## **REQUEST FOR INFORATION: INSTRUCTION DOCUMENT**

## Instructions and Guidance document for the provision of a courier service to distribute out patient prescriptions for Crucible Pharmacy Ltd.

## Reference Number: C306842

## Deadline for receipt of RFIs to be received: 07/10/2024 13:00

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**Introduction**

**Sheffield Teaching Hospitals NHS Foundation Trust**

Sheffield Teaching Hospitals NHS Foundation Trust is one of the UK’s largest, busiest and most successful NHS foundation Trusts. We provide a full range of hospital and community services for people in Sheffield, as well as specialist care for patients from further afield. We manage five of Yorkshire’s best known teaching hospitals including:

Northern General Hospital

Royal Hallamshire Hospital

Charles Clifford Dental Hospital

Weston Park Cancer Hospital

Jessop Wing Maternity Hospital

We have a long history of providing high quality care, clinical excellence and innovation in medical research.

With around 16,000 employees, we are one of the biggest employers locally. We aim to reflect the diversity of local communities and are proud of our new and existing partnerships with local people, patients, neighbouring NHS organisations, local authority and charitable bodies.

As well as being home to one of three Major Trauma Centres for the Yorkshire and Humber region, we have a number of specialist medical and surgical services, many of which we are internationally renowned for. These include cancer treatment, spinal injuries, neurology, cardiology and stereotactic radiosurgery to name but a few.

Our long tradition of clinical and scientific achievements has been strengthened by developing one of the UK’s first Academic Health Science Networks. Through our partnerships with the University of Sheffield, Sheffield Hallam University, other health and social care providers and industry we remain at the forefront of advancements in clinical services, teaching and research.

Our Vision is to be recognised as the best provider of health, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city region.

Further information about Sheffield Teaching NHS Foundation Trust can be found on our website; please visit <http://www.sth.nhs.uk/>

Crucible Pharmacy Limited (CPL) is a dynamic and forward-thinking wholly owned subsidiary of Sheffield Teaching Hospitals NHS Foundation Trust.

Following the acquisition of the two outpatient dispensing stores from Boots, CPL has completed refurbishments at both sites which have been fully re-fitted with the latest robotic dispensing system technology.

As a result CPL is at the forefront of enhancing pharmacy services to both outpatients and inpatient discharges for the Trust.

**Request for information Timetable**

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| **Event** | **Date** |
| RFI issued | 19/09/2024 |
| Deadline for the receipt of clarification questions | 03/10/2024 |
| Target date for responses to clarification questions | 04/10/2024 |
| Deadline for receipt of RFI | 07/10/2024 13:00 |

Sheffield Teaching Hospitals is issuing this Request for Information (RFI) for the purpose of engaging with the market in order to inform the further development of draft proposals for the provision of a courier service to distribute out patient prescriptions for Crucible Pharmacy Ltd.

The objective of this RFI is to:

* Gathering information to support the definition of the project scope and objectives.
* Understand supplier capabilities
* Assess market conditions, trends and innovations
* Determine pricing structures
* Exploring technical solutions
* Assessing potential risks

Sheffield Teaching Hospital Foundation Trust and their/its respective officers, directors, employees, agents and affiliates do not make and will not make at any time, in connection with this service, any representation or warranty, express or implied as to the accuracy or completeness of this RFI or any such summaries.

In providing this RFI, Sheffield Teaching Hospitals NHS Foundation Trust do not undertake any obligation to provide the recipient with access to any additional information or to update the RFI or correct any inaccuracies in the RFI, which become known to it. Nothing in the RFI or accompanying documentation should be relied upon as a promise or a representation as to Sheffield Teaching Hospital Foundation Trust ultimate decisions in relation to the next stage, which will depend, at least in part, on the outcome of the discussions during this RFI process.

Sheffield Teaching Hospital’s Foundation Trust will not reimburse any expenses incurred by interested parties in preparing their responses to this RFI. Sheffield Teaching Hospital Foundation Trust reserves the right to discontinue the process at any time and will not accept any liability towards interested parties should it be required to do so.

