

## 1 Introduction

### 1.1 Invitation to Tender for Centre for Health Data Business Case

You (hereafter referred to as "the Supplier") are invited to submit a proposal for the provision of the above goods/services to Durham University (hereafter referred to as "The University").

### 1.2 Contents

Please note the questionnaire is divided into a number of tabs which you can navigate across. A brief description of each is found below. Please note all tabs must be completed but it is recommended you first review the AoS tab and any exclusion criteria to determine whether you can meet the University's requirements before you start to complete your response.

#### Intro

##### Introduction

The Intro tab provides information on how the tender is structured and how it will operate including the timetable, evaluation criteria and contact point for queries.

#### Form

##### Form of Proposal

The Form tab seeks confirmation on the legal aspects of your response including compliance with relevant T&Cs, law, anti-bribery, accuracy of information and organisational status.

#### Fin

##### Financial Information

The Fin tab requires you to upload a financial extract of accounts for the last three years of trading along with answering supporting questions around financial governance.

#### Ins

##### Insurance

The Ins tab seeks confirmation on your insurance policies and the current limits you have place.

#### E&D

##### Equality and Diversity

The E&D tab seeks clarification on what policies you have in place to ensure Equality and Diversity for all within your workplace environment.

#### AoS

##### Appropriateness of the Solution

The AoS tab contains all relevant information relating to the specification or requirement. Where appropriate you may be required to submit case studies in support of your submission and answer any supplementary questions in support of your understanding of the specification and any deliverables.

#### Price

##### Pricing Proposal

The Price tab allows you to submit a pricing proposal based on the specification / requirements described under AoS.

#### Submit

This is the final tab to submit your response. You can amend and resubmit your final response at any time while the Event is open.

### 1.3 Reserve of Right

The University does not undertake to accept the lowest proposal, or any proposal under this exercise, and reserves the right to accept a portion of any proposal, unless the Supplier expressly stipulates in their response. The University reserves the right to award more than one contract in relation to the requirement.

### 1.4 Size of Contract

Any contract values or purchase quantities indicated in the specification are not guarantees of commitment by the University and are shown for budgetary purposes only.

The University has taken the decision not to divide the contract into lots as the requirement is for a single solution and does not lend itself to lots.

### 1.5 Return of Proposal and Closing Date

It is the Supplier's responsibility to ensure that your proposal is received by the University within the timescale permitted. Responses must be returned using the acquire system and final responses submitted before the event closes. Returns submitted by post, facsimile or e-mail will not be accepted unless the Supplier is advised otherwise.

**Note a countdown to the closing date is shown above.**

### 1.6 Timetable

Timetable

Activity	Dates
Cut-Off Date For Seeking ITT Clarifications	06/01/2021
Tender Closing Date	12 noon on 11/01/2021
Evaluation	11/01/2021 to 18/01/2021
Award Contract	19/01/2021

**PLEASE NOTE THAT THE UNIVERSITY CLOSSES FOR CHRISTMAS ON 18 DECEMBER 2020 AND DOES NOT RE-OPEN UNTIL 9AM ON 04 JANUARY 2021.**

**THERE WILL BE NO SYSTEM SUPPORT OR CLARIFICATION RESPONSES AVAILABLE DURING THIS TIME.**

## 1.7 Acceptance

The University will assume that submitted responses have been completed by individual(s) with the appropriate level of responsibility to act on behalf of their organisation. Any reference to 'you' or 'your' throughout the questionnaire and supporting documentation will refer to your organisation and not you as an individual. The University will notify the successful and unsuccessful supplier as soon as it is reasonably practical.

## 1.8 Support, Guidance and Clarifications

Support and guidance is available from the Procurement Service should you require it. This event is being managed by Lyndsay Glasper, Senior Category Manager, and if you are experiencing any difficulty regarding completion of the event or you have any queries of a technical nature please submit your response via the messaging tool on the application. To send a message click on the 'Communication' tab above but please note if you are in the process of completing your questionnaire then **you must save your response before accessing the 'Communications' tab.**

Please note that the University's response to any queries or clarification request may, at the University's discretion, be circulated to all parties, however, the University will not provide the name of the supplier that raised the original query.

Where the clarification is relevant to all parties it will added to a clarifications log, which we be uploaded to the 'Header' tab. You will be sent a message to inform you the clarifications log has been updated and that the latest version is available for you to download.

