**Authority Project ID:** C389240

**Date:** 17th September 2025

**Reference: Atamis Reference C389240 Kingston & Richmond NHS Foundation Trust Assisted Conception Unit Early Market Engagement**

South West London Procurement Partnership (“**SWLPP**”) is a shared procurement service covering Croydon, Epsom & St Helier, Kingston and Richmond and St George’s NHS Trusts and is formally inviting you on behalf of **Kingston and Richmond NHS Foundation Trust** to participate in an **Early Market Engagement** exercise for a potential future procurement of **Assisted Conception Services in the form of a potential Joint Venture or similar partnering arrangement.**

SWLPP have adopted the secure Atamis e-Commercial System (“**Atamis**”) for all of its sourcing activity. This Early Market Engagement process will be conducted entirely via self-service downloading of all documentation and submission in an electronic format only (unless otherwise requested) through Atamis. Any communication regarding this Early Market Engagement exercise must also be received via the messaging facility through Atamis in order to maintain transparency and keep an accurate record of all activity relating to the Early Market Engagement.

**Please ensure you review this Letter containing the Early Market Engagement Instructions, and separately, the Early Market Engagement Brief which includes the Questionnaire for completion. If you are in any doubt regarding the Authority requirements, please ensure you raise early clarifications through the Atamis portal as described later in this document.**

Please ensure that you upload your response to the Early Market Engagement Questionnaire and any supporting documentation into Atamis to arrive by no later than **14.00 on 17th October 2025**.

**For the avoidance of doubt, your Early Market Engagement response should include:**

1. **A short Cover Letter signed by a duly authorised officer of the company.**
2. **The completed Early Market Engagement Questionnaire.**

Following receipt of the questionnaire responses and before any future tender may be issued, the Authority expects to engage all or a subset of Participants (dependent entirely on the Authority’s available Clinical and Management time available) in further interactive discussions to further inform our requirements and approach to market.

For the avoidance of doubt, should you choose not to submit a response to the Early Market Engagement questionnaire, this will preclude you from being invited to the interactive discussion phase however, this will not preclude you from submitting a response to any future invitation to tender.

I look forward to receiving your completed Early Market Engagement Questionnaire in due course.

Yours sincerely

**David Thomas**

**Capital & Major Projects Procurement Manager**

**South West London Procurement Partnership**

**(On behalf of Kingston and Richmond NHS Foundation Trust)**

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| Section 1: General Information & Instructions |

**PLEASE READ ALL INSTRUCTIONS CAREFULLY.**

* 1. **Overview of Documentation / Schedules**

**The table below provides an overview of the documents issued within this Early Market Engagement.**

| **Document Name** | **Contents** | **Response Required** |
| --- | --- | --- |
| 1. Early Market Engagement Instructions (this Document)
 | This provides an overview of the Early Market Engagement process and includes but is not limited to:  * Instructions to potential Participants;
* Timetable;
* Submission format
* Clarifications.
 | NO - No action is required on this document. This document is for you to keep and outlines the requirement and Early Market Engagement process. This information will help potential Participants to decide whether or not to submit a Questionnaire Response, and how to ensure remain compliant when responding. |
| 1. Early Market Engagement Brief
 | The Early Market Engagement Briefing and embedded Questionnaire for Participants to complete. | **YES - You are required to complete the Early Market Engagement Questionnaire which forms part of the Early Market Engagement Briefing document and submit it to the Authority via Atamis.** |

* 1. **Receipt of Early Market Engagement Documentation**
		1. There is no need for you to inform us directly of your intention to participate, as the Atamis System will automatically record that you have downloaded the documentation available.
		2. Simply downloading the documentation does not commit an organisation to submitting a response.
	2. **Questions and Answers - Clarifications**
		1. If you have any questions or issues, please raise them as early as possible in the process via the formal clarification submission route in Atamis.
		2. Where there is uncertainty with any element of these instructions or the Early Market Engagement Brief and Questionnaire, the Authority will endeavour to provide any additional information required.
		3. Participants must not contact the Authority or its employees directly with any request for clarification or further information.
		4. Participants may raise questions or seek clarification regarding any aspect of this Procurement at any time prior to the Clarifications Deadline (see the Procurement Timetable as set out in section 1.4). Questions must be submitted via the messaging facility provided within Atamis.

