



**Sussex Partnership NHS Foundation Trust
On behalf of
Health Education England**

**Improving Access to Psychological Therapies
(IAPT) Programme**

**Procurement of
IAPT Mindfulness Teaching Training
Intervention Services
And
IAPT Couple Therapy for Depression Training
Intervention Services**

Memorandum of Information

Tender Submission Deadline :

12:00 noon on 12 October 2017

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1 Executive summary

1.1 Context and purpose

This Memorandum of Information is issued by NHS Commercial Solutions on behalf of Sussex Partnership NHS Foundation Trust working on behalf of Health Education England (the Commissioner) and defines the procurement process (the Procurement) of a Mindfulness Teaching Training Intervention across England.

The Commissioners are supported and advised in the Procurement by its procurement partner NHS Commercial Solutions (NHSCS) which is managing this procurement.

The project will deliver the following:

Training Mindfulness Based Cognitive Therapy (MBCT) Teachers for Improving Access to Psychological Therapy (IAPT) Services in England

Bids are invited from experienced MBCT Teacher training organisations with good knowledge of working with IAPT services to deliver training to 48 CBT therapists in IAPT services. Training organisations will deliver the IAPT National Curriculum for MBCT Teacher Training. Training will be provided in 2-4 accessible venues to allow IAPT practitioners from all parts of England to participate in this project. Delivery must start before 28 March 2018 and be completed by end March 2019.

Training Relate Practitioners to Deliver Couple Therapy for Depression (CTfD) for Improving Access to Psychological Therapy (IAPT) Services in England

Bids are invited from experienced Couple Therapy training organisations with good knowledge of working with IAPT services to deliver training to 59 Relate-employed therapists so that they can deliver this intervention for their local IAPT services. Training organisations will deliver one of the two approved national curriculum for IAPT Couple Therapy for Depression for Relate Practitioners, including selection, teaching, supervision and assessment of competence (but not including provision of practice placements).

Training will be provided in accessible venues in London, Leeds, Norwich and Derby, to allow Relate practitioners from all parts of England to participate in this project. Delivery must start before 28 March 2018 and be completed by end March 2019.

Please refer to Annexes A1 (MBCT) and A2 / A2 – 1 and A2 - 2 (CTfD) for full details of the required services.

1.2 Procurement Summary

The Bid process operates in three steps:

1. Bidders access the tender documentation via the Bravo e – tendering system, complete their responses to the Question templates as their Bid and upload the completed responses into the Bravo system (See section 2 below Instructions for completing the Bid and Annexes B – D and G for assistance in completing the tender question responses required.

Bidders must :

1. Complete the Qualification / Selection Questionnaire response templates (7 questions and a Declaration)

2. Complete Technical Question 1 stating which Lots / curriculum proposed (1 response only)

3. Complete the Technical response templates for the Lots / and curriculum they wish to offer. One response for all Lots. (4 questions)

4. Complete a Financial proposal and supplementary question for each Lot (2 questions per Lot)

Bidder Clarification Questions should be raised only through the Bravo messaging system using the template provided – see Annex D for full instructions

2. The Commissioner evaluates Bids and selects those bidders who have met all the relevant criteria for the provision of the service and who have achieved the highest number of marks. (See Annexes E and F for full detail on the Tender and Evaluation Methodology)

3. The Commissioner and each selected Bidder conclude a contract (See section 4 below Concluding the Contract)

While aiming for proportionality, the Commissioner has set out a comprehensive and detailed definition of the procurement process to ensure clarity and full transparency. The following sections therefore set out:

- a) The details of each step
- b) Details of the procurement process
- c) Details of governance and administration for the procurement (See Section

1.3 Deadline for Bid submission

The deadline for Bidders to submit their Bid is:

12:00 noon on 12 October 2017

The Commissioner may not consider any Bid which does not meet the deadline.

1.4 Overall timetable

The outline timetable for the procurement process is below. The details will be agreed with the Provider, and will form part of the contract.

Activity	Date
Issue Tender	12/09/2017
Close Tender	12/10/2017
Bidder presentations (optional - if required)	TBC
Advise bidders of outcome	08/11/2017
10 day standstill Period Completed.	20/11/2017
Contract Signatures	30/11/2017
Initial Course delivery element complete	28/03/2018
Full course delivery complete	28/03/2019

1.5 Documentation

The Procurement documents comprise the following:

Document	Description
Process and guidance	Memorandum of Information (this document)
Service Specifications	Annex A1 - Mindfulness Based Cognitive Therapy Training (MBCT) Specification Annex A2 - Couple Therapy for Depression (CTfD) Training curricula and bidder information Annex A2 -1 Advanced Couple Therapy for Depression Training Specification

Document	Description
	Annex A2 -2 Behavioural Couple Therapy for Depression - A Post Qualification IAPT Training Curriculum for Relate Practitioners Specification
Contract	NHS Standard Contract 2017 / 2018 Available through this link : https://www.england.nhs.uk/nhs-standard-contract/17-18/
Bravo and Question Response Template Completion Instructions	Annex B
General Terms and Conditions related to the Procurement	Annex C
Bidder Clarification Question Methodology	Annex D
Tender Evaluation methodology	Annex E
Financial evaluation Methodology	Annex F
Selection (Qualification) Questionnaire and Technical Response Question Lists	Annex G

All Annexes referenced above are available in the Attachments Section of Bravo project 2518, ITT_2553.

