NHS Chorley and South Ribble and Greater Preston Clinical Commissioning Groups (CCGs)

General Nursing Intermediate Care Beds

Invitation to Tender: Provider Information

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# Background

All health and care systems face unprecedented challenges and a great deal of uncertainty this winter. In addition to the typical winter pressures that challenge the system, the impact of COVID-19 caused a substantial surge in demand for health and care services and impacted dramatically on the ability to deliver elective care activity.

The risk relating to hospital bed capacity is acknowledged within Central Lancashire, which is intensified by the need to maintain social distancing and cohorting of patients. The need to repurpose the acute bed provision to support the elective care restoration programme is essential.

In response to this, the Lancashire Place Based Partnership have requested that, in addition to the Winter Plan, there is a requirement for additional support to the system to increase capacity for those patients residing in acute hospitals that require additional nursing assessment of which this could be undertaken within registered nursing home provisions.

**Commissioning Requirements**

NHS Chorley and South Ribble and NHS Greater Preston Clinical Commissioning Groups (CCGs) on behalf of the Lancashire Place Based Partnership intend to source 41 general nursing intermediate care beds, 24 of which are expected to require rehabilitation.

This will enable a cohort of patients to be transferred from hospital into a registered nursing home who need an extended period for discharge plans to be agreed and community support provided.

The CCGs are planning to commission the beds with several providers with up to 5 beds within each registered nursing home dispersed across Central Lancashire. We will accept bids from registered nursing homes located within the Greater Preston and Chorley and South Ribble areas.

Providers will be asked to state within their submission how many beds they will be bidding for up to a maximum of 5 (and of which how many you anticipate could be rehabilitation beds). Providers will also be asked to state whether they could increase this number if required.

The CCGs reserve the right to commission more than 5 beds with an individual provider if they do not receive a sufficient number of valid bids to achieve the 41 beds required (with a maximum of 5 beds per home). The additional beds will be offered to successful providers that have stated that they can increase their bed capacity and offered to the highest scoring bidders first.

This is a fixed term arrangement with the intention of the beds being available from the 1st November 2021 and for contracts to be in place until the end of March 2022.

The capped financial envelope for these services is circa £1.1m (capped at £1,200 per bed per week, exempt of VAT) for the contract duration (22 weeks). £1,200 per bed per week includes any 1:1 isolation requirements that may be required. Any ongoing costs of placements should the service user be assessed for and choose to remain within the respective nursing home, shall be paid at the standard LA/CCG rates.

The contracts will be paid on an 80% block arrangement, the remaining 20% of the contract value will be paid on a tariff basis based on occupancy.

The NHS Standard contract will be used for this service and will be finalised at the award of contract stage with the successful providers. By submitting a tender providers are agreeing to the published terms of the NHS Standard contract ([NHS England » 2021/22 NHS Standard Contract](https://www.england.nhs.uk/nhs-standard-contract/21-22/)).

In addition to the standard terms, the CCGs will expect the successful providers to agree to the following; ‘should any bed occupancy fall below the expected requirements of a minimum of 80% over a period of 4 weeks, the CCGs reserve the right to cease the contract providing only 4 week’s notice’. There will be an exclusion to this in the event of reported Covid-19 outbreaks.

# Description of Service

The general nursing intermediate care beds will provide a holistic approach with the emphasis on providing support to enable patients to achieve optimum level and return to, their usual place of residence wherever possible with a minimum length of stay of two bed nights and an ideal maximum length of stay of four weeks.

The general nursing intermediate care beds are available to adults aged 18 plus who live within the NHS Chorley, South Ribble or Greater Preston CCG boundaries and / or are registered with a NHS Chorley, South Ribble or Greater Preston CCG GP member. On occasion it may be necessary to place someone who resides outside of the Central Lancashire boundary, but who is a resident within the county of Lancashire, however, this will be upon commissioner agreement.

The general nursing intermediate care beds provision is for those service users who:

* Have a green Covid-19 status - service users will require a negative swab prior within 48 hours of discharge.
* Do not meet the criteria to reside (NMC2R) in an acute hospital setting (are medically fit for discharge).
* Any ongoing investigations/consultations can be conducted as an outpatient.
* May require ongoing rehabilitation.
* May require assistance of two (or more).

**Additional Support Requirements**

* Covid-19 testing and transport arrangements for ongoing placements will be arranged by LTHTR.
* Should therapy support be required, it will be provided by existing health services and is not a requirement of the providers.
* It is expected that service users will receive therapy as per their care plan.
* GP cover will be arranged and provided by the CCGs and is not a requirement of the providers.
* Out of hours provision will be as per current arrangements with gtd.

Please refer to the service specification for further details regarding the commissioned service.

# Invitation to Tender Process & Instructions

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## Tender Process

The procurement process being followed is modelled on an Accelerated Open Procedure for health care services.  Health Care Services are subject to the Light Touch Regime pursuant to the Public Contracts Regulations 2015 Schedule 3 and therefore the CCGs withhold the right to vary the process as they see necessary whilst adhering to those sections of the Public Contracts Regulations 2015 which are mandatory for Light Touch Regime.

## Contact Details

All communication for this Invitation to Tender should be directed to Rachel Roocroft at the following email address [mlcsu.tendersnorth@nhs.net](mailto:mlcsu.tendersnorth@nhs.net)

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## Timescales

The outline timescales for the ITT are as follows:

|  |  |
| --- | --- |
| **Description** | **Dates** |
| Advert on Contracts Finders/ Find a Tender | 1st October 2021 |
| Deadline for receipt of clarification questions | 11th October 2021 12 midday |
| Deadline for Provider Bids | 15th October 2021 12 midday |
| Evaluation of Bids | 15th October – 21st October 2021 |
| Confirmation of Award of Contracts | 25th October 2021 |
| Mobilisation | 25th October – 31st October 2021 |
| Commencement of new Contracts | 1st November 2021 |

**Submitting a Tender**

To submit a tender please complete the questionnaire (appendix a).

The main tender submission (part 3) should be no longer than 10 A4 pages and written in size 11 Arial font. This must include all appendices / evidence to support your tender and should not include any embedded documents.

Please email your completed questionnaire to the following secure email address [mlcsu.tendersnorth@nhs.net](mailto:mlcsu.tendersnorth@nhs.net) before the deadline of the **15th October 2021 12 midday**. The CCGs reserve the right to not accept any tenders received after this date and time.

Please do not communicate directly with commissioners about this opportunity during the ITT process as they cannot respond to providers directly.

The information provided by potential providers will be treated as commercial in confidence and will only be used for the purposes of provider selection.

**Clarification Process**

A clarification question and answer process will operate during the ITT. The objective of the clarification process is to give providers the opportunity to submit questions where they may require clarification about the information contained within this ITT and all supporting tender documents.

Clarification questions should be submitted to [mlcsu.tendersnorth@nhs.net](mailto:mlcsu.tendersnorth@nhs.net) and will be intended to be answered by the CCGs within two working days. The deadline for receipt of clarification questions is **11th October 2021** . Please note that when responding to clarification questions each provider will be copied into the question (unless the question is deemed commercially sensitive) and the CCGs response to ensure fairness of process is extended to all providers who have submitted a tender.

**Evaluation of Responses**

Submitted Tenders will be evaluated by the Evaluation Panel against the criteria set out below:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Marks Available** | **Weighting** |
| **Part 1 Provider Information** | Pass/Fail | N/A |
| **Part 2 Exclusion Grounds** | Pass/Fail | N/A |
| **Part 3**  **A) Service Delivery**  Question 1: Please describe how your proposed service model will meet the requirements set out in the service specification.  Question 2: Please describe how you will establish and develop relationships with local health and social care providers to ensure seamless care provision is provided to the patients being referred into the general nursing intermediate care beds. In your answer please refer to the providers listed in section 3 of the specification.  Question 3: Please provide details of how you will ensure your proposed delivery of the service will provide positive outcomes and experience for patients and their carers/families.  Question 4: Please describe the clinical governance system/processes used to provide assurance of the effectiveness and safety of the service provision.  Question 5: Please describe how the physical environment of your home will support the patients being referred into the general nursing intermediate care beds. | 5  5  5  5  5 | 15%  5%  5%  5%  10% |
| **B) Resources, Organisation Capability & Contract Readiness**  Question 1: Please provide an overview of the workforce intended to support the delivery of this service and how you will support those staff within their roles. Your answer should include role descriptions, your organisation’s training and staff development programme, professional accreditation/qualifications that staff hold or are working towards and how you will ensure you have a sustainable workforce to ensure consistency and continuity to patients occupying the general nursing intermediate care beds. Please include in your answer how you will ensure your workforce has the appropriate competencies to deliver a safe and effective service.  Question 2: Please demonstrate your capacity to fulfil this contract and your readiness to commence the contract from the 1st November 2021. | 5  5 | 15%  5% |
| **C) Costs-** the provider must submit a price per bed per week (which should not exceed the capped budget of £1,200 per bed per week). | 5 | 40% |
| **Part 4 Declaration** | Pass/Fail | N/A |
| **TOTAL** |  | **100%** |

**Part 1 Provider Information**

A provider will be deemed to have passed Part 1 of the questionnaire where they have provided all the required information with any clear explanations for missing information for all questions.