* + 1. To ensure that all Participants have equal access to information regarding this Procurement, the Authority will publish all of its responses to questions asked and or clarifications raised by Participants via a clarifications document which will be published through Atamis. All questions and answers published will be anonymised.
		2. Unless otherwise stated the Authority aims to respond to clarification questions within 48 working hours upon receipt and if unable to meet this timescale, to provide an update if there is a delay.
		3. If Participants wish to ask any questions and / or raise clarifications, they are asked not to refer to their identity in the body of the question or clarification.
		4. If a Participant wishes to ask a question or seek clarification in confidence, they must notify the Authority and provide justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Authority will inform the Participant, who will have an opportunity to withdraw the question or clarification. If the question and / or clarification is not withdrawn, then the anonymised response will be issued to all Participants.
		5. Participants are responsible for monitoring the Atamis messaging service for clarifications including, general clarifications or other information issued by the Authority. Answers to such questions may contain important information that could affect how Participants complete their response to the Early Market Engagement Questionnaire.
		6. Once Early Market Engagement Questionnaires are submitted and only after the deadline for submission, the Authority reserves the right to contact Participants at any time for clarification on all or any part of their response, which will require a prompt response.

* 1. **Early Market Engagement Timetable**

The table below is to be used as a guide only, and any changes will be communicated to Participants via Atamis:

| **#** | **Action** | **Date** |
| --- | --- | --- |
| **1** | Publication of PA23 Notices and Release of Early Market Engagement Brief on relevant platforms:  | **17/09/25** |
| **2** | Deadline for submitting Clarification Questions | **09/10/25 14:00** |
| **3** | Deadline for submitting completed Early Market Engagement Questionnaire  | **17/10/25 14:00** |
| **4** | Follow up interactive discussion phase (via Teams or Face-to-Face):  | **And scope to be agreed but anticipated to be during the period 20/10/25 to 14/11/25** |
| **5** | Indicative Timescales for a future Tender Phase beyond this Early Market Engagement  | **To be informed by Pre-Market Engagement** |

