference: L-17-22**

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# Section 1: Organisation Details

**Please Note:** this Section is for information only.

|  |  |  |
| --- | --- | --- |
| **1.1 Bidder details** | **Answer** | |
| Full name of the Supplier completing the tender |  | |
| Registered company address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) other (please specify) | Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | Yes |
| iii) Sheltered workshop | Yes |
| iv) Public service mutual | Yes |

|  |  |
| --- | --- |
| **1.2 Bidding model** | |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | |
| a)  Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | Yes |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes |
| c)       Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes |
| d)      Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | Yes  **Consortium members**  **Lead member** |
| e)      Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |

|  |  |
| --- | --- |
| **1.3 Contact details** | |
| Supplier contact details for enquiries about this ITT | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |  |
| --- | --- | --- |
| **1.4 Licensing and registration (please mark ‘X’ in the relevant box)** | | |
| 1.4.1 | Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | Yes  No  If Yes, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | Yes  No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

# Section 2: Service Proposal (Executive Summary)

* 1. *Executive Summary (maximum 500 words) – For information*

|  |
| --- |
| Please provide a summary of the service proposal, including:   1. A brief outline of how you propose to fulfil the services required, as detailed in **Document 6, Schedule 2 of the Service Specification** |
|  |

# Section 3: Service Delivery

* 1. *Methodology (maximum 2,000 words including any attachments) – 12% weighting*

|  |  |
| --- | --- |
| Please detail your proposed methodology to deliver the interventions, deliverables and intended outcomes as detailed in Schedule 2 of the Service Specification. Please include in your proposal the following:   * How the project will be delivered * The outputs and outcomes of the project * Timescales for the project * Relevant experience that will be brought to this project | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

* 1. *Strength of resources, quality of dedicated team (maximum 1,000 words, excluding CVs and organisation chart) – 12% weighting*

|  |  |
| --- | --- |
| Provide a response to the following requirements, in the order that they appear below.  Tenderers should outline:   1. how they intend to work within a consortium or other providers if applicable 2. identify the account manager for this contract and provide details of any other designated persons 3. details of the core team members who will work on the Lancashire & S.Cumbria STP task including biographies and a description of relevant experience. Please include staff CVs and an organisation chart as appendices demonstrating their suitability for the task. | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

* 1. *Evidence of understanding of the project objectives: (maximum 1,000 words including any attachments) – 12% weighting*

|  |  |
| --- | --- |
| Provide a response to the following requirements, in the order that they appear below.  Tenderers should outline:   1. appreciation of the environment in which the Lancashire & S.Cumbria STP operates in particular the emotional, behavioural and mental health crisis elements 2. any other details that you think might be helpful to the above STP | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

* 1. *Ability to deliver the project within the timescales (maximum 500 words including any attachments) – 12% weighting*

|  |  |
| --- | --- |
| Explain how you will ensure this project is completed within the timescales set out in the service specification, including a summary project plan. Please ensure that your response include but is not limited to:   1. listing any constraints, which you feel may make achievement difficult; 2. your proposals for ensuring that key dates (milestones) and deliverables are met/produced; 3. your flexibility if a change of course is thought desirable | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

* 1. *Mobilisation Plan, Contract Management and Exit Planning (maximum 500 words including any attachments) – 12% weighting*

|  |  |
| --- | --- |
| Please provide information about how you intend to mobilise the provision of this service, where possible drawing on experience where you have mobilised a contract of a similar scope elsewhere to ensure on time commencement of the Contract.  Please also provide details on how you anticipate the contract to be delivered and also how you would deal with any contract exit planning should the service contract be terminated. | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

* 1. *Management and Reporting (maximum 600 words including any attachments) – 12% weighting*

|  |  |
| --- | --- |
| Please provide details of proposed formal project management tracking and how this is to be applied in the delivery of these requirements. This should include examples of current project tracking utilised by your organisation; Please include   1. How do you propose to manage project reviews? 2. At what times in the process who will be involved? 3. What will be the outputs and deliverables? 4. How you will report progress of the task? | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

* 1. *Management Information (maximum 500 words including any attachments) – 12% weighting*

|  |  |
| --- | --- |
| Please provide examples of the management information that you intend to provide, to meet the reporting requirements requested in the service specification. | |
|  | |
| If an attachment is provided as part of your response please give the Annex number |  |

# Section 4: Pricing

* 1. *Pricing (please complete the table below) – 16%*

When completing the table below, please ensure that you include the following:

1. Provide a total price for the completion of the project
2. Identify all anticipated costs (including VAT) and include provision for all anticipated expenses

|  |  |  |
| --- | --- | --- |
|  | **ACTIVITY** | **COST** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
|  | **TOTAL PROJECT COST** | **£0.00** |

# Section 5: Declaration

*Please Note: This section is for information only*

I certify that the information supplied in the Qualifying Questionnaire and the Request for Proposal (this document) is accurate to the best of my knowledge. I understand and accept that false information could result in exclusion from the tender process.

I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will empower the trust to cancel any contract currently in force and will result in exclusion from this process.

|  |  |
| --- | --- |
| **Name:** |  |
| **Designation:** |  |
| **Date:** |  |
| **For and on behalf of:** |  |

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)