**Strategic Partnership – Learning Disability and Autism Programme**

**Stage One and Stage Two Technical Questions**

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| **Name of Contracting Authority** | **The National Health Service Commissioning Board (NHS England)** |
| **Tender for** | **Strategic Partnership – Learning Disability and Autism Programme** |
| **Contract reference** | **Tender\_4592** |
| **Return Deadline** | **1 March 2021 – 1500 hours** |

**ITT Stage One Questions**

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| **#** | **Question** | **Scoring and threshold** |
| **1** | Have you identified the name of the organisation leading the bid and the names of at least two partners you plan to work with (one of which must include an academic partner) and the reasons why you have chosen these partners and their added value to the partnership?  Yes/No  (Using no more than 250 words, please provide details in addition to completing the collaborative partners template provided)  We are expecting a clear rational for the inclusion of each partner in the partnership and evidence of spread of skills and experience and evidence of the credibility of the lead organisation. | **Score will be decided out of 4**  Tenderers must score 2 out of 4 on each of the Stage 1 questions for their responses at Stage 2 to be assessed. |
| **2** | Do you (including members of your collaborative) have experience of analysing large quantities of data including that relating to health and social care of individuals and producing reports and papers relating to the findings?  Yes/No  (In no more than 250 words, please provide details) | **Score will be decided out of 4**  Tenderers must score 2 out of 4 on each of the Stage 1 questions for their responses at Stage 2 to be assessed. |
| **3** | Do you or a partner organisation within your collaborative have demonstrable experience of advising on service / quality improvement in the public sector?  Yes/No  (In no more than 250 words, please provide details) | **Score will be decided out of 4**  Tenderers must score 2 out of 4 on each of the Stage 1 questions for their responses at Stage 2 to be assessed. |
| **4** | Do you have experience of coproducing and working with people who have a learning disability or a similar group of people which is credible and sustainable for large scale projects?  Yes/No  (In no more than 250 words, please provide details) | **Score will be decided out of 4**  Tenderers must score 2 out of 4 on each of the Stage 1 questions for their responses at Stage 2 to be assessed. |
| **5** | How would you bring an additional level of credibility and independence to the work?  (You should state here your experience in research relating to intellectual disability and other relevant clinical areas)  Yes/No  (In no more than 400 words, please provide details) | **Score will be decided out of 4**  Tenderers must score 2 out of 4 on each of the Stage 1 questions for their responses at Stage 2 to be assessed. |

Tenderers should note that if they respond “No” to any of the above Stage One questions their tender will be disqualified and cease to be evaluated at this stage. Tenderers who answer “Yes” should use the word count to demonstrate how they fulfil the criteria and must score a minimum of 2 out of 4. Failure to achieve the minimum score of 2 out 4 to any question may result in the tender not being evaluated any further.

These questions shall not form part of 70% weighting for Technical assessment.

