

Document 1 – List of RFQ Questions and Evaluation Criteria

This Request for Quotation (RFQ) requires Bidders to complete the Qualification and Technical Questions **using the template provided in Document 2**. A list of the questions is as below, followed by information on the evaluation criteria which will be applied to submissions received.

The Qualification questions are as follows:

Interim Urgent Dental Care Service in Nottingham – Qualification Questions

Qualification Questions	Criteria – Pass/Fail or For information
[Q1] Please provide the full registered company name of the organisation in whose name the tender will be submitted.	For Information Only
[Q2] Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this service? (e.g. CQC, GMC, etc) If so, please can you advise what you understand is a legal requirement and confirmation that you currently comply or will comply before the contract start date if you are successful.	Pass = Answering 'No' or answering 'Yes' and providing additional details and confirmation that you comply with this Fail = Answering 'Yes' but not providing additional details and confirmation that you comply with this
[Q3] Please confirm that you already have fully compliant dental premises from which the Out of Hours service can be delivered. N.B. The bidder is responsible for any set-up costs associated with this service.	Pass = Answering 'Yes' Fail = Answering 'No'
[Q4] Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements, is regularly reviewed and contains appropriate risk assessments.	Pass = Answering 'Yes' Fail = Answering 'No'
[Q5] Please confirm you have completed and attached Document 5 the RFQ Declarations Form.	Pass = Answering 'Yes' Fail = Answering 'No'

Technical Questions

The Technical questions will be scored in accordance with the Scoring Matrix below. The 100% weighting is split between the questions, as provided in the following table:

Technical Questions	Weightings
Service Delivery	
[Q6] Please describe how you would ensure delivery of the Service throughout the period including: <ul style="list-style-type: none">• Flexibility in demand during surge periods;• How you will maintain staffing levels including planned and unplanned absences;• How will you arrange face to face sessions, given the available hours, fluctuating need and triage?	50%
[Q7] Please describe your operational organisation structure, including the key operational management roles and responsibilities, reporting relationships and accountabilities including (but not limited to):	30%

<ul style="list-style-type: none"> • Safeguarding Lead • Clinical Governance Lead • Accountable Person for CQC <p>The successful Bidder must also have a designated role responsible for staff management and leadership and/or practice management.</p>															
[Q8] Please provide details of your proposals for triage of patients referred by NHS 111 and your methodology for determining whether patients require face-to-face assessment and treatment.	20%														
Financial Information															
[Q9] Please confirm you accept the Total Contract Value which is capped at £132,860 for the initial 3-month contract term and at the applicable month rate thereafter; <table border="1"> <thead> <tr> <th>Month</th><th>Financial Cap</th></tr> </thead> <tbody> <tr> <td>July 2020</td><td>£45,000</td></tr> <tr> <td>August 2020</td><td>£47,080</td></tr> <tr> <td>September 2020</td><td>£44,000</td></tr> <tr> <td>October 2020</td><td>£45,750</td></tr> <tr> <td>November 2020</td><td>£44,150</td></tr> <tr> <td>December 2020</td><td>£44,730</td></tr> </tbody> </table>	Month	Financial Cap	July 2020	£45,000	August 2020	£47,080	September 2020	£44,000	October 2020	£45,750	November 2020	£44,150	December 2020	£44,730	Pass = Answering 'Yes' Fail = Answering 'No'
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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.

Assessment	Score	Interpretation
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.