Market Consultation & Request for Information

**DHSC: ASC: Leadership Development Programme for ASCW**

Project: C220565

Version Number: 1

Date: 30/10/2023

#

1. **introduction**

This information note and accompanying information is being made publicly available to any organisations which are interested in providing the design and delivery of a leadership training programme for Principal Social Workers (PSWs); Principal Occupational Therapists (POTs); Approved Mental Health Professionals Leads (AHMPS) who are new in post or looking to further develop their influencing and leadership skills; and aspirant or new PSW/POTS/AHMPs from a Global Majority Background.

* 1. For avoidance of doubt **THIS IS NOT** a call for competition.

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 bidders and existing providers that may inform the final specifications and/or procurement approach to the services.

* 1. 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 requirements 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 The 2022 update on the 'Putting People at the Heart of Care' white paper emphasised the responsibility of CSW-ASCs to offer leadership support, enhance leadership visibility, and strengthen leadership capabilities across the professions.
	2. The recommendations of the messenger review also require the delivery of enhanced leadership and management training across social care, as well as a specific duty to support Global Majority Leaders.
	3. All emerging evidence shows that leadership makes the biggest difference in improving social care and delivering better outcomes for people in need of care and support. It is critical that we deepen and strengthen the leadership capabilities of the PSWs/POTs/AHMPs.
	4. This programme aim to satisfies these requirements and will also involve a requirement for an evaluation which will support the next iteration of this programme – allowing it to evolve to ensure it meets the needs of this cohort of leaders, who are vital to the delivery of front-line services.
1. **requirements**
	1. DHSC is seeking feedback on the Specifications (Attachment 1) to deliver services that cover the the following key elements :
		* Providing a 12-month rolling programme that train minimum of 45 PSWs/POTs/AHMPs.
		* Provide a mid-point and final comprehensive evaluation of the programme and its impact
2. **procurement approach**

The procurement will be conducted using a below threshold open tender where suppliers will need to demonstrate their ability to deliver the programme, specifically, they will need to be suitably experienced, skilled and/or qualified to deliver the services in the context of Social Care.

1. **market consultation-questionnaire return**
	* 1. This questionnaire forms part of the market engagement activity to support this procurement
		2. The purpose of this questionnaire is to explore the market reaction to the proposed service. We hope to identify critical success factors and potential barriers in order to inform the formal procurement process. 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 particular questions are not relevant.
		4. The Department wishes to encourage participation at this stage in order to ensure a wide number of responses. The market engagement processes described above do not form part of the formal procurement process. When the formal procurement process commences any supplier interested will need to express interest to join the competition and all supplier bids will be evaluated on the same basis.
		5. The completed questionnaire should be returned via email ccsinbox@dhsc.gov.uk quoting **‘SW leadership’** no later than **10th November 2023, 5pm**
		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 bidders with the opportunity to view and comment on a draft specification 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 on the content of the Invitation to Tender documentation having considered feedback.
		15. The ITT will be issued to suppliers in line with the timetable proposed although the procurement timetable has not been finalised at this stage and we reserve the right to make amendments as necessary.
		16. The ITT will include the final specification, pricing schedule, evaluation criteria and terms and conditions. TUPE may also apply to this contract and this information will only be released after the tenderer has signed a confidentiality agreement.
		17. The ITT will be available to all suppliers that expressed an interest to the contractual opportunity via Atamis system.

Regards,

**Corporate and Clinical Services, Commercial Lifecycle**

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

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

**Name of Supplier:**

1. **section A: gauging the level of interest**
	1. Are there any features of the service that are of concern to you and why? (for example, with regards to the suggested timeframe for delivering the contract and/or methodology) How might these be addressed?
	2. What challenges or risks might there be in the delivery of the services as specified? (for example, with regards to the suggested timeframe for deliving the contract and/or methodology)
	3. Is your organisation considering submitting a tender, If not, is there any reason why?
2. **section B:** **SPECIFICATIONS/REQUIREMENTS**
	1. Does the draft 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?
	2. Do you have any concerns regarding the payment structure in the specifications? If so, what are your concerns and how we can address them.
3. **SECTION C: COMMERCIAL APPROACH**

**Procurement Process**

* 1. The timetable for the procurement is set out below:[[1]](#footnote-2)

|  |  |
| --- | --- |
| **Event** | **Estimated times** |
| ITT issued to Tenderers | 20/11/2023 |
| Closing date for submission of Tenderers’ questions | 04/12/2023 |
| Answers to Tenderers’ questions circulated to all Tenderers by  | 07/12/2023 |
| **Closing date for receipt of Tenders**  | **14/12/2023** |
| Evaluation period including internal approvals (on or around)  | 08/01/2024 |
| Outcome notifications | 10/01/2024 |
| Anticipated Contract Signature Date  | 15/01/2024 |

* 1. Do you think that the timetable is feasible? If no, provide reasons and what could be changed to facilitate wider participation.
	2. We intent to evaluation on Quality 80%, Cost 20%. Do you think this split is appropriate? If not, give reasons.

1. **SECTION E: CRITICAL SUCCESS FACTORS**
	1. What are the key critical success factors for the service? What are the major barriers to success? How might these be overcome?
2. **ADDITIONAL REQUEST FOR INFOMATION**

## If you have any other comment or questions to raise in regards to this procurement, please list them below. We will endeavour to answer all the questions by compiling a Q&A document that will be issued at tender stage.

## **SIGNATORY**

Name of organisation:

Name of authorised representative in block letters:

Position:

For and on behalf of:

Date:

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

**thank you for taking the time to complete this questionnaire**

1. These are estimated times and are subject to changes at the discretion of the Authority. [↑](#footnote-ref-2)