Market Consultation

Drug and Alcohol Services Workforce Survey

Project: C168774

Version Number: 1

Date: 09/06/2023

# 

1. **introduction**
   1. This information note and accompanying information is being made publicly available to any organisations which are interested in providing the Drug and Alcohol Services Workforce Survey 2023.
   2. For avoidance of doubt **THIS IS NOT** a call for competition.

This is a market consultation. The purpose is to advise suppliers of the forthcoming Department of Health and Social Care (DHSC) procurement and seek feedback from potential bidders that may inform the final specifications and/or procurement approach to the services.

* 1. This builds on a commitment to engage with the market, by sharing information and seeking input from the market to enable us to develop the final requirement and tender documentation in a fair and transparent manner. This exercise is to ensure that all tenderers have a clear understanding of the Department’s requirement and help reduce the number of questions that may be raised in the Tender Period.

# Background

* 1. In July 2021, the Government published a 10-year drug strategy: from Harm to Hope. As part of this strategy, the Office of Health Improvement and Disparities (OHID), part of the Department for Health and Social Care (DHSC), have developed a range of initiatives to support workforce transformation including:
  + to implement a comprehensive strategy to expand the workforce through effective recruitment and retention
  + to define and improve the training and skills of all sections of the drug and alcohol treatment workforce, including registered health professionals, drug and alcohol workers, and peer supporters
  1. To support the continued development, implementation, and evaluation of this transformation programme, it is essential that DHSC has a better understanding of the existing workforce, and the perceptions and experiences that staff have of working within the treatment and recovery system.
  2. DHSC is seeking to appoint a competent and independent Supplier to deliver ra survey among the Drug and Alcohol treatment and recovery workforce to provide evidence that supports the delivery of the transformation programme.

1. **requirements**
   1. DHSC is seeking feedback on the Specifications (Attachment 1) to deliver services that cover:

* Project plan and mobilisation
* Research Protocol
* Valid and reliable staff survey tool
* Data collection and processing (Fieldwork)
* Data analysis
* Report writing, review, and finalisation for publication
* Dissemination through presentation/ workshop to key stakeholders

1. **procurement approach**
   1. It is anticipated that the procurement will be conducted using the CCS Dynamic Purchasing System - RM6126 Research and Insigth [Research & Insights - CCS (crowncommercial.gov.uk)](https://www.crowncommercial.gov.uk/agreements/RM6126)
   2. Suppliers who are interested in tendering for this opportunity but are not yet on the DPS should promptly submit their application to join.
   3. Supplier that fall under the following DPS filters will be invited to tender:
      * Subject Area:
        + Health: Public Services and Society: Public Health; Substance misuse
      * Research Methods:
        + Data Collection Method (general): Quantitative; Qualitative; Mixed method; face to face; online; postal; telephone.
        + Research Specialisms: Behavioural insights research; Employee / staff engagement and satisfaction research.
        + Sample Design / Source: Random/stratified random sample; Probability-based sample; Purposive sampling.
      * Target participants
        + Education, Training and Employment: Private sector employees; public sector employees
        + Professionals: Healthcare; regulated professions
      * Research Location: UK-England
   4. At tender stage Suppliers will need to demonstrate knowledge and/or experience on the following[[1]](#footnote-2):

* Drug and alcohol treatment and recovery system in England and the policy context.
* Conducting large-scale surveys including the developing and implementation of representative sampling strategies.
* Good confidentiality and data protection practices.
* Good quality assurance and quality control procedures throughout all stages of the research project.
* Statistical analyses of survey data
* Report writing, engagement for review and preparation for publication.

1. **market consultation-questionnaire return**
   * 1. This questionnaire forms part of the market engagement activity to support this procurement
     2. The purpose of this questionnaire is to explore the market reaction to the proposed service. We hope to identify critical success factors and potential barriers in order to inform the formal procurement process. To maximise the success of this subsequent procurement process we request that suppliers are open and honest in their responses and provide as much detail as possible.
     3. Participation in this Market Consultation is voluntary. It is not required to provide an answer to every question if particular questions are not relevant.
     4. The Department wishes to encourage participation at this stage in order to ensure a wide number of responses. The market engagement processes described above do not form part of the formal procurement process. When the formal procurement process commences any supplier listed under the filters mention in section 1.4 will be invited and if interested you will need to submit a tender.
     5. The completed questionnaire should be returned via email [ccsinbox@dhsc.gov.uk](mailto:ccsinbox@dhsc.gov.uk) quoting ‘**DAA Treatment Services**’ no later than **21st June 2023, 5pm**
     6. The Freedom of Information Act 2000 (FOIA) applies to the Department. You should be aware of the Department 's obligations and responsibilities under the FOIA to disclose, on written request, recorded information held. Information provided by you in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may therefore have to be disclosed in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA applies. The Department may also include certain information in the publication scheme which it maintains under the FOIA.
     7. In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA or the Environmental Information Regulations 2004, the Department may consider it appropriate to ask you for your views as to the release of any information before a decision on how to respond to a request is made. In dealing with requests for information under the FOIA, the Department must comply with a strict timetable and the Department would, therefore, expect a timely response to any consultation within two working days.
     8. You may provide information which is confidential in nature and which you may wish to be held in confidence. You must give a clear indication which type of material is to be considered confidential and why it is considered to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate. In addition, marking any material as confidential or equivalent should not be taken to mean that the Department accepts any duty of confidentiality by virtue of such marking. Please note that even where you have indicated that information is confidential the Department may be required to disclose it under the FOIA if a request is received.
     9. The Department cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
     10. In certain circumstances where information has not been provided in confidence, the Department may still wish to consult with you about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party.
     11. The decision as to which information will be disclosed is reserved to the Department notwithstanding any consultation with you.
     12. Whilst the Department expects to proceed to procurement in due course, there is no obligation to do so as a consequence of this early market engagement activity.
     13. The publication of any documents at this stage is intended to provide potential bidders with the opportunity to view and comment on a draft specification for the requirement. The Department does not intend to be bound by any information at this stage. The Department makes no commitment to accept recommendations or suggestions. Once published, the Invitation to Tender will contain the final requirements in relation to this service. All previous versions, including any documents published at this stage should be disregarded.
     14. The Department of Health and Social Care (The Department) will make the final decision on the content of the Invitation to Tender documentation having considered feedback.
     15. The ITT will be released to the market in line with the timetable proposed although the procurement timetable has not been finalised at this stage and we reserve the right to make amendments as necessary.
     16. The ITT will include the final specification, pricing schedule, evaluation criteria and terms and conditions. TUPE may also apply to this contract and this information will only be released after the tenderer has signed a confidentiality agreement.
     17. The ITT process will include the invitation of the listed suppliers who they will have access to the ITT documents via Atamis System.

Regards,

**Corporate and Clinical Services, Commercial Lifecycle**

**Commercial Directorate, Department of Health & Social Care**

**39 Victoria Street, London, SW1H 0EU**

**Name of Supplier:**

1. **section A: gauging the level of interest**
   1. What features of the proposed specification are of particular interest to you as a supplier and why?
   2. Are there any features of the service that are of concern to you and why? How might these be addressed?
   3. What challenges or risks might there be in the delivery of the services as specified?
   4. Is your organisation considering submitting a tender (or participating in a collaborative response) for this framework? If not, is there any reason why? Could the Department take any steps to encourage greater participation?
2. **section B: supporting documentation**
   1. Does the draft specification provide you with a clear understanding of the Service being procured? Is it structured in a clear and straightforward way? Would you require any additional information?
   2. We understand this is a project based contract and have included KPIs that will monitor the achievement of key milestones. Do you consider the KPIs appropriate? If not, provide reasons and suggest a better way to monitor performance?
   3. Do you have any concerns regarding the payment structure, retention and payment by result in the specifications? If so, what are your concerns and how we can address then.
   4. What do you think would be an appropriate value for this service? Please give reasons for your choice

< £120,000

£120,000 - £140,000

£140,000 - £150,000

£150,000 - £160,000

**OTHER FIGURE, INDICATE:**

1. **SECTION C: COMMERCIAL APPROACH**
   1. The timetable for the procurement is set out below:[[2]](#footnote-3)

|  |  |
| --- | --- |
| **Event** | **Completed by** |
| ITT issued to Tenderers | 10/07/2023 |
| Closing date for submission of Tenderers’ questions | 26/07/2023 |
| Answers to Tenderers’ questions circulated to all Tenderers by | 31/07/2023 |
| **Closing date for receipt of Tenders** | **07/08/2023** |
| Evaluation period including internal approvals (on or around) | 21/07/2023 |
| Voluntary Standstill period completed | 04/08/2023 |
| Anticipated Contract Commencement Date | 07/08/52023 |

* 1. Do you think that the procurement timetable is feasible and give you sufficient time to prepare a tender? If no, provide reasons and what could be changed to facilitate wider participation.
  2. Do you believe that we can achieve our goal of having the final report ready by March 2024, given that the contract is scheduled to commence on 7th August, 2023? Please explain your reasoning if you believe this timeline is not feasible and what work you would expect to be able to produce within that timeline
  3. If you answered yes to the previous question, would a potential delay in launching the tender and a subsequent 1 to 2 month slip in the contract commencement date still allow for the final report to be completed by March 2024? If not, what work would be able to be produced by March 2024?

1. **SECTION d: sOCIAL VALUE**
   1. The Department aim to secure additional social value through the procurement of these services in accordance with [Procurement Policy Note 06/20](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts). The DHSC is considering two themes for this procurement as follows:

Theme 4 Equal Opportunity

Outcome: Tackle workforce inequality

MAC 6.1: Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract

OR

Theme 5 Wellbeing

Outcome: Improve health and wellbeing

MAC 7.1: Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce.

* 1. What theme do you think is the most appropriate for the services as specified?
  2. Do you consider Social Value a barrier in your intention to apply for this service?

1. **SECTION E: CRITICAL SUCCESS FACTORS**
   1. What are the key critical success factors for the service? What are the major barriers to success? How might these be overcome?
   2. Please use this section to provide any additional information which you feel might be of value or to highlight any additional items that need to be taken into consideration.
   3. If you have any other comment or questions to raise in regards to this procurement, please list them below. We will endevour to answer all the questions before the deadline for questionnaire submission. In any event, Q&A raised during this event will be issued at tender stage.
2. **SIGNATORY**

Name of authorised representative in block letters:

Position:

For and on behalf of:

Date:

**(This should be completed by the Supplier or a partner or an authorised representative in his / her own name and on behalf of the company / organisation completing this questionnaire)**

**thank you for taking the time to complete this questionnaire**

1. This list of criteria for procurement is not exhaustive and should not be considered final [↑](#footnote-ref-2)
2. These are estimated times and are subject to changes at the discretion of the Authority. [↑](#footnote-ref-3)