Any query must be received prior to the clarification cut-off date stated in the timetable above. Queries submitted after this date are not guaranteed a response.

If you need to speak to Lyndsay, she can be contacted by emailing [lyndsay.glasper@durham.ac.uk](mailto:lyndsay.glasper@durham.ac.uk).

## 1.9 Corporate, Social and Environmental Responsibility (CSER)

It is strongly recommended that you review the University's Responsible Procurement Notice prior to completing the event. This notice is available online at: <https://www.dur.ac.uk/procurement/suppliers/cser/>

## 1.10 Evaluation Criteria

Commercial information supplied in the event will be assessed to ensure compliance. The proposal and pricing elements will be evaluated to determine the most economically advantageous offer.

### 1.10.1 Exclusion Criteria

There are a number of areas within the event where exclusion criteria are applied. All exclusions are shown in **red** and it is recommended you review the exclusions prior to completing the event.

Exclusion criteria is assessed in one of the following two ways and the method applied is detailed within the Evaluation Criteria document:

#### Pass/Fail

Where you have been asked a direct question your answer will either be acceptable (pass) or unacceptable (fail).

#### Assessment

Where your answer requires the University to assess the information provided. Upon assessment the response will be deemed to be either acceptable or unacceptable.

**Note you will be excluded from the process if you fail to answer or do not comply with any of the exclusion criteria.**

### 1.10.2 For Information Only Questions

The University requires some additional information regarding the way your organisation operates but the answer to these questions are not deemed to affect your ability to perform the contract. These questions will state they are for information purposes only.

### 1.10.3 Financial Standing

You are required to provide an extract of your accounts for the past three years of trading. Although your financial information will not be scored, an assessment of your finances will be undertaken with the aid of an evaluation tool using accounting ratios. If we deem the outcome to be unsatisfactory, we reserve the right to not consider your proposal. The following ratios will be calculated to give an indication of financial health/stability.

- Working Capital
- Capital Employed
- Net Profit (after tax)
- Net Profit Margin
- Current (Liquidity) Ratio
- Quick Ratio
- Gross Profit Margin
- Return on Capital Employed
- Capex (as % of Revenues)
- Debtor Collection Period
- Creditor Collection Period

The successful supplier may be required to provide The University with a suitable performance indemnity, either in the form of a Parent Company Guarantee or Surety Bond. Suppliers are required to submit your proposals for ensuring compliance with this requirement and are requested to provide this further on in the questionnaire. You may be asked to clarify parts of your finances following our assessment.

### 1.10.4 Clarification Interview

Interviews may be required to clarify aspects of suppliers' written response and to gain a better understanding of their approach. Interviews are not scored or weighted as separate evaluation criteria. The information gained from the interview will determine the accuracy of the original score and where appropriate the score will be adjusted (up or down).

## 1.11 Supporting Documentation

There are a number of areas within the questionnaire where supporting documentation is required in order to evidence the answers you have provided, for example providing copies of insurance certificates to confirm level of liability.

You will be notified after the closing date if the University requires you to provide such supporting documentation and a deadline will be given.

If you fail to provide the supporting documentation your response will be deemed non-compliant and will result in exclusion from the procurement exercise.

## 1.12 Answering Questions

In order for evaluators to easily find all documents relevant to a question, it is vital that you adhere to the instructions given here. Please note within your response the names of any additional files provided in response to the question, and when uploading additional files, ensure the filenames are prefixed with your organisation's name, followed by the question number (e.g. 6, 7 etc.), followed by a brief document description.

**Organisation name – question number – document description**

Naming the files in this way will enable all files relevant to each question to be easily located and presented to evaluators.

Please do not include general marketing or promotional material, either as answers to any of the questions, or for any other reason. It will not be used in the evaluation.

## 1.13 Submission

You may build your submission over the course of the event and revisit your response as many times as you wish. You must push the "Save" button each session to store any data entered. Once your questionnaire is complete please ensure you push the "Submit" button prior to the deadline or your response will not be accepted. Navigating away from this page prior to pushing the "Submit" button will result in you losing any data entered for that session. Where instructed to attach documents please "upload" these documents onto the system. Attachments are to be concise and only provide the necessary information to answer the question. Please do not upload sales or promotional material that has not been requested.

