**MARKET ENGAGEMENT QUESTIONNAIRE (MEQ)**

**PROCUREMENT FOR THE PROVISION OF A LARGE SCALE PUBLIC ENGAGEMENT CONSULTATION AND CAMPAIGN ON CHILDRENS HEALTHY WEIGHT IN GREATER MANCHESTER ON BEHALF OF**

**NHS GREATER MANCHESTER INTEGRATED CARE BOARD (NHS GM ICB)**

# DISCLAIMERS

Organisations considering whether to respond to this information request should note the following:

* This MEQ is being carried out to identify the capable and interested suppliers, to deliver a large scale public engagement consultation and campaign on children’s healthy weight in Greater Manchester.
* Participation in this Market Engagement Questionnaire (MEQ) (Stage 1) is a mandatory requirement for participating in Stage 2 (Invitation to Tender) of this public procurement process. Only respondents that **pass** this initial stage, will be invited to take part in Stage 2 (Invitation to Tender).
* This MEQ, the accompanying information and the responses received arising from it are in no way legally binding on any party;
* MEQ responses will be treated as commercially confidential and may be used by the ICB to shape the final Service specification, but no organisation will be individually identified;
* A response to this notice does not guarantee any invitation to participate in any future public procurement process that NHS GM ICB may conduct;
* NHS GM ICB may reasonably conclude a lack of capable market interest in the absence of responses to this questionnaire.

# RESPONSE INSTRUCTIONS

Organisations should ensure that they have read the supporting information Draft Service Specification provided prior to responding.

Responses to this MEQ should be submitted as a single document.

**Please return your completed MEQ via email to** **james.piper4@nhs.net** **by no later than** **10am, Friday 14thJuly 2023.**

# PROJECT INFORMATION

1. **Draft Specification**

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1. **Budget and contract duration (including any extension options)**

Contract Duration: approx. 5 months: September 2023 – January 2024 (with an option to extend for a further 3 months)

Budget: Up to £175,000 excluding VAT

# COMMERCIAL CONFLICT OF INTEREST

Commercial entities can have both positive and negative effects on health, however there is evidence that some are having an increasingly negative effect on human health and the planet. The negative links between the commercial sector and health are commonly referred to as the commercial determinants of health. Current definitions of the commercial determinants of health vary widely and often overlook the diverse effects of the commercial sector.

NHS Greater Manchester aims to protect the organisation and the residents it serves from the vested interested of organisations and companies where there could be detrimental impact to health from commercial determinants. In particular, organisations who produce, supply, promote and sell products of any industry which may cause ‘harm’, particularly to children and young people. This includes organisations involved in the tobacco, vaping, gambling, alcohol, junk food production and fossil fuels industries.

# INDICATIVE TENDER/PROJECT TIMETABLE

|  |  |
| --- | --- |
| **Activity** | **Date** |
| **Stage 1** |
| Market Engagement Questionnaire Issued | Friday 7th July 2023 |
| **Market Engagement Questionnaire Response deadline** | **by 10am Friday 14th July 2023** |
| Market Engagement Questionnaire Response Clarifications with bidders (if required) | Friday 14th July 2023 |
| **Stage 2** |
| Invite to Tender published to shortlisted bidders  | Monday 17th July 2023 |
| Deadline for the receipt of clarification questions from Bidders  | Wednesday 27th July 2023 |
| **Bid submission deadline**  | **4pm Friday 29th July 2023** |
| Evaluation Period | Monday 31st July – Friday 11th August 2023  |
| Shortlisted Bidders notified  | Wednesday 9th August 2023 |
| **Stage 3** |
| Shortlisted Bidder interviews | Friday 11th August 2023 |
| Procurement Outcome approved by the Contracting Authority | Friday 18th August 2023 |
| Preferred Bidder notified of outcome | Friday 25th August 2023 |
| Contract Signature | By Friday 1st September 2023 |
| **Service Commencement** |
| Service Commencement  | Monday 4th September 2023 |
| Mobilisation/Design Process Period | Monday 4th September 2023 – Friday 15th September 2023 (tbc with preferred bidder) |
| Campaign Launch | Monday 18th September 2023 (tbc with preferred bidder) |
| Campaign Active  | Monday 18th September 2023 for 8-10 weeks(tbc with preferred bidder)  |
| Results consolidation and report writing | by no later than 31st December 2023 |
| Publish and present consultation report | by no later than 31st January 2024 |

# PROCUREMENT PROCESS

**Stage 1** – Market Engagement Questionnaire carried out resulting in a shortlisted Bidder list. Bidders must pass all the capability assessment questions to become shortlisted.

**Stage 2** – Bidders who pass the Market Engagement Questionnaire will be invited to submit a written response to invitation to tender. Responses will be evaluated against the published criteria and all Bidders who can mathematically still become preferred bidder, will progress to Stage 3. All unsuccessful bidders will also receive feedback as per the agreement guidance.

**Stage 3** – Stage 2 Shortlisted Bidders will take part in Bidder Interviews, which will be evaluated against the published criteria. This will finalise the evaluation and the successful / unsuccessful bidder(s) will be notified.

**ORGANISATION DETAILS AND POINT OF CONTACT**

Full name, address and website of the Organisation:

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Town/City** |  |
| **Postcode** |  |
| **Website** |  |

Name, position, telephone number and e-mail address of main contact:

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone Number** |  |
| **E-mail** |  |

# MARKET ENGAGEMENT QUESTIONNAIRE

Please confirm you have the capability and capacity to provide the requirement as documented in the draft specification, by responding Yes or No to the questions listed below.

To achieve a Pass and therefore progress to Stage 2, Bidders must respond ‘YES’ to all of the below questions (with the exception of question 3). If the Bidders declare a potential commercial conflict of interest in Question 3, this will NOT automatically achieve a fail. The Contracting Authority will actively seek further information from the Bidders, which may result in a fail being achieved, at the Contracting Authority discretion. If the Bidders answer ‘NO’ to question 3, this will achieve a pass.

1. Can you meet the requirements as detailed in the specification?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Can you deliver the specification within the proposed project timescales and budget, as detailed in this document?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

|  |
| --- |
| response:  |
|  |

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Based on the information within the Commercial Conflict of Interest section above, please declare whether you have a potential conflict of interest of this type (tobacco, vaping, gambling, alcohol, junk food or fossil fuels) and if so, provide further detail in the comments box below. Please include any details of conflicts within the last three years, current contracts or intentions in the next 12 months. (Please note that we are asking for information at this stage and may come back to bidders for further clarification).
2. Below, please list the frameworks in which your company is part of that could potentially be used to deliver this work.

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| --- |
| response:  |
|  |

**Please return your completed MEQ via email to** **james.piper4@nhs.net** **by no later than** **10am, Friday 14thJuly 2023.**

**PLEASE NOTE**

Please note that any Nil Responses to this invitation will be treated as confirmation of your intention **NOT** to participate in this process and you will not be invited to participate in Stage 2.