**Termination of Pregnancy Service**

**NHS Northamptonshire ICB**

**MARKET ENGAGEMENT QUESTIONNAIRE**

Version 5.0

11/07/2022

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# OVERVIEW

**Pre-Tender Market Engagement**

NHS Arden and Greater East Midlands Commissioning Support Unit (AGEM CSU) is requesting market feedback, on behalf of Northamptonshire Integrated Care Board (ICB) (the Authority), to inform the upcoming procurement for the Termination of Pregnancy Service contract.

This questionnaire should be read alongside the corresponding **Market Engagement Information Pack**.

In order to assist the Authority with testing its assumptions and proposed service requirements, your responses to the questions listed below will explore the following areas:

* The proposed bidding model and principles and standards
* Timescales for procurement and mobilisation of the new contract
* Social value evaluation criteria
* Proposed contract duration and financial envelope

We ask that interested organisations submit responses to the questionnaire using the template provided using the following email address: [andrew.taylor15@nhs.net](mailto:andrew.taylor15@nhs.net). Respondents are requested to address the questions specifically rather than attaching extensive technical or promotional information or materials, as such information will not be considered.

**Questionnaires’ completion deadline**

**Please complete the template and return a completed MEQ template to** [**andrew.taylor15@nhs.net**](mailto:andrew.taylor15@nhs.net) **by 12 noon on 14th November 2022.**

Questionnaire responses submitted will remain confidential and information gathered will be used for the sole purpose of informing the upcoming procurement process.

The following attachments, annexed to this Questionnaire document, are available to interested organisations to inform the submission of the questionnaire response.

* Draft Service Specification
* Clarification Questions Template

## Clarification Questions

Please direct any clarification questions via the email address [andrew.taylor15@nhs.net](mailto:andrew.taylor15@nhs.net). A clarification question and answer process will be operated during this market engagement phase to give interested organisations the opportunity to submit questions to the Authority, where they require clarification on the information provided. Questions should be submitted using the clarification template provided.

AGEM CSU intends to publish the anonymised questions and clarifications raised by interested organisations together with responses from the Authority via the email address [andrew.taylor15@nhs.net](mailto:andrew.taylor15@nhs.net).

Interested organisations must indicate if a query is of a commercially sensitive or confidential nature – where disclosure of such query and the answer would, or would be likely to, prejudice its commercial interests, respondents must set out the reason(s) for non-disclosure to other organisations.

However, if AGEM CSU does not consider the query to be of a commercially sensitive or confidential nature or considers it to represent a query relevant to all organisations, in terms of both the query and the response, it will, at its sole discretion, retain the right to refuse such a request and inform the requesting organisation of any such decision. The organisation will have the opportunity of revoking the question (leaving it unanswered) or the question and response being published publicly.

The deadline for submitting clarification questions will be **12 noon on 7th November 2022.** This deadline allows the commissioners to reply to clarification questions ahead of the deadline of the MEQ itself. No further questions or requests for clarification will be accepted after the deadline.

## Procurement Timetable (indicative)

The indicative Procurement Timetable is as follows:

|  |  |
| --- | --- |
| Milestone | Date |
| Opportunity published and tender documents available | Mid November 2022 |
| Deadline for receipt of ITT clarification questions | Early December 2022 |
| Deadline for receipt of Bid submissions | Mid December 2022 |
| Bid evaluation and moderation | Mid December 2022 – Early February 2023 |
| Notification of outcome/Initiation of Standstill period | Mid March 2023 |
| Contract Mobilisation | Late March 2023 |
| Contract and Service commencement | To be confirmed |

**Please note that this timetable is indicative and may be subject to change.**

# MARKET ENGAGEMENT QUESTIONNAIRE

## 1. Organisation Details

|  |  |  |
| --- | --- | --- |
| Organisation Name |  | |
| Registered Address |  | |
| Named Contact for Response  (Name and position) |  | |
| Contact Details | **Phone** |  |
| **Email Address** |  |
| Type of organisation |  | |
| Total Annual Turnover (£) |  | |
| Total number of staff employed |  | |
| Details of existing Termination of Pregnancy contracts held (including responsible commissioners, annual contract values, geography and populations covered) |  | |

## 2. Procurement Process and Timelines

|  |  |
| --- | --- |
| Procurement timelines  The Authority proposes a publication of the procurement in mid November 2022 with an ITT response period of around 4.5 weeks with a bid submission deadline in mid December 2022.  In light of current pressures, would the procurement timelines as stated present any risks that would prevent you from bidding? If yes, what are these and what would help to mitigate these? Would a delay to the timelines, either a delay to procurement publication or a longer period to respond affect your decision/ability bid? |  |
| Mobilisation  The Authority intends to confirm the start date for the new contract when the Invitation to Tender (ITT) goes live. Please confirm whether any particular length of mobilisation period, either long or short, would present any risks or would prevent you from bidding? What would help to mitigate these? Please note that TUPE will be applicable. |  |
| Information from the Authority  Please describe what information you would need from the Authority as part of the tender documentation in order to allow you to provide your best quality bid. |  |
| Support from the Authority  Please describe what support you would need from the Authority during the mobilisation phase to support successful service mobilisation. |  |

## 3. Bidding/Commercial Model

|  |  |
| --- | --- |
| Bidding model  Please confirm whether you would be interested in providing the service as a single provider or as a lead provider with subcontractors (subcontracting 25% or more of delivery). |  |
| Contract Duration  The Authority is currently considering procuring a contract of five years with no option to extend the contract. Please confirm whether you feel this contract duration would cause any issues which may prevent you from bidding or which may lead to adverse implications on commercials or other service aspects? |  |
| Draft Service Specification  Please provide any relevant commentary on the draft service specification. Are there any issues/risks perceived? Are there any gaps or alternatively areas of duplication? |  |
| Finance  The indicative annual contract value for the service is estimated at £1,265,000.00 subject to activity levels.  Please provide feedback on the contract financial value provided. The proposed value is fully inclusive of all costs required to mobilise (transition) and deliver the specified services (including CQUIN).  As noted this value is indicative and may be subject to change (over and above any chargeable actual activity completed in relation to a cost and volume contract) dependent on NHSE guidance. |  |

## 4. Social Value and Evaluation Criteria

As of 1st January 2021, the Procurement Policy Note (PPN) 06/20 came into effect which requires social value to be explicitly evaluated in all above-threshold procurements.