## 1.14 Withdrawal process

If you have chosen to withdraw from the procurement process please notify the University using the messaging tool. Please provide a brief explanation as to why you no longer wish to take part. Once you have notified the University of your withdrawal you will be removed from the event so that you do not receive any further communication.

## 1.15 Award Notification

Prior to any award, final checks will be carried out on the successful supplier(s). Failure to pass these checks will prevent that supplier from being appointed to the contract.

All suppliers, whether successful or unsuccessful, will be notified in writing of the outcome of the evaluation process. The feedback will summarise the relative advantages of the winning bid(s).

## 2 Form of Proposal

### 2.1 Criminal Offences

The exclusion questions within this section are Pass/Fail. For a definition of this please refer to paragraph 1.10.1 of this document.

Please answer all of the questions. If the Supplier has been convicted of any of the following offences and/or any questions in this section are left unanswered then your bid will not be considered. Please note where you are not governed by UK law the equivalent law in the country/state in which you are registered will be applicable.

1. Within the last 5 years has the Supplier or its Directors or any other person who has powers of representation, decision or control of the economic operator been convicted of any of the following offences: .

- The offence of conspiracy (where that conspiracy relates to participation in a criminal organisation) e.g. committed an offence under Article 2(1) of Council Joint Action 98/733/JHA.
- The offence of corruption e.g. committed an offence under section 1 of the Public Bodies Corrupt Practices Act 1989 or section 1 of the Prevention of Corruption Act 1906.
- The offence of bribery.
- The offence of terrorism or offences linked to terrorism.
- The offence of financing terrorism.
- The offence of child labour or human trafficking.

- ☐ Yes - convicted
- ☐ No - not convicted

2. Within the last 3 years has the Supplier or its Directors or any other person who has powers of representation, decision or control of the economic operator been convicted of the offence of fraud in terms of:

- The offence of cheating Her Majesty's Revenue and Customs (HMRC).
- The offence of conspiracy to defraud.
- Convicted of fraud or theft e.g. guilty by the England and Wales Theft Act 1968 and the Theft Act 1978.
- Convicted of fraudulent trading e.g. convicted within the meaning of section 458 of the England and Wales Companies Act 1985.
- Convicted of defrauding HMRC e.g. convicted under the England and Wales Customs and Excise Management Act 1979 and the Value Added Tax Act 1994.
- An offence in connection with taxation e.g. an offence under the European Community within the meaning of section 71 of the Criminal Justice Act 1993.
- Destroying, defacing or concealing of documents or procuring the extension of a Valuable security e.g. an offence under the meaning of section 20 of the England and Wales Theft Act 1968
- The offence of money laundering e.g. an offence under the meaning of the Money Laundering Regulations 2003.

- ☐ Yes - convicted
- ☐ No - not convicted

3. Has the Supplier been convicted of any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant EU State or if the supplier does not reside in an EU State then the equivalent law in the state/country in which the Supplier is registered.

- ☐ Yes - convicted
- ☐ No - not convicted

If you have answered YES to any of the above questions please provide details of the conviction and the steps you have taken to remedy the wrong and to prevent a reoccurrence of the offense.

### 2.2 Terms and Conditions

The exclusion question within this section is Assessment. For a definition of this please refer to paragraph 1.10.1 of this document.

Please note this tender and any contract that may arise as a result shall be based upon the response set forth in this questionnaire, and will be subject to the attached Agreement for the Supply of Goods and the Provision of Services to the University of Durham (the "Agreement").

In the event that you do not accept any provision in the Agreement exactly as is drafted, you must expressly indicate, within a separate document uploaded below, that you do not accept the provision and provide alternative language, along with full justification for any requested change.

Any changes submitted in any alternative format to those outlined above shall not be considered. All changes proposed as set out above will be reviewed and considered by the University prior to award, however acceptance of any proposed change shall be made at the sole discretion of the University.

Please Note:

- Any request for change to any provision of the Agreement which is not addressed at this stage, fully in accordance with the instructions set out above, will not be open for negotiation at any stage
- The University will deem any alternative wording, including that suggested, recommended or proposed as set out above, as reflecting your final position in regards to compliance with that provision.

A document named 'RFQ20-018 Contract.pdf' has been attached to this question by the event owner

4. Please confirm whether you have uploaded any suggested changes in a separate document as requested above.

- ☐ Yes - tracked changes uploaded
- ☐ No - University's contract accepted

## 2.3 Anti-Bribery

The exclusion question within this section is Pass/Fail. For a definition of this please refer to paragraph 1.10.1 of this document.