1.6 Publication of Procurement Documentation

The Procurement has been advertised on the OJEU and Contracts Finder websites to comply with public procurement and NHS requirements. The Commissioner has also sent Procurement documents to selected bidders.

1.7 Communication between Commissioner and Bidder

The Communication Channel for the exchange of information between the Commissioner and the Bidder will be **via the Bravo messaging system only**.

2 Instructions for completing the Bid

2.1 Overview

Bidders are advised to carry out the following steps when compiling their Bids:

- carefully read this document and all supporting documents
- compile the required responses by answering all questions and providing information as stated in the Question Templates.
- submit the Bid through the Bravo system

Bidders must provide a response to all questions. If a Bidder believes that a question is not applicable then it should indicate this by writing “N/A” OR “Not Applicable” and provide a reason as to why they believe it does not apply. Failure to do so may result in a non-compliant response and lead to disqualification.

Where a word limit is stated in the Bidder response box, the response of Bidders must not exceed the stated word limit. **Words over the permitted word count will not be evaluated.**

Bidders should provide in their response sufficient evidence and examples to give the Commissioner assurance of their capabilities, their capacity and their solution as appropriate. Bidders should relate their response directly to the Service, and should avoid “generic” or “model” answers, information which is not directly relevant to the specifics of their Bid, and unsupported statements.

Bidders are wholly responsible for the accuracy and completeness of the information provided in their Bid. This includes information submitted in relation to Bidder Parties.

2.2 Commissioner treatment of response

The Commissioner reserves the right to reject any Bid that fails to comply fully with the requirements of the process set out in this document, or which makes any misrepresentation in supplying any information requested.

In evaluating Bids, the Commissioner will only consider information provided in response to the relevant stage of the Procurement. Bidders should not assume that the Commissioner has any prior knowledge of the Bidder or their Bidder parties, or their practice or reputation, or its or their involvement in existing services, projects or procurements.

2.3 Bidder changes

Each Bidder is subject to an on-going obligation to notify the Commissioner of any material changes to the information included in its Bid, including but not limited to changes to the identity of Relevant Organisations or the ownership or standing thereof. Changes should be notified as soon as they become apparent using the Communication Channel.

Failure to notify the Commissioner of any material changes may lead to the Bidder being liable for disqualification.

In the event that the Bidder notifies the Commissioner of a change to its Bid, the Commissioner reserves the right in its absolute discretion to refuse to allow such a substitution or introduction of information. In exercising its absolute discretion to either refuse or allow such a change, the Commissioner may take into account whether such change is material to the delivery of the Service.

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3 Bid evaluation

3.1 Evaluation principles

The criteria for the Bid evaluation are designed to allow the selection of the most competitive bids, offering value for money, that demonstrate compliance with the Commissioner requirements.

The evaluation process is designed to avoid disadvantaging Bidders from different market sectors or of different corporate size and structure. For instance, where a Bidder does not have a credit or debt rating they will not be disadvantaged.

The Commissioner reserves the right to vary the evaluation process to support continued competition, to avoid unnecessary bidding costs, and to adhere to subsequent technical or legal guidance, or for other reasons at its sole discretion.

3.2 Evaluation criteria

The evaluation criteria represent the key issues that are important to the Commissioner when determining the attractiveness, robustness and acceptability of Bids.

Responses to questions will be evaluated by the Commissioner, its associates and Subject Matter Experts (SMEs).

Clarification of Bids

The Commissioner reserves the right to require Bidders to clarify their Bid in writing. Such clarifications questions do not seek to elicit additional information to that initially requested in the Procurement documents, nor give Bidders an opportunity to correct incomplete or otherwise non-compliant submissions.

It is likely that any response to a clarification question will be required within two working days of request. Failure to respond adequately or within the deadline will be reflected in the evaluation of the Bid and may result in exclusion of the Bidder from further participation in the Procurement.

In exceptional circumstances, the Commissioner reserves the right to request a meeting with individual Bidders during the Bid evaluation stage to facilitate a rapid clarification of points raised.

The Commissioner has reserved the right to invite bidders to attend a presentation / clarification session. If the Commissioner chooses to exercise this option, the bidders affected will be provided with further information. Please refer to Annex E – Tender and Evaluation process for full details.