**ITT Stage Two Technical Questions**

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| **Category** | **Q#** | **Sub-criteria (question)** | **Maximum Length of Response** | **Question Weighting** | **Section Weighting** |
| General | 1 | Describe how you would bring together the cross organisational collaboration and organise your team to deliver the requirements of this specification. Your response should:   * Outline the proposed service delivery model that your organisation would deploy should it be successful in being appointed including the proposed governance structure. * Describe your organisation’s proposed processes to ensure continuity of service for the duration of the contract terms, for the delivery of NHSE/I’s requirements. * Outline how you will engage with NHS England and Improvement and the governance of the Learning Disability and Autism Programme | 500 words  plus 1 additional side of A4 if any diagrams are included. (min font size 11)  plus a PowerPoint presentation to be presented unamended to the panel in the event the tenderer is invited to the presentation stage. | 35% | 30% |
| 2 | Provide details of the project team members who would be involved in delivering this contract, outline their key skills and experience in relation to the specification and likely role in this work (including CVs). Include an organisational chart of the project team, including any subcontractors you would intend to use.  Your response should reflect skills and experience of team members relating to both the specific requirements and the general desirable attributes expressed in the specification. | For the lead supplier: Project team staff 1 side of A4 per CV (max of 5 CVs.)  For partner organisations: 250 words per person giving a summary of their most recent/relevant roles up to a maximum of 4 pages of A4 | 35% |
| 3 | Describe how you would deliver the contract in a way that supports the NHS Long Term Plan priorities, ensures compliance with labour rights and ethical issues and generates social value out of the health pound.  Your response should highlight socio-economic impacts relevant to this contract and how you propose to address these during contract delivery. | 250 words (min font size 11) | 10% |
| 4 | Outline the risks and challenges that you foresee in delivering this contract, and your proposed approach to preventing and managing these risks and challenges. These should be relevant to the delivery of the contract and include mitigations you would put in place to manage the risks | 300 words (min font size 11) | 20% |
| Information Governance | 5 | Describe your approach to Information Governance, confidentiality and data protection assurance. Responses should reflect the IG requirements for working with both the national team and with multiple partners in the collaborative. They should also reference, but not be limited to, the considerations indicated below:\* | 650 words (excluding subject headers as defined in the list blow\*) (min font size 11) | 100% | 5% |
| LeDeR Reports | 6 | Outline the timeline and business process you would put in place to produce the annual LeDeR report and the 7 regional reports which must all be available ready for review and publication before 31 March each year. Include in your response a visual project timeline noting that coding of reviews for data extraction will not be complete until mid-January each year. | 500 words (min font size 11 plus one side A4 of the time line) | 100% | 25% |
| Heath Improvement | 7 | Describe your evidence-based understanding of the key areas which impact on the health and well-being of people with a learning disability including those areas which are wider than the key causes of death for people with a learning disability as identified in the annual LeDeR reports. | 500 words (min font size 11) | 60% | 25% |
| 8 | To support our endeavours to reduce health inequalities and premature mortality for people with a learning disability we wish to receive a digest of research and intelligence relating the people with intellectual disability and people who are autistic.  Describe how you will go about producing this digest to support this work and how you will translate the information into language which is accessible and usable by commissioners and providers of services. | 500 words (min font size 11) | 40% |
| Coproduction | 9 | Describe how you will develop and sustain coproduction partnership of people with lived experience including people with a learning disability, family members and bereaved friends and relatives.  If it is your intention to partner/ contract with an organisation or group already in existence you must name this group, the lead for the organisation and the arrangement you will have in place. You should include in your submission details of the aims and objectives of that body.  If you intend to develop a new co production group to partner with you must describe the outline of the aims and objectives of that group/ constitution and the number of expected members and their roles. How this group will be led and any contracting you will have in place with it if this is relevant. | 500 words min font size 11 | 100% | 15% |
| Tenderers Quality Evaluation Score | | | |  | 100 |
| Tenderers Quality Evaluation Minimum Threshold | | | |  | 75 |
| Tenderer’s Weighted Quality Score | | | |  | 70 |
| Tenderer’s Weighted Quality Score Minimum Threshold | | | |  | 52 |

\*Q5 additional guidance. Your response should reference, but not be limited to, the following considerations:

* The role of NHS England as the Data Controller and the Supplier as the Data Processor
* Evidence of compliance with the Data Security and Protection Toolkit or equivalent ISO data security accreditation including your NHS Data Security and Protection Toolkit score or expected to achieve with plans and timescales to achieve; include your organisation code so this can be verified.
* Demonstrate how you will return all data to NHS England/NHS Improvement at the end of the contract
* DSP Toolkit –ICO registration code so this can be verified.
* Policies and procedures in place.
* Operational management.
* Standards and good practice.
* How you will meet statutory obligations.
* Confidentiality and Data Protection Assurance.
* How you train and monitor staff.
* Information Security and Risk Management.
* Records Management including safe, secure data storages and transfer (where necessary)
* Information Incident Management.