Please download and review the attached Anti-Bribery Policy.

A document named 'AntiBriberyPolicyCouncilJuly2011.pdf' has been attached to this question by the event owner

5. Please confirm that your organisation agrees that your employees and any sub-contractors, agents or any other third party working on behalf of your organisation will adhere to the Bribery Act 2010 and University Anti-Bribery Policy?

☐ Agree

## 2.4 Accuracy of Information

The exclusion question within this section is Pass/Fail. For a definition of this please refer to paragraph 1.10.1 of this document.

6. Please confirm that all of the information contained in your proposal is true and accurate and that the prices quoted in this tender are valid and open to acceptance by the University for a period of 60 days from the tender closing date?

☐ Agree

Please note that the University reserves the right not to accept the lowest or any proposal.

## 2.5 Bona Fide

The exclusion questions within this section are Pass/Fail. For a definition of this please refer to paragraph 1.10.1 of this document.

7. In recognition of the principles of fair and open competition does your organisation agree that:

- This is a bona fide competitive proposal.
- The price in this proposal has not been fixed, or adjusted, in accordance with any agreement or arrangement with a third party.

☐ Agree

8. Does your organisation agree that you have not and will not:

- Communicate the price in this proposal to a third party.
- Enter into an agreement or arrangement with a third party so that they shall refrain from submitting a proposal.
- Enter into an agreement or arrangement with a third party to affect the price included in any proposal to be submitted.
- Offer or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any third party for doing or causing the sort of act described above.

☐ Agree

## 2.6 Organisational Details

9. Please provide the following information:

Full title of Organisation	
Person Responsible for Proposal	
Telephone Number (for point of contact)	
Email (for point of contact)	
Name of Immediate Parent Company (if applicable)	
Name of Ultimate Parent Company (if applicable)	
Company Registration Number (if applicable)	

10. What is the trading status of your organisation

If other, please provide details below.

11. Does your organisation form part of a wider organisation structure?

☐ Yes

☐ No

If yes, please select your organisation type from the drop-down list:

Please Select...

If your organisation forms part of a wider organisation structure, please state the name(s) of these organisations and which of your policies are determined by you and which apply to all firms/organisations within the wider organisation structure:

### 3 Financial Information

#### 3.1 Financial Extract of Accounts

The exclusion question within this section is Assessment. For a definition of this please refer to paragraph 1.10.1 of this document.

12. Please provide an extract of your organisation's accounts using the Excel spreadsheet below. If your most recent accounts are in the process of being reviewed by an auditor please include the figures from the unaudited accounts, this will enable the University to review your most recent accounting information. (Copies of published accounts are not an acceptable alternative to completing the table).

When completing the table please note:

- Figures entered **must** be written in sterling (GBP).
- Do **not** include pound signs (£) or pence.
- Do **not** use abbreviations such as M, K etc.
- Do **not** use commas to separate numbers e.g. 64589.
- Minus figures **must** be preceded with the minus sign opposed to presenting in brackets e.g. -15682.
- Figures entered **must** be for the accounts of the organisation taking part in the tender exercise. For clarity; the figures of a wider organisation such as a parent company or a group are not to be used.

A document named 'Financial\_Extract\_of\_Accounts.xls' has been attached to this question by the event owner

13. Please confirm you have completed and re-uploaded the Financial Extract of Accounts using the below upload icon.

☐ Yes

☐ No

14. Please provide any additional supporting information below such as Director's comments in support of the financial extract of accounts supplied. Please ensure that any comments provided are clearly identified by the full name and position of the individual within the company and the date these were recorded in the financial accounts.

#### 3.2 Financial Governance

15. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

☐ Yes

☐ No

If the answer to the above question is no, what were the reasons, and what has been done to address this?

16. Has your organisation met all its obligations to pay its creditors and employees during the past year?

☐ Yes

☐ No

If the answer to the above question is no, please give the reasons why:

17. Please provide below details of your bankers who could provide a reference:

Name	
Branch	
Contact details of your banker	

18. Are you a subsidiary of a parent company?

☐ Yes

☐ No

If you are a subsidiary please confirm that, should you be successful, you will arrange for the parent company to complete and return the attached 'Parent Company Guarantee' document. Please note; the contract will **not** be awarded until a completed document is returned.