To Note : if there is no compliant bid for a particular Lot, the Commissioner reserves the right to approach an individual or groups of bidders at their sole discretion to try to ensure the delivery of the services

4 Concluding the Contract

4.1 Recommendation of Bidders

Following approval of the evaluation outcome the Commissioner will notify all Bidders of the outcome of the evaluation via the Bravo portal. The notification will include the identity of any Recommended Bidders.

4.2 Contract completion

Following evaluation the Commissioner will aim to conclude Contracts with the Recommended Bidder(s).

The Contract will include provision for the selection of providers to implement the service for individuals as and when required. The Commissioner will review the circumstances of the individuals concerned, and select a provider based on factors related to the best interests of the individual, and the service. These factors are likely to include location, availability of beds(s) for the required period, and the level of charge offered by the providers.

The Commissioner reserves the right to amend the Contract to incorporate information as provided by the Recommended Bidder in its Bid response and to seek clarifications and confirmation of commitments.

The Commissioner reserves the right in its absolute discretion not to proceed to award any Contract at any point prior to the entry into a binding Contract with the Recommended Bidder(s).

The Commissioner requires the Provider to be a viable legal entity prior to entry into the contract.

The Contract awarded will be separate to and independent of any existing contract currently in place between the Provider and the Commissioner.

4.3 Payment mechanism

Payment to the Provider will as described in the Service Specification and the Contract.

4.4 Service commencement

Following contract award, the Commissioner and the Providers will work together towards service commencement at the contractually agreed date.

Question Summary Table

Response templates for each Question are held in the Attachments Section of the Bravo Invitation to Tender.

Section Number	Question
Selection / Qualification Questions	
A	Bidding Entity Information
B1	Grounds for Mandatory Rejection
B2	Grounds for Discretionary Rejection
C	Economic and Financial Standing
D	Organisation / Bidder Experience
E	Conflict of Interest / Confidentiality Statements
Technical and Financial Responses per Lot	
Q1 Q1a – 1d	MBCT / CTfD – Proposals for Technical and Logistical delivery of courses <i>If offering only one type of course, Bidders need only complete one response to each question in this Section.</i>
Q2a – 2b	MBCT / CTfD - Financial Proposal and Bids for Multiple Courses <i>Bidders must complete a separate Financial Proposal for each Lot they bid for</i>

For assistance with completing the templates, please refer to Annex B Bravo and Question Response Template Completion Instructions

Document Summary Table

Document Reference	Document Title	Document to be completed and returned (Y/ N)
-	Memorandum of Information – Mol (this document)	N
Mol Annexes A1 and A2, A2 – 1 and A2 - 2 : Specifications	Annex A1 - Mindfulness Based Cognitive Therapy Training (MBCT) Annex A2 - Couple Therapy for Depression (CTfD) Training curricula and bidder information Annex A2 -1 Advanced Couple Therapy for Depression Training Specification (attached) Annex A2 -2 Behavioural Couple Therapy for Depression - A Post Qualification IAPT Training Curriculum for Relate Practitioners Specification	N
Mol Annex B	Bravo and Question Response Template Completion Instructions	N
Mol Annex C	General Procurement process regulations	N
Mol Annex D	Bidder Clarification Questions Methodology	N
Mol Annex E	Tender Evaluation process	N
Mol Annex F	Financial Information and Financial Proposal Evaluation Methodology	N
Mol Annex G	Annex G1 MBCT – list of Selection / Qualification Questions Annex G2 CTfD – list of Selection / Qualification Questions Annex G3 MBCT – list of Technical Questions Annex G4 CTfD – list of Technical Questions	N
Selection / Qualification Questionnaire(SQ)	Question Response Templates	
SQ Appendix A	Bidding Entity Information	Y
SQ Appendix B1	Grounds for Mandatory Rejection	Y
SQ Appendix B2	Grounds for Discretionary Rejection	Y

Improving Access to Psychological Therapies (IAPT) Programme

Document Reference	Document Title	Document to be completed and returned (Y/ N)
SQ Appendix C	Economic and Financial Standing	Y
SQ Appendix D	Bidder Experience	Y
SQ Appendix E	Bidder Declaration of Conflict of Interests	y
Technical Questionnaires MBCT and CTfD (TQ)	<p>Unless stated, Question Response Templates (QRT) by Course.</p> <p>n.b. the full question is on the QRT</p> <p>The Technical Questions are NOT identical for each course</p>	
TQ1	Lots Applied For (n.b. both courses)	Y
TQ1a	Course delivery Methodology	Y
TQ1b	Details of the qualifications and experience of the trainers	Y
TQ1c	Describe the logistics of how and where the training, supervision and assessment will be provided	Y
TQ1d	Student selection	Y
Financial Proposals	For both MBCT and CTfD	
TQ2a	<p>A separate Financial Proposal demonstrating the cost structure for each Lot</p> <p>Additional information may be uploaded if bidding for more than one Lot</p>	Y
TQ2b	Proposals to utilise funds in the event of an underspend	Y