# Questionnaire 2 – Technical Questionnaire

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| **Name of Contracting Authority** | **NHS England** |
| **Tender for** | **Patient safety review of Advanced Practice ePortfolio (supported) Route** |
| **Atamis Tender reference** | **C298418** |

## Weighting of Commercial and Technical Questions

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|  | **Question** | **Sub-criteria** | **Weighting** |
| **Technical - 60%** | 1 | Data collection | 12.5% |
| 2 | Data processing and reporting outputs | 12.5% |
| 3 | Project management | 5% |
| 4 | Personnel | 10% |
| 5 | Redevelopment | 10% |
| 6 | Meeting the strategic objectives | 10% |
| **Social Value - 10%** | 7 | Climate Change | 5% |
| 8 | Equality and Diversity | 5% |
| **Commercial - 30%** | 9 | Price | 30% |
| **Total** | | | **100%** |

## Stage One Questions: Information Governance

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|  | **Question** | **Response Type** | **Requirements for PASS/ FAIL** |
|  | **These questions are pass or fail.** | | |
| 1 | Do you have an active registration with the Information Commissioner’s Office (ICO)? | Selection:  Yes  No | “Yes” = PASS  “No” = FAIL |
| 2 | Please provide your ICO registration number. Enter N/A if you do not have an ICO registration. | Text | Valid registration number provided  (N.B. This will be checked against [www.ico.org.uk/esdwebpages/search](http://www.ico.org.uk/esdwebpages/search)) = PASS  N/A = FAIL |
| 3 | Will Personal Data for ePortfolio review be held and processed within the UK or EEA at all times? | Selection:  Yes  No | “Yes” = PASS  “No” = FAIL |
| 4A | Have you met the Data Security and Protection Toolkit (DSPT) standards? | Selection:  Yes  No | “Yes” = PASS  If “No”, provide a detailed plan as part of your submission on how you will achieve Standards Met = PASS  N/A = FAIL |
| 4B | If you answered "No" to S1Q4A, please provide a detailed plan as part of your submission on how you will achieve Standards Met. | Attachment | Detailed Plan provided as Attachment. Max length of response 2 sides A4, Normal Margins, Ariel font size 12. = PASS  No Plan provided = FAIL |
| 5 | Please provide your DSPT registration number. Enter N/A if you do not have a DSPT registration. | Text | Valid registration number provided  (N.B. This will be checked against [www.dsptoolkit.nhs.uk/OrganisationSearch](http://www.dsptoolkit.nhs.uk/OrganisationSearch)) = PASS  “N/A” or “No” response provided to S1Q4A and no plan provided at S1Q4B = FAIL |
| 6 | Does or has your organisation delivered the Centre for Advancing ePortfolio (supported) Route | Selection:  Yes  No | “Yes” = FAIL  “No” = PASS |

## Stage Two Questions: Technical Questions

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|  | **Area covered** | **Question** | **Maximum length of response** | **Response Type** | **Weighting** |
| 7 | Experience and Capability | Describe your understanding of the objectives and key deliverables for the evaluation of the NHS England Advanced Practice ePortfolio (supported) Route. Tenders must include how you plan to address these objectives and deliverables effectively to ensure a comprehensive and impactful evaluation. | 1 A4 side written response | Attachment | **5%** |
| 8 | Experience and Capability | Provide example/s to demonstrate skills in relation in conducting evaluations of a similar scale and complexity. Please include:   * Previous evaluations * Size * Complexity of stakeholders | 1 A4 side written response | Attachment | **5%** |
| 9 | Methodology and Technical Approach | Describe your proposed methodology for conducting a mixed methods evaluation. Tenders must demonstrate understanding and skills in relation to:   * Data collection, * Data analysis, * Triangulation of findings * Development of key insights. | 1 A4 side written response | Attachment | **10%** |
| 10 | Methodology and Technical Approach | How will you ensure data quality, accuracy, and compliance with GDPR and ethical guidelines?  In your response, please include:   * How you intend to deliver high quality, accurate, and reliable outputs to a set timeline, including detail on your quality assurance approach and ways of working with NHS England; * How you intend to comply with GDPR guidelines * How you intend to comply with ethical guidelines | 1 A4 side written response | Attachment | **5%** |
| 11 | Stakeholder Engagement and Communication | How will you engage with the diverse range of stakeholders involved?  In your response, please include:   * Stakeholder Identification and Mapping * Tailored Communication Strategies * Active Engagement Methods * Leveraging Technology | 1 A4 side written response | Attachment | **10%** |
| 12 | Data analysis and reporting | Describe your approach to collecting, analysing feedback and make continuous improvement recommendations.   * Feedback Collection Methods * Data Analysis Approach * Identification of opportunities * Recommendations * How these will be documented and communicated to NHS England. | 1 A4 side written response | Attachment | **10%** |
| 13 | Project Management and Governance | Provide an outline of your proposed project management approach.  In your response, please include:   * Delivering to the agreed timescales; * Project risk management; * Data protection * Any other governance considerations; * Business continuity; and, * The working relationship with staff at NHS England. * Coproduction of final report and any research papers | 2 A4 sides written response | Attachment | **10%** |
| 14 | Outputs and Deliverables | Outline your approach to delivering key outputs. In your response, please include your approach to:   * Development of the monitoring dashboard * Producing interim reports * Coproducing a final evaluation report | 1 A4 side written response | Attachment | **5%** |
| 15 | Social Value | How you will influence staff, suppliers, customers and communities through the delivery of the contract to demonstrate a net zero approach.  Please include:   * Influencing Staff * Engaging Suppliers /Stakeholders * Project Design/Delivery | 1 A4 side written response | Attachment | **5%** |
| 16 | Social Value | Ensuring equality of opportunity is central to delivering an inclusive evaluation process that meets the diverse needs of stakeholders and aligns with the NHS’s commitment to reducing health inequalities. Demonstrate how equality of opportunity will be addressed within the evaluation.  Please include:   * Inclusive Design * Representation * Tailored Outreach * Accessibility | 1 A4 side written response | Attachment | **5%** |
|  | Total |  |  |  | **70** |