☐ Yes

☐ No

☐ N/A

A document named 'Parent Company Guarantee - Template.doc' has been attached to this question by the event owner



## 4 Insurance

### 4.1 Limits of Insurances

Please provide details of your organisation's insurance policies.

**Note that completion of this section is compulsory and that the University will not award a contract until this information is submitted.**

19. If you do not require certain insurance policies/covers please provide details:

If you do require policies/covers you **must** answer the following questions.

20. Please complete the table below providing details of your Insurance levels, note that the University's minimum required levels of cover are included. All limits must be provided in GBP.

Insurances

Cover Type	Minimum Indemnity Requirement (GBP)	Current level of indemnity (GBP)	Policy start date (dd/mm/yyyy)	Policy end date (dd/mm/yyyy)	Name of Insurer
Employers Liability	10000000				
Public and Products Liability	5000000				
Professional Indemnity	2000000				

21. For information only - Should you currently not meet the minimum levels of indemnity, as indicated above, for any of the policies, would you be prepared to increase your insurance cover to the level required?

☐ Yes

☐ No

You may be required to provide a covering letter from your broker/insurer confirming the policies you have in place, clearly showing the current indemnity limits and the policy start and end dates.

Please note; if you do not provide the required documentation, when requested, your response will be deemed non-compliant.

### 4.2 Policy Wording

#### 4.2.1 Employers Liability

22. Is an "Indemnity to Principal Clause" included under the employers liability cover?

☐ Yes

☐ No

23. Do you have any special clauses or exclusions applicable to the performance of the contract.

☐ Yes

☐ No

If you answered yes to the above please provide details of any special clauses or exclusions.

#### 4.2.2 Public and Products Liability

24. Is an "Indemnity to Principal Clause" included under the public and products liability cover?

☐ Yes

☐ No

25. Do you have any special clauses or exclusions applicable to the performance of the contract.

☐ Yes

☐ No

If you answered yes to the above please provide details of any special clauses or exclusions.

#### 4.2.3 Professional Indemnity

26. Is an "Indemnity to Principal Clause" included under the professional liability cover?

- ☐ Yes
- ☐ No

27. Do you have any special clauses or exclusions applicable to the performance of the contract.

- ☐ Yes
- ☐ No

If you answered yes to the above please provide details of any special clauses or exclusions.

#### 4.2.4 Sub-contractors

28. Please confirm that all suppliers and sub-contractors engaged by ourselves on contracts attributable will have Public Liability cover in force with a minimum limit of indemnity of £5,000,000.

- ☐ Yes
- ☐ No
- ☐ N/A

If the answer to the above question is no, please give the reasons why and detail what limit they have in place.

## 5 Equality and Diversity

29. Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 (which applies in Great Britain) or equivalent legislation which applies in the countries in which your firm employs staff?

- ☐ Yes
- ☐ No

30. Does your organisation have a written policy or methodology on equal opportunities in relation to the provision of goods, facilities or services?

- ☐ Yes
- ☐ No
- ☐ N/A (a one person business)

If yes, you may be required to provide a copy of your policy or methodology on equal opportunity.

Please note; if you do not provide the required documentation, when requested, your response will be deemed non-compliant.

31. If you do not have a written policy or methodology on equal opportunity, do you have internal practices in place to ensure equal opportunity for all?

- ☐ Yes
- ☐ No
- ☐ N/A (a one person business)

If yes, you may be required to detail your organisation's internal practices with regards to promoting equal opportunity.

Please note; if you do not provide the required information, when requested, your response will be deemed non-compliant.

32. In the last three years have you been found guilty of unlawful discrimination on the grounds of the protected characteristics outlined in the Equality Act?

- ☐ Yes
- ☐ No

If Yes, please provide details:

33. In the last three years, has any contract with your organisation been terminated on grounds of your failure to comply with either or both of: Legislation prohibiting discrimination? Contract conditions relating to equal opportunities in the provision of goods, facilities or services?

- ☐ Yes
- ☐ No

If you have answered Yes to any of the above questions please provide details.

## 6 Appropriateness of the Solution

### 6.1 Research and Innovation Services (RIS)

Research and Innovation Services (RIS) provide professional services for the University, accessing and managing funding to allow research and knowledge exchange activities to take place.