* 1. **Submission via Atamis e-Commercial System**
		1. The completed Early Market Engagement Questionnaire Response must be uploaded and submitted into Atamis System before the closing date and time in point 1.4 above as Atamis will automatically close and no further responses can be accepted by the system after that date/time.
		2. Early Market Engagement Questionnaire’s submitted by any other means will not be accepted.
		3. The Atamis System can be found at: [https://health-family.force.com/s/Welcome](https://scanmail.trustwave.com/?c=8248&d=kqqs4E4CJf5cKG0sKgq2L4QQblJWHL0HuJlEGYhKzg&u=https%3a%2f%2fhealth-family%2eforce%2ecom%2fs%2fWelcome)
		4. If you experience any problems, please contact the Atamis Help Centre on +44 800 0988201/ support-health@atamis.co.uk.
		5. Please ensure that any login details / passwords given to you are kept private to ensure the integrity of the system and your submission.
		6. Participants are responsible for ensuring that their Early Market Engagement Questionnaire has been completed fully prior to the Submission Deadline.
		7. It is the responsibility of all Participants to ensure they confirm that their Early Market Engagement Questionnaire response has been submitted. The Authority cannot take responsibility for submissions that remain on the system in a draft or un-submitted format.
		8. Participants may modify and resubmit their Early Market Engagement Questionnaire response at any time prior to the Submission Deadline.
	2. **Format of submission**
		1. Hard copies of your written submission are not required or permitted unless specifically stated otherwise.
		2. The Authority has the ability to use the following programmes to open your submission; MS Word, MS Excel, MS PowerPoint, Adobe PDF, WinZip.
		3. Any attached files must be clearly named with both your company name, the subject matter of the data and to which the file relates and cross referenced appropriately as it relates to one of the questions.
		4. There is a file size limit of 25MB per documents being uploaded into Atamis – please be mindful that larger files may take longer to upload, so ensure this is done with enough time before the closing date and time – ideally using an appropriate compression (zipping) program.
	3. **What to include in your Submission**
		1. Your response should be based on relevance with sufficient detail to answer the questions. Only attach policies or statements or certificates if requested. Do not assume that one of your previous answers is sufficient to answer a new question; each question/answer will be evaluated on its own merit.
		2. Ideally, Participants must answer the questions in the Early Market Engagement Questionnaire without reference to general marketing or promotional information/material. Publicity brochures will not be accepted as answers to questions. Participants should not make reference to answers used in previous questions but should repeat the information if necessary.
	4. **Freedom of Information Act 2000 (FOIA)**
		1. The Freedom of Information Act 2000 (“**FOIA**”) gives the public a legal right of access to information held by public authorities. The public now have a right to know about our work and it is our duty to operate with openness and transparency. **All** information held by the Authority is in scope of the FOIA. The rules about disclosure apply regardless of where the information originated. This means that all the following types of information **may** be subject to disclosure:
1. Information in any Questionnaire submitted to us;
2. Information in any contract to which we are a party (including information generated under a contract or in the course of its performance);
3. Information about costs, including invoices submitted to us;
4. Correspondence and other papers generated in any dealing with the private sector whether before or after contract award.
	* 1. The Authority has written guidance on how it will apply the Freedom of Information Act. It is published on the Authority website.
		2. All Participants must be fully aware of how the FOIA may affect them. For further information please visit the Information Commissioner’s Office (ICO) website [www.ico.gov.uk](http://www.ico.gov.uk)
	1. **Disclaimers**
		1. The information contained in this document is presented in good faith and does not purport to be comprehensive or to have been independently verified.
		2. Neither The Authority or associated NHS, nor any of their advisers accept any responsibility or liability in relation to its accuracy or completeness or any other information which has been, or which is subsequently, made available orally or in writing or in whatever media.
		3. Interested parties and their advisers must therefore take their own steps to verify the accuracy of any information that they consider relevant. They must not, and are not entitled to, rely on any statement or representation made by The Authority or NHS, or any of their advisers.
		4. This document is intended only as a preliminary background explanation of The Authority’s activities and plans and is not intended to form the basis of any decision on the terms upon which the Authority will enter into any contractual relationship.
		5. The Authority reserves the right to change the basis of, or the procedures (including the timetable) relating to, this sourcing process.
		6. The Authority reserves the right not to proceed with the sourcing process, or any part thereof, at any time and the Authority will not be liable for any cost incurred by any Participant where this sourcing process does not proceed.
		7. Nothing in this document is, nor shall be relied upon as, a promise or representation as to any decision by the Authority in relation to this process. No person has been authorised by the Authority or its advisers or consultants to give any information or make any representation not contained in this document and, if given or made, any such information or representation shall not be relied upon as having been so authorised.
		8. Nothing in this document or any other pre-contractual documentation shall constitute the basis of an express or implied contract that may be concluded in relation to the sourcing process, nor shall such documentation/information be used in construing any such contract.
		9. References to this document include all information contained in it and any other information (whether written, oral or in machine-readable form) or opinions made available by or on behalf of NHS or any of their advisers or consultants in connection with this document or any other pre-contract documentation.
	2. **Confidentiality**
		1. Participants must not collude with nor disclose the fact of their intention to submit a response to this Early Market Engagement to other potential Participants.

* + 1. The Authority may disclose information provided by a Participant where there is express provision to do so in accordance with Regulation 21 (2).
	1. **Property of the Authority**
		1. All Documents supplied in connection with this Early Market Engagement shall remain the property of the Authority.

**End**