

Request for Quotation

RFQ: Primary Care Occupational Health Services in Derbyshire
Reference number: AGEMCSU/09/18

NHS Arden and Greater East Midlands Commissioning Support Unit (AGCSU) on behalf of NHS England – North Midlands (“the Authority”) is inviting suitably qualified and experienced providers to deliver Primary Care Occupational Health Services in Derbyshire under a 4 year agreement with the option to extend for up-to a further 9 months.

The objective is to provide a Primary Care Occupational Service, in Derbyshire, for assessing the impact of work on someone's health, the impact of their health on their ability to work and providing advice and possible support that might be needed. The service will cover provision of Occupational Health services to Primary Care over the STP geography which consists of the four Derbyshire CCGs.

The Contract will be the NHS Standard Contract a copy can be found in Document 6a. The Contract is to be signed by NHS England - North Midlands and the service provider.

If you are interested in quoting for this requirement, please see attached the following:

- Document 1 – NHSE Primary Care Occupational Health Service Specification (for information)
- Document 2 – Derbyshire local Service Specification (for information)
- Document 3 – List of RFQ Questions and evaluation criteria (for information)
- **Document 4 – Response form for RFQ Questions (for bidders to complete and submit)**
- **Document 5 – Finance Model Template (for bidders to complete and submit)**
- Document 6a – Primary Care Occupational Health Service Particulars (for information)
- Document 6b – Standard Contract General Conditions (for Information)
- Document 6c – Standard Contract Service Conditions (for Information)
- **Document 7 - RFQ Declarations Form (for bidders to complete and submit)**
- **Document 8 – Reference Template (for completion and submission by your referees)**

Please complete and return Documents 4 and 5 no later than **12 noon on Friday 5th October 2018**, setting out how your organisation meets the evaluation criteria contained within Document 3.

Please return your response to sarah.groves4@nhs.net

Please mark your response: RFQ Reference: **AGEMCSU/09/18**

Your response must be valid for acceptance for 90 days from the deadline for receipt of proposals. Your response constitutes an offer and if the Authority accepts that offer then a legally binding contract will exist between us.

Respondents accept that the Authority is subject to the Freedom of Information Act and government transparency obligations which may require the Authority to disclose information received from you, to third parties.

This letter and your response do not give rise to any contractual obligation or liability unless and until such time as the Authority issues a letter referencing this Request for a Proposal accepting your proposal. The Authority does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for Quotation.

If you have any queries about this letter or the requirement please submit your questions via email to sarah.groves4@nhs.net

If you are unable to meet this requirement or are otherwise not intending to provide a proposal, I would be grateful if you could let me know as soon as possible.

Yours sincerely



Sarah Groves
Procurement Officer

Evaluation Criteria

Proposals will be evaluated in line with the following evaluation criteria as set out fully in Document 3.

Qualification Questions	Criteria – Pass/Fail or For information
[Q1] Full registered company name	For Information only
[Q2] Prime Contractor	For Information only
[Q3] Legal Requirements	Pass/Fail
[Q4] Care Quality Commission	Pass/Fail
[Q5] Outstanding Insurance and Legal Claims	Pass/Fail
[Q6] Health & Safety	Pass/Fail
[Q7] Professional Registration	Pass/Fail
[Q8] Data Security and Protection Toolkit	Pass/Fail
[Q9] Audited Accounts	Pass/Fail
[Q10] Dun & Bradstreet	For Information only
[Q11] County Court Judgments	Pass/Fail
[Q12] Sid4Gov	For Information only
[Q13] Reference	Pass/Fail
[Q14] Declarations Form	Pass/Fail

Technical Questions		Weightings
SD1	Service Delivery Model	8%
SD2	Service Delivery Model	5%
SD3	Service Delivery Quality and Monitoring	4%
SD4	Exposure to BBV	5%
SD5	Medical Directorate referrals	3%
SD6	Complaints process	3%
SD7	Service delivery	5%
SE1	Local service delivery	7%
CQG1	SEQOHS Standards & Accreditation	Pass/Fail
CQG2	National Standards	10%
WF1	Workforce Model	15%
PFME1	Equality Act 2010 Compliance	Pass/Fail
PFME2	Facilities Management	5%
BC1	Business continuity	5%
IMT1	IT Systems Deployment	5%
Price FMT (to be detailed in Document 5) Please provide your financial proposal using the enclosed template and in the format requested.		20%

Scoring Matrix

The scored questions will use the following scoring method:

Assessment	Score	Interpretation
Excellent	5	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 potential added value, with evidence to support the response.
Good	4	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	3	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.
Minor Reservations	2	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	1	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	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.