The Commercialisation and Economic Development (CED) team sit within RIS, focusing on the commercialisation of University research and on linking University expertise with the wider community in order to encourage innovation and economic development.

### 6.2 Background

The North East Local Enterprise Partnership's (NELEP) Strategic Economic Plan has defined health and life sciences as an area of strategic importance as the sector already has:

- Large GVA and employment footprint.
- Major manufacturing capabilities – Active Pharmaceutical Product (API), finished products, niche products, diagnostics, and innovations.
- Local science, research and development expertise – driven through our universities and private companies.
- Centres of healthcare and life science excellence 'golden assets' - these drive research and innovation.
- An excellent healthcare and innovation system.
- Significant growth potential of the sector.

Durham University (DU), alongside key partners, wishes to engage with an external expert to evaluate the evidence base, identify options available and develop an initial base business case for the delivery of a nationally significant **Durham Centre for Health Data**.

The DU led facility will focus on the use of a variety of health and complementary data to inform public policy, contribute to population health and wellbeing, support delivery of the Health@Durham strategy and enhancing knowledge exchange opportunities locally and nationally.

This opportunity builds upon the research excellence and existing facilities at DU within our Mathematical Sciences, Computer Sciences, Sociology, Anthropology, Physics and Psychology departments, the Faculty of Business as well as specific interdepartmental opportunities supported through the Institute of Data Science (IDAS), Durham Research Methods Centre, Advanced Research Computing, Institute of Hazard, Risk and Resilience (IHRR) and the Wolfson Research Institute for Health and Wellbeing.

A physical asset is envisaged, potentially at the Aykley Heads development site, with strong connections to multiple health stakeholders and practitioners, councils and industry (including the SME base). It will place strong emphasis on the provision of expert research support, industrial engagement and knowledge exchange with opportunities for spin out support, CPD development, placement and recruitment activities for our students and specific consultancy also envisaged. We believe this centre would be of interest to a broad range of public health, public sector and industrial partners and will contribute world leading research outcomes in understanding the intersection nature of health concerns.

The proposals for the Centre should be complementary to other facilities in the region such as the Newcastle University's National Innovation Centre for Data and will directly support the work of the Academic Health Science Network (AHSN). In particular, we would like this specific work to identify what the regional Trusted Research Environment (TRE) capabilities and specification should be to meet the needs of Durham Centre for Health Data (or other similar initiatives including the Great North Care Record) to support complementary work being led by the AHSN on TRE design.

Although this proposal is being led by Durham University we wish the work to engage with other academic institutions in the region ensuring complementarity. Key partners are Durham County Council, Durham Constabulary, NELEP. AHSN, NHS Trusts and NHS.

### 6.3 Business Case Requirements

The project concept has been approved for funding by the NELEP through the Health and Life Sciences Project Development Fund to support the feasibility assessment, options analysis and initial development of a robust business case for use in future funding applications and institutional strategic decision-making.

The options analysis and business case should set out the following:

- A gap analysis of present regional delivery of health data expertise, evidence of demand including type of demand e.g. training, R+D support, CPD, consultancy and envisaged beneficiaries.
- Feasibility assessment into the concept of Durham Centre for Health Data at Aykley Heads.
- Options: Identifying the type / scale and target audience of such a facility to maximise knowledge exchange opportunities and continuing growth in research excellence.
- Constraints: identification of key constraints (both internal and external) for the preferred model particularly examining the data access requirements for a centre such as this and consideration of TRE capabilities and necessary specification.
- Strategic case: how the proposal meets regional and national priorities and strategies.
- Economic case: defining a range of options available and recommendations on the preferred option (s) setting out details of costs, outputs and assumptions (to include both capital and revenue requirements). Financial Case: setting out the range of potential funding options available for establishing the Centre and also an assessment of longer term financial sustainability through commercial and funded activities.
- Risk Analysis: Identification of the key risks and mitigations to successful operation of the preferred option identified.

The University are seeking to procure consultancy time to produce the business case on their behalf.

### 6.4 Contract Duration

The contract is scheduled to start w/c 25 January 2021 and will be in place for the duration of the business case production and through to the work's satisfactory completion, submission, and receipt by Durham University.

Key timescales associated with contract delivery are shown in the table below.

