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**East Sussex County Council**

Request for Quotation (RFQ) For:

NHS Health Checks Point of Care Testing (POCT) External Quality Assurance (EQA) Service in East Sussex

Deadline for responses: Tuesday 24 January 2023 at 12.30 pm

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# Part A - Introduction

The Request for Quotation (‘RFQ’)

**You are hereby invited by The Council to bid for the requirements detailed in the RFQ documentation in accordance with the conditions outlined in this document (‘RFQ Guidance’). The purpose of this RFQ Guidance is to set out the instructions for the completion of the RFQ.**

Bidder’s responses to the RFQ are to be completed electronically using the Council’s Procurement e-Sourcing portal (‘e-Sourcing Portal’):

<http://www.sesharedservices.org.uk/esourcing>

The e-Sourcing Portal provides a web-based tool that enables a simple, secure and efficient means for managing Quoting and quotation activities reducing the time and effort required for both the Council and or its customers and potential providers / suppliers.

Please note the following project name and reference number allocated to the RFQ within the e-Sourcing Portal.

|  |  |
| --- | --- |
| ***Project Name:*** | ***ESCC– JF – RFQ – NHS Health Checks Point of Care Testing (POCT) External Quality Assurance (EQA) Service in East Sussex*** |

Before completing their response to the RFQ (‘Quotation’), Bidders should ensure that the email address that has been used to register is maintained as the e-Sourcing Portal will generate automatic notifications to this email address when there are updates, changes or messages relating to this RFQ. Bidders should also check that their organisation details are correct and up to date and have at least two email addresses.

**1. Form of this Request for Quotation (RFQ)**

Bidders are expected to complete their Quotation electronically via the e-Sourcing Portal.

|  |  |
| --- | --- |
| ITEM | **FORM AND PURPOSE** |
| Documents that relate to this quotation | |
| RFQ Guidance & Instructions | This document, which is to be read first, sets out the RFQ process  This document should be completed as required and uploaded as part of the Quotation via the e-sourcing portal. |
| Pricing Schedule | Please download and use this document to submit pricing proposals for this tender and upload the completed schedule as part of this quotation. |
| Standard Terms and Conditions | Your submission shall be in accordance with the Council’s Standard Conditions of Contract (‘Contract Terms and Conditions’) and your acceptance to the Contract Terms and Conditions must be indicated within the Bidder Warranties document situated in Appendix 1 of this RFQ Guidance |

# 2. Conditions of Quotation

* 1. **Summary of Timetable and Instructions**

|  |  |
| --- | --- |
| **ITEM** | **DETAILS** |
| Date of Issue | ***21 December 2022*** |
| Clarifications/Queries | ***Tuesday 17 January 2023 at 12.30 pm***  All queries relating to content of the RFQ (‘Queries’) should be made via the secure messaging service within the ‘Quote’ tab of the e-Sourcing Portal. Please note it is the Council’s policy to publish responses to all Queries. Unless they are commercially confidential to the organisation. Any questions deemed to be commercially confidential should therefore be clearly marked. |
| Quote Submission Deadline | ***Tuesday 24 January 2023 at 12.30pm***  Quotations received after the Quote Submission Deadline will not be considered unless it can be proven beyond doubt that not meeting the deadline was beyond the Bidder’s reasonable control. Quotations received 24 hours after the Quote Submission Deadline will be automatically rejected. |
| Contract Start Date | ***1 April 2023*** |
| Contract Term | Initial contract term 24 months to 31st March 2025 |
| Possible Extension Period | 12 month possible extension |
| e-Sourcing Portal Technical Queries | All technical queries regarding access to, completion and submission of a Quotation should be directed to the e-Sourcing Portal Helpdesk:  Phone: 0845 5578079  E-mail: [support@in-tend.com](mailto:support@in-tend.com) |
| Submission instructions: | Completed Quotations must be submitted via the e-Sourcing Portal.  Full instructions on submitting Quotations are available at <https://in-tendhost.co.uk/sesharedservices/aspx/BuyerProfiles> |

**Table 1: Quotation Documents required for this RFQ Process**

|  |  |
| --- | --- |
| **Requested Documents (these must be returned as part of your submission)** | |
| **Method Statement** | This is a detailed description of how you intend to fulfil the requirements we have set out in Part B (below). Please use the same headings in your response in Part C referring to the word limited as required.  To be uploaded as part of the Quotation |
| **Pricing Schedule** | You are required to complete the attached ‘Pricing Schedule’ and explain the cost of your proposal or any pricing assumptions you have made  To be uploaded along with the Quotation.  **DO NOT INCLUDE ANY PRICING INFORMATION IN THE MAIN QUOTATION DOCUMENT.** |
| **Completed Bidder Warranties** | To be signed and uploaded as part of the Quotation |
| **GDPR Declaration** | To be completed only when required, see 2.3.4, 2.3.5 and 2.3.6 |

|  |
| --- |
| **Please note:**  Please only provide the attachments that have been specifically requested (see above). Other documentation that has not been asked for will not be scored, or form part of the submission |

# **Quotation Requirements**

* + 1. A Quotation shall only be accepted as compliant if all the required documentation outlined in Table 1 at paragraph 3.1 above is included.
    2. No information contained in this RFQ Guidance, any RFQ Documents or in any communication made between the Council and any Bidder in connection with the RFQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with the RFQ.
    3. Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Quotation.
    4. The Quotation (including the quoted price) will be included as a Schedule in the Contract.
    5. The Council is not bound to accept the lowest priced or any Quotation and shall not be bound to accept one Bidder as the sole supplier.
    6. It is the Bidder’s responsibility to ensure that their Quotation is submitted no later than the Quote Submission Deadline, as detailed in section 2.1
    7. Any proposal must be made by a person who is authorised to commit the Bidder to the Contract.
    8. In the event that a Bidder believes they are unable to submit a Quotation through the e-Sourcing Portal or require assistance or further information to be able to use the e-Sourcing Portal they must contact the Council via the messaging tool of the e-Sourcing portal no later than four (4) calendar days before the Quote Submission Deadline to enable any technical queries to be investigated and resolved in advance of the Quote Submission Deadline. The Council accepts no responsibility for a Bidder’s failure to raise technical issues in a timely manner.
    9. Direct or indirect canvassing of any Councillor, public sector employee or agent by any Bidder concerning the RFQ, or any attempt to procure information from any Councillor, public sector employee or agent concerning the RFQ may result in the disqualification of the relevant Bidