|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  |  | |
| External support for Programme Evaluation  Guy’s & St Thomas’ NHS Foundation Trust  Response Document  Ref: CF-2181400D0O000000rwimUAA |
| **Supplier Name:** [Insert Supplier Name] |

# Table of Contents

***Guidance: To update contents, right click in the table, select “update field” and then “update entire table”***

[Table of Contents 2](#_Toc153205487)

[1. Notes to Suppliers 3](#_Toc153205488)

[1.1. Instructions 3](#_Toc153205489)

[1.2. Responses 3](#_Toc153205490)

[1.3. Word Limits 3](#_Toc153205491)

[2. Technical Response 3](#_Toc153205492)

[2.1. Experience 3](#_Toc153205493)

[2.2. Specification 4](#_Toc153205494)

[2.3. Strategic Approach 4](#_Toc153205495)

[2.4. Target Audience 4](#_Toc153205496)

[2.5. Methodology and Indicative Programme 4](#_Toc153205497)

[2.6. Caveats and Assumptions 5](#_Toc153205498)

[3. Carbon Emissions – Carbon Neutral / Negative Contract 5](#_Toc153205499)

[4. Commercial proposal 5](#_Toc153205500)

# 

# Notes to Suppliers

Suppliers should note that in evaluating responses, the Authority will only consider information provided in response to this tender. Suppliers, including incumbent suppliers must not assume that the Authority is familiar with the Bidders’ involvement in existing services, contracts or procurements.

## Instructions

* Only use this template and do not copy or paste into a new document.
* Upload your completed document as a Word document (2010 version or above).
* When answering a question please use the Arial font (size 11). This will ensure continuity between submissions and simplify the creation of any final contract.
* You can decide to embed or upload separately any supporting documents. If you embed documents the size of this document must not exceed 12mb. If you upload separate documents ensure they are cross referenced in your written answer.

## Responses

Supplier’s responses to a question will be scored as “standalone”, unless otherwise cross referenced. Therefore, information provided in other questions will not be considered when evaluators are scoring unless cross referenced. If part of a response uses information provided in a previous question, either; clearly cross reference or provide the information again, within the context of the question being answered.

## Word Limits

Unless stated otherwise there are no word limits on responses to individual questions. Suppliers should however be conscious that long “copy and paste” responses may make it difficult for evaluators to identify the substance of your answer which affect the score you receive.

Where a word limit is specified, evaluators will be told to discount those parts of the response to that are after the word limit.

# Technical Response

## Experience

| Provide details and case studies of your experience in working with NHS and similar organisations within the realm of health and care programme and services evaluation. | |
| --- | --- |
| List any attachments relevant to this question: | List Attachments |
| Bidders Response | |
| Marked between 0 and 4  Word limit = 500 words (Guidance 500 words is approx. 1 page of A4)  Question weighting = 10% | |

## 

## Specification

| Confirm that you have read and understood the brief and that you can provide all the elements required?  Detail those areas you cannot meet. | |
| --- | --- |
| List any attachments relevant to this question: | List Attachments |
|  | |
| Marked between 0 and 4  Word limit = 250 words (Guidance 500 words is approx. 1 page of A4)  Question weighting = 15% | |

## Strategic Approach

| Detail your strategic approach to meeting the Authority’s requirements. | |
| --- | --- |
| List any attachments relevant to this question: | List Attachments |
|  | |
| Marked between 0 and 4  Word limit = 1,500 words (Guidance 500 words is approx. 1 page of A4)  Question weighting = 15% | |

## Target Audience

| Given the target audience what challenges do you see within the project to contact and engage with key stakeholders involved with the initiatives.  Provide examples of similar stakeholder engagement strategies you would propose to achieve the project aims. Why have you chosen these? | |
| --- | --- |
| List any attachments relevant to this question: | List Attachments |
|  | |
| Marked between 0 and 4  Word limit = 1,500 words (Guidance 500 words is approx. 1 page of A4)  Question weighting = 15% | |

## 

## Methodology and Indicative Programme

|  |
| --- |
| Provide a Method Statement for delivering the evaluation.  Provide an indicative programme illustrating your understanding of the project, sequence of activities and key milestones. |
|  |
| Marked between 0 and 4  Question weighting = 15% |

## 

## Caveats and Assumptions

| Please detail any caveats and assumptions you have made during your response. |
| --- |
|  |
| Not Marked – For Information Only |

# Carbon Emissions – Carbon Neutral / Negative Contract

|  |  |
| --- | --- |
| Describe how you intend to deliver this contract in a carbon neutral or carbon negative manner. What specific measure will be put into place to achieve this? | |
| List any attachments relevant to this question: | List Attachments |
|  | |
| Scoring methodology = 0-4  Word limit = 500 words  Question Weighting = 10% | |

# Commercial proposal

|  |  |
| --- | --- |
| Provide details of your commercial proposal, be sure to include a full breakdown of your costs and an overall total cost. | |
| List any attachments relevant to this question: | List Attachments |
|  | |
| Scoring methodology = 0-4  Word limit = 500 words  Question Weighting = 20% | |