**West London CCG**

**Market Engagement Questionnaire (MEQ)**

**January 2020**

# Disclaimers

Organisations considering whether to respond to this information request should note the following:

* West London Clinical Commissioning Group (the Commissioner) is still finalising its decision in regards to this solution and is undertaking market engagement to seek the views and opinions of those organisations that may be interested in helping to deliver the solution if it decides to procure it;
* This Market Engagement Questionnaire (MEQ), and any subsequent information provided in response to it, does not form an integral part of any potential future procurement exercise and should be considered as an attempt by the Commissioner to engage with the potential market for delivering solution;
* This MEQ, the accompanying draft documentation and the responses received arising from it are in no way legally binding on any party;
* **Participation in the engagement exercise is not a mandatory requirement for participating in any potential future procurement; however, responses received will assist to inform the Commissioner as to the level of interest from the market and will be used to evidence a decision as to whether or not to undertake a competitive procurement. CONFIRMATION OF YOUR EXPRESSION OF INTEREST IS THEREFORE IMPORTANT.**

# Instructions for Responding to this MEQ

Please ensure you have read the supporting information provided with this MEQ before responding, including the draft current Specification of Requirements, noting that these may be subject to change (in both form and content) if the CCG decides to procure the solution.

Responses to this MEQ should be provided as a single document and be limited to a maximum of 5 sides of A4 paper – this does not include additional requested supporting information, just your written responses.

# Market Engagement Questionnaire

**Note: the service being described in this questionnaire relate to the Commissioner’s intention to establish a contract for up to three years for a potential financial package of £250k per year.**

1. Please confirm whether your organisation has an interest in delivering the Services detailed within the draft Service Specification. Or, please outline any reasons why you assess that this opportunity is not of interest and what might make the intended contract more attractive to your organisation.

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| response: |
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1. Please provide a summary/Introduction about your organisation, outlining your current offered services and highlighting their relevance to the proposed service.

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| response: |
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1. If you have specific expertise and experience in providing this type of service or similar, please provide details of this.

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| response: |
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1. If you were to deliver the Service, would your solution involve solely your organisation, or would you intend to partner or sub-contract any aspect of the Services. Please explain as appropriate, including details of any organisations you might work with, if this would be your intended solution.

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| **response:** |
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1. Do you have any helpful feedback and suggestions about the draft specification being shared with you? i.e. does the draft specification look reasonable? Would you revise it any way – if so how?

Also, if you are aware of any other relevant service specification you assess might be of interest to West London CCG as it seeks to set up this new service, you are encouraged to share this – either attach, or advise how the CCG can obtain a copy.

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| response: |
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1. Do you foresee any key delivery challenges in implementing this service in West London? If so, please explain.

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| response: |
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1. The Contracting Authority expects this service to be ready by 1 April 2020, What is the approximate timeframe you believe you will require in order to safely prepare, mobilise and implement the delivery of this solution based on your experience? Please advise the minimum & maximum timeframe.

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| response: |
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1. Would you be happy for the West London CCG to contact you further in regard to your interest in this service (YES /NO)?

|  |  |
| --- | --- |
| Yes | No |
|  |  |

Please complete the table below providing details for the main point of contact:

|  |  |
| --- | --- |
| **CONTACT NAME:** |  |
| **ROLE / POSITION:** |  |
| **EMAIL ADDRRESS:** |  |
| **CONTACT NUMBER:** |  |

Thank you for taking the time to respond and share your interest and views of the Commissioner’s current intentions for the future provision of this solution for West London CCG.

**Please help to return this questionnaire by no later than 12pm on Wednesday 5th February 2020 to Agnes Kasprowicz (agnes.kasprowicz@nhs.net ) & David Evershed (d.evershed@nhs.net).**

*Interested parties will not be prejudiced by any response or failure to respond to this market engagement exercise and a response to this notice does not guarantee any invitation to participate in any future public procurement process that the Commissioner may conduct.*

*However, the Commissioner may reasonably conclude a lack of capable market interest in the absence of responses to this invitation.*

*Any responses and information that are shared through this market engagement exercise will not be treated as commercially confidential and may be used by the Commissioner to inform commissioning and potential procurement strategies.*