Event	Output	Required By
Commencement Meeting	Kick off meeting to agree timetable and address any queries. Key information exchanged and working protocols agreed.	w/c 25 January 2021
Stage 1	Produce a gap analysis of present regional delivery and evidence of demand from likely beneficiaries alongside initial feasibility assessment and emerging options. To include a short presentation of key emerging results to the Steering Group.	15 February 2021

Event	Output	Required By
Stage 2	Production of a business case identifying the fully worked up options, constraints, strategic case, economic case, financial case and risk analysis. To include a presentation of findings to the Steering Group prior to final report submission.	15 March 2021
Stage 3	A presentation of finalized business case to the Steering Group along with final report submission.	w/c 29 March 2021

## 6.5 Type of Supplier

The University would like to appoint a single supplier with expertise in this sector and this type of work who will be required to complete the entire work. Partners or sub-contractors may be used and detail of these partners should be included in your proposal. The University will only work with the lead supplier who will be wholly responsible for fulfilling the brief.

## 6.6 Support

The University will provide the successful Supplier with the following information upon appointment:

- A copy of the successful bid to the NELEP, including background information and concept behind the Durham Centre for Health Data.
- Contact details for key stakeholders who form part of the Project Steering Group.
- Access to other relevant background research and University strategic documents.
- Contact details for potential interviewees.

## 6.7 Access to Site

As a result of the Coronavirus pandemic, many University staff are currently working remotely. At this point, it is not known with certainty when this may change, or what any return to work might look like. It is therefore expected that suppliers should expect to be asked to work remotely, with no or limited access to site.

Any changes to this would be discussed with the successful Supplier.

## 6.8 Response

### 6.8.1 Methodology

34. Please provide a proposal which sets out your methodology for delivering the requirements outlined above, taking into consideration the phasing and associated timescales.

35. Please describe the level of knowledge or experience you have in the area of technical specialisms and needs of the sector businesses and partners as defined in the background information provided.

### 6.8.2 Timescales

36. Provide a detailed project plan for the delivery of the work. The project plan should provide enough detail to satisfy the University that their needs will be met and also identify resources required and timeframes.

### 6.8.3 Experience

The exclusion question within this section is Pass/Fail. For a definition of this please refer to paragraph 1.10.1 of this document.

37. Please upload **two** case study examples detailing occasions where you have delivered a similar service to a comparable client. These case studies should include reference to your client (noting we may wish to contact them) and should provide detail of:

- The process you followed.
- Any issues you encountered, and how these were resolved.
- The benefits the client received as a result of your work.

Each case study must be limited to two sides of A4 and must not be less than font size 10.

Please confirm you have uploaded two case studies.

☐ Yes

☐ No

38. Provide a list of clients for whom you have undertaken similar services in the last 3 years. Please include in your response the name of the client, the length of contract and how this was comparable to our requirement.

### 6.8.4 Delivery Team

39. Provide details of the personnel who would be dedicated to the delivery of this contract. This must include a description of the appropriate skills and experience they hold.

40. Describe how you will ensure that all partners are engaged and consulted throughout the process.

## 7 Pricing

### 7.1 Pricing Proposal

The exclusion question within this section is Pass/Fail. For a definition of this please refer to paragraph 1.10.1 of this document.

The price(s) quoted must be inclusive of all costs relating to the performance of the contract for the provision of the services proposed, including any expenses. Prices must be exclusive of UK Value Added Tax (VAT).

The maximum budget available for this piece of work is £33,333 (£40,000 inclusive of VAT).

41. Please provide a pricing proposal which contains a full breakdown of your fee structure, against each of the stages shown in section 6.4. Where a number of options are presented within your proposal, these must be clearly identified within your pricing proposal.

Please confirm you have uploaded your pricing proposal.

☐ Yes

☐ No

### 7.2 Ordering and Payment Requirements

42. It is expected that payments will be made upon satisfactory completion of stages 1, 2 and 3:

- Mid-February 2021 - circa 30%
- Mid-March 2021 - circa 50%
- End of March 2021 - circa 20%

Please confirm you can comply with this requirement and clarify the percentage required at the completion of each stage.

This is the end of the questionnaire, to ensure your bid is submitted you must click the "Submit Responses" button. You will then receive a copy of your submission by email.

You are able make subsequent changes prior to the closing date/time of the event. To receive a copy of your updated submission please click "Submit Responses" a further time.

The final version of your submission will be made available to the evaluation panel after the event has closed.