**Part 2 Exclusion Grounds**

For Part 2 a provider will be deemed to have passed based on the following;

*Mandatory Exclusion*

If the provider answers no to any part of question 1 and question 2 under the Mandatory Exclusion section they will not be excluded from the procurement process on mandatory exclusion grounds.

If the provider answers yes to any part of question 1 and/or question 2 and cannot provide evidence of effective remedial action (self- cleaning) that provider will be excluded from any further participation in the procurement process on the grounds of mandatory exclusion.

*Discretionary Exclusion*

If the provider answers no to any part of question 1 under the Discretionary Exclusion section they will not be excluded from the procurement process on discretionary exclusion grounds.

If the provider answers yes to any part of question 1 and cannot provider evidence of effective remedial action (self- cleaning) that provider may, at the discretion of the CCGs, be excluded from the procurement process.

**Part 3**

Questions detailed in Part 3 Sections A) and B) will be scored using a scoring criteria of 0-5. The scoring criteria is as follows:

|  |  |  |
| --- | --- | --- |
| Award Score Label | Value | Definition |
| Excellent | 5 | The response is excellent in relation to the stated requirements of the question. The details provided demonstrate that the provider’s approach fully meets the requirements of the question and provide a very high level of confidence of the provider’s skills, expertise and understanding of the requirements. The response is exemplary and comprehensive, demonstrating that the requirement can significantly be exceeded. |
| Good | 4 | The response is good in relation to the stated requirements of the question. The details provided demonstrate the provider’s approach fully meets the requirements of the question and provide a high level of confidence of the provider’s skills, expertise and understanding of the requirements. No concerns were evident with the response. |
| Acceptable | 3 | The response is acceptable in relation to the stated requirements of the question.   The details provided demonstrate the provider’s approach meets the requirements of the question (with only minor omissions) but would benefit from being more detailed. |
| Poor | 2 | The response is poor in relation to the stated requirements of the question. The response provides a low level of detail and provides little evidence that the provider has the expertise to satisfy the requirements of the question with weaknesses apparent in some areas and/or demonstrates some misunderstanding of the requirements. |
| Very Poor | 1 | The response is very poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence presented to demonstrate that the provider has the expertise to satisfy the requirements of the question. |
| Unacceptable/No answer | 0 | The response is either unacceptable as it fails to provide any evidence whatsoever that the provider can meet the requirements set out in the question or is entirely lacking in detail or no answer has been given.  The response does not comply with or has failed to demonstrate an understanding of the stated requirements of the question. |

For Part 3 section C) the following price evaluation will be applied;

**Price Evaluation**

The method of price evaluation will be based on the lowest price submitted (with a maximum cap of £1,200 per bed per week). The lowest price quoted will receive maximum marks (5). All other bids shall be scored on a pro rata basis in relation to the lowest price.

For example – if Bid 1 submits the lowest price at £1,000 they will score 5/5.

If Bid 2 submits a price of £1,200 (a differential of £200 or 20%) they will receive a score of 20% less than the highest scoring bidder and therefore they will score 4/5.

The weighting for price is 40% so the 0-5 score achieved will be multiplied by 5.

Therefore Bid 1 would receive an overall price score of 25 and Bid 2 would receive an overall score of 20.

A bid that is submitted above the capped price of £1,200 per bed per week will be rejected.

**Part 4**

Part 4 will be evaluated based on the provider passing if they complete and sign all of the declaration section.

**Evaluation Approach and Overall score**

Each bid will be evaluated in the following way.

* Quality is weighted at 60%, price is weighted at 40%.
* The evaluation panel will review the responses to each of the sections using the scoring criteria above. The weighting for each section / question is identified.
* All of the scores for each bid will be totalled together and weighted as stated and the bids that score a pass for all the pass/fail questions and with the highest scores will be awarded a contract. The CCGs are sourcing 41 beds, with up to 5 beds within each registered nursing home, therefore it is anticipated that a contract will be awarded to at least 9 providers.
* The CCGs reserve the right to not award a contract as a result of this process and is not liable for any provider costs incurred as a result of submitting a tender.
* The CCGs also reserve the right to conduct further due diligence checks prior to agreeing the contract.