You should note that this is a benchmark and market research exercise only and is not an invitation to tender or invitation to offer an agreement. Any prices submitted as a result of this benchmarking exercise are for the Sheffield Teaching Hospital’s Foundation Trust information purposes only and will not result in an award of a contract.

Suppliers should note that any information provided to you as part of this RFI exercise, either written and/or verbal, is Confidential.

1. THE RFI PROCESS
   1. Sheffield Teaching Hospital’s Foundation Trust has outlined their requirements for the provision of a courier service to distribute out patient prescriptions for Crucible Pharmacy Ltd.
   2. The RFI process is being undertaken to allow the soft market testing for the provision of a courier service to distribute out patient prescriptions for Crucible Pharmacy Ltd.
   3. The documentation is available to all interested parties who have registered an interest in the service via the Atamis e-Tendering system following the advertisement of a Prior Information Notice on Contracts Finder and Find a Tender Service (FTS).
   4. Accompanying this document, the following attachments are available to interested parties to further inform the submission of the respective RFI: -

* Appendix A – Draft Specification.
* Appendix B – Supplier Response Document.
  1. These documents are provided to assist potential providers in the completion of the RFI submission, however, please note that this information is indicative only and may not reflect the data used in any forthcoming procurement process, if applicable. Interested parties are required to complete and submit both the RFI Response questionnaire and the Draft Service Pricing model.

1. SCOPE OF THE SERVICE

Our intention is to award contract(s) for the delivery of out patient medications to patients’ homes and a home delivery service for certain regular scheduled deliveries of certain medications.

We believe that a mini-competition under East Of England Collaborative Procurement Hub’s (EOECPH) Specialist Pharmacy Courier Services dynamic purchasing system Ref: 2021/S 000-000597 offers the best route to market for STH. It provides assurances that all suppliers meet MHRA standards and any interested supplier can apply to be admitted to the DPS to be considered for the mini-competition.

We are considering lotting our requirement, which means that rather than offering one contract for all our deliveries, we are considering splitting this into several lots and suppliers are free to bid on one or as many as they are interested in.

The delivery activity we expect to be able to offer suppliers, based on previous year’s deliveries will be approximately: -

16,000 local deliveries (S postcodes)

1000 local fridge deliveries

1300 Out of area deliveries

100 Out of area fridge deliveries

1300 Secure medication deliveries.

Please see Appendix A – Draft Specification for further details.

1. SUBMISSION REQUIREMENTS
   1. This document is not an Invitation to Tender (ITT), nor does it form any part of a procurement process. It is a Request for Information (RFI) based on the draft service requirements provided with this document.
   2. The RFI Supplier Response questionnaire must be completed and submitted on the Atamis e-Tendering system prior to the deadline for receipt of RFI’s.
   3. The RFI response must be submitted by no later than 07/10/2024 13:00 Any submissions received after this specified deadline may not be considered in the market engagement process undertaken through the RFI process.
   4. Interested parties’ responses do not constitute firm offers capable of acceptance. Instead, their responses will be construed as indicative only.
   5. Unless otherwise agreed, Sheffield Teaching Hospitals NHS foundation Trust shall not be obliged to return any materials submitted by interested parties before, during or after any procurement process.
   6. Any information provided as part of this RFI may be used by the Sheffield Teaching Hospitals NHS foundation Trust to inform future market analysis activity.
   7. Sheffield Teaching Hospitals NHS foundation Trust recognises that with a new service model there is a clear need to test with interested parties that outline requirements are not deficient to any material degree and that the content as to outcomes, as designated, are deliverable and affordable. To understand and appreciate these issues, it is essential that Sheffield Teaching Hospitals NHS foundation Trust seeks a fuller understanding from interested parties to enable requirements to be fully reflective of issues and concerns, which are relevant, and to adopt these, where appropriate in the final service model.
   8. In addition, there is an option to allow interested parties to submit their individual caveats in relation to any section of the proposed service model where they may identify outcomes that they may not be able to provide and/or offer alternative suggestions. It should be noted by interested parties that in making these suggestions, the areas where this information may arise should be substantive in the context of delivering service model outcomes.