

Request for Quotation

RFQ: Interim Urgent Dental Service - Derby
Reference number: AGEMCSU IUDCN/01/20

NHS Arden and Greater East Midlands Commissioning Support Unit (AGCSU) on behalf of NHS England ("the Authority") is inviting suitably qualified and experienced providers to submit a bid to deliver an Interim Urgent dental Service in Derby for a period of three months with the option to extend in one month increments up to a maximum of 9 months in total. The agreement will be a block contract

The objective is to provide care for patients with urgent dental problems that may present both inside and outside of routine working hours. Due to unforeseen circumstances, there may be a delay to mobilising the new Unscheduled Dental Care services that were recently procured in Derby. **As we do not know at this stage whether the interim service that is the subject of this Request for Quotation will be required, NHS England reserves the right to withdraw this opportunity at any point prior to the 1st April 2020.**

The expectation is that the service provision will be provided from an existing Dental Practice within Derby City for patients to access from Derby and the surrounding geographical area. Patients will be signposted to the service via NHS 111.

The contract, if required, will commence on 01 April 2020 and will be for an initial 3 months with the option to extend, on a month-by-month basis, up to a maximum period of 9 months in total.

The total Contract Value is capped at **£163,510** for the initial 3-month contract term and for any month thereafter the following caps will apply:

Month	Financial Cap
July 2020	£54,850
August 2020	£55,490
September 2020	£53,200
October 2020	£54,900
November 2020	£53,100
December 2020	£59,780

If you are interested in quoting for this requirement, please see attached the following:

- Document 1 – List of RFQ Questions and evaluation criteria (for information)
- Document 2 – Response form for RFQ Questions (**for bidders to complete and submit**)
- Document 3 – NHS England (Midlands) – Service Specification
- Document 4 – Number of Appointment Slots and Times
- Document 5 – Declarations Form (**for bidders to complete and submit**)
- Document 6 – TUPE Information
- Document 7 – NHS England PDS Agreement

Contract Termination

One months' notice of termination must be given by either the Commissioner or the Provider to terminate the agreement before the given end date.

Please complete and return Document 2 no later than **5 pm on 13th March 2020**, setting out how your organisation meets the evaluation criteria contained within Document 3.

Please return your response to sarah.groves4@nhs.net

Please mark your response: RFQ Reference: **AGEMCSU IUDCD/01/20**

After the closing date, a meeting will be held with all evaluators for the purpose of agreeing a final score (mark) and rationale for each Bidders' answer.

Your response must be valid for acceptance for 90 days from the deadline for receipt of proposals. Your response constitutes an offer and if the Authority accepts that offer then a legally binding contract will exist between us.

Respondents accept that the Authority is subject to the Freedom of Information Act and government transparency obligations which may require the Authority to disclose information received from you, to third parties.

This letter and your response do not give rise to any contractual obligation or liability unless and until such time as the Authority issues a letter referencing this Request for a Proposal accepting your proposal. The Authority does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for Quotation.

If you have any queries about this letter or the requirement, please submit your questions via email to sarah.groves4@nhs.net

If you are unable to meet this requirement or are otherwise not intending to provide a proposal, I would be grateful if you could let me know as soon as possible.

Yours sincerely



Sarah Groves
Procurement Officer

Evaluation Criteria

Proposals will be evaluated in line with the following evaluation criteria as set out fully in Document 1.

Qualification Questions	Criteria – Pass/Fail or For Information
[Q1] Full registered company name	For Information only
[Q2] Legal Requirements	Pass/Fail
[Q3] Premises	Pass/Fail
[Q4] Health & Safety	Pass/Fail
[Q5] Declarations Form	Pass/Fail

Technical Questions	Weightings
[Q6] Service Delivery	50%
[Q7] Operational management roles and responsibilities	30%
[Q8] Patient Triage	20%
[Q9] Finance – Contract Value	Pass/Fail

Scoring Matrix

The scored questions will use the following scoring method:

Assessment	Score	Interpretation
Excellent	100%	Exceeds the requirement. Exceptional demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/ services. Response identifies factors that will offer innovation and potential added value, with evidence to support the response
Good	80.00%	Satisfies the requirement with minor additional benefits. Some minor additional benefits by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	60.00%	Satisfies the requirement. Demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with evidence to support the response.
Minor Reservations	40.00%	Minor reservations. Some minor reservations of the Bidder's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.
Major Reservations	20.00%	Major reservations. Considerable reservations of the Bidder's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.
Unacceptable	0.00%	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.