<https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts>

The Authority will seek to apply the Social Value Model for this procurement and **would like potential providers to provide feedback on the below proposed themes and outcomes to be tested in the procurement. For clarity, the below questions are provided for feedback only, we do not require responses to the social value question themselves at this stage.**

Based on the below, the Authority plans to assign 10% of the tender weighting to social value criteria.

| THEME | POLICY OUTCOME | MODEL AWARD CRITERIA |
| --- | --- | --- |
| Theme 1: COVID-19 recovery | Help local communities to manage and recover  from the impact of COVID-19 | ● MAC 1.4: Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services.  ● MAC 1.5: Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Theme 2: Tackling economic inequality | Create new businesses, new jobs and new skills | ● MAC2.2: Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. |
| Theme 3: Fighting climate change | Effective stewardship of the environment | ● MAC4.2: Influence staff, suppliers, patients and communities through the delivery of the contract to support environmental protection and improvement |
| Theme 4: Equal opportunity | Tackle workforce inequality | ● MAC 6.1: Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce.  ● MAC 6.2: Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. |
| Theme 5: Wellbeing | Improve health and wellbeing | ● MAC 7.1: Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce.  ● MAC 7.2: Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |

**Example Question (one question for each Theme):**

Using a maximum of 1000 words, please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria.

Please include:

* your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria. We recommend that a substantial word count is allocated for the responses to questions, subject to IT system capabilities.
* a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
  + timed action plan (one side of A4 maximum as an attachment)
  + use of metrics
  + tools/processes used to gather data
  + reporting
  + feedback and improvement
  + transparency

**Example Evaluation Criteria:**

| **Assessment** | **Score** | **Interpretation** |
| --- | --- | --- |
| **Excellent** | **100%** | **Exceeds all of the Model Award Criteria**  The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:   * Very good understanding of the requirements * Excellent proposals demonstrated through relevant evidence * Considerable insight into the relevant issues * The response is also likely to propose additional value in several respects which is above that expected. * The response addresses the social value policy outcome and also shows in-depth market experience. |
| **Good** | **75.00%** | **Exceeds some of the Award Criteria**  The response meets the required standard in all material respects. The response therefore shows:   * Good understanding of the requirements * Sufficient competence demonstrated through relevant evidence * Some insight demonstrated into relevant issues * The response addresses the social value policy outcome and also shows good market experience |
| **Acceptable** | **50.00%** | **Meets all of the Award Criteria**  The response broadly meets what is expected for the criteria. The response therefore shows:   * Acceptable understanding of the requirements * Sufficient competence demonstrated through relevant experience * Some insight demonstrated into the relevant issues * The response addresses most of the social value policy outcomes and also shows general market experience. |
| **Poor** | **25.00%** | **Meets some of the award criteria**  The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:   * There is at least one significant issue needing considerable attention * Proposals do not demonstrate competence or understanding * The response is light on detail and unconvincing * The response makes no reference to the applicable sector but shows some market experience * The response makes limited reference (naming only) to the social value policy outcome set out within the invitation. |
| **Unacceptable** | **0.00%** | The response completely fails to meet the required standard or does not provide a proposal. |

Given the above, we would like providers to consider each of the following questions:

|  |  |
| --- | --- |
| Overarching themes and policy outcomes  The Authority has highlighted the above themes and policy outcomes as the most relevant to the Contract.  Please confirm whether you agree that, given the subject matter of the contract, these are the most appropriate policy outcomes within the model to drive social value through the procurement?  Are any of the other themes in the Social Value Model (see link above) relevant in terms of a health service provider’s contribution to delivering social value and should form part of the evaluation criteria in your view? |  |
| Model questions and award criteria  Please provide feedback on the draft question, evaluation scoring matrix and weightings proposed.  Would this allow bidders to demonstrate their respective social value offers in sufficient detail for each of the required areas?  Would you recommend any changes? |  |
| Other comments  Please provide any other feedback you feel would be helpful in relation to the above proposed social value evaluation methodology. |  |

## 5. General feedback

|  |  |
| --- | --- |
| Barriers to bidding  Please confirm if there are any other barriers to prevent you from bidding which have not already been described above. |  |
| Risks  Are there any other risks associated with the service or the procurement which have not been described above which you feel the Authority should consider and how these could be mitigated. |  |
| Procurement e-Portal - Atamis  NHS Northamptonshire ICB will be using the ‘Health Family Single e-Commercial System’ (Atamis) for the forthcoming procurement opportunity. If you have already registered as a Supplier on the Atamis system, please provide your organisation’s Supplier Name and Supplier reference number.  If you have not already registered, please can you register at: <https://health-family.force.com/s/Welcome>. Please then provide your organisation’s Supplier Name and Supplier reference number.  For support in registering, please contact the Atamis helpdesk using the following details:  Phone: 0800 9956035 E-mail: [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk) |  |
| Any other feedback |  |

-ENDS-