**Provision of Counselling Support for Adult Victims of Sexual Violence, Northumbria Force Area**

NHS England (Cumbria and the North East) wishes to invite written quotes for the Provision of a counselling service for Adult Victims of Sexual Violence across the Northumbria Police Force Area.

The requirements are fully set out in the specification below (that will form part of the 2017/18 NHS standard contract. The 2017/18 NHS standard contract can be accessed for information at <https://www.england.nhs.uk/nhs-standard-contract/17-18/>



The service will be run from 1 April 2017 until 31 March 2018 with an option to extend for 12 months and a further option to extend for an addition 12 months (1+1+1).

Quotes must be made within a financial envelope of £40,000.

Submissions must include firm pricing and an outline of the methodology that would be applied to complete the requirements. Submitted quotes will be evaluated and scored against responses to the following questions:

|  |  |  |
| --- | --- | --- |
| Questions  | Response  | Score |
| * Please describe how a specialised, free, confidential, accessible counselling service for victims of sexual assault will be promoted, implemented and delivered in accordance with government guidelines
 |  |  |
| * Please describe the number of Counsellors to be deployed and their individual expertise, qualifications, CRB checks, employment relationships. training to be provided, support and supervision to be provided etc
 |  |  |
| * Please describe the days and hours of service operation
 |  |  |
| * Please describe the type of therapy to be provided and the rationale for its use with victims of sexual assault;
 |  |  |
| * Please describe the locations of service delivery that will be available to the service
 |  |  |
| * Please describe how referrals to the service will be made and recorded
 |  |  |
| * Please describe the assessment tool(s) or criteria you would use within the Service to assess the suitability and eligibility of the Service for the Service User and identify outcomes to be achieved for the Service User.
 |  |  |
| * Please describe the methods of contact that will be used with service users
 |  |  |
| * Please describe how you will ensure that response times are achieved
 |  |  |
| * Please describe the discharge process from the service
 |  |  |
| * Please describe how referrals to health, social care and voluntary sector agencies providing other forms of assistance will be made and details of the referral networks to be developed
 |  |  |
| * Please describe what information systems you will use and the type of client records to be kept, including IT systems and how you will ensure that client confidentiality and Data Protection requirements are maintained in all data handled, including your information governance arrangements
 |  |  |
| * Please provide itemised expenditure relating to the costs of delivering the counselling service which demonstrate value for money and effective use of financial resources
 |  |  |
| * Please provide details of the contingency plans / risk assessments to cover eventualities such as planned/unplanned increases in workload, systems failure, annual leave, the departure or sickness of key staff during delivery of the Commissioned Activity
 |  |  |

N.B. If a response has been provided to a question, then a score will be allocated between 1-5 based on the below scoring criteria. If No evaluators will give a score of 0.

| **Score** | **Interpretation** |
| --- | --- |
| 5 | Proposal meets the required standard in all material aspects and exceeds some or all of the major requirements. Response identifies factors that will offer potential additional benefits, with evidence to support the response. |
| 3 | Proposal meets the required standard in all material aspects  |
| 1 | Proposal falls short of achieving the required standard.  |
| 0 | Proposal completely fails to meet the required standard or does not provide a response.  |

**Application procedure**

Failure to comply with these instructions may result in your quote being rejected.

Service Delivery Proposal submissions must be made by email to england.offenderhealthnortheastandcumbria@nhs.net by no later than **12.00pm on Friday 10th February 2017**. Failure to comply with these requirements may result in your offer being rejected

**Selection**

Clarifications may be sought by the commissioner.

The successful provider will be informed no later than the **3rd March 2017.**

Yours faithfully



**Charlotte Winter**

**Commissioning Lead Liaison and Diversion, Police Custody & Sexual Assault**

**Health & Justice North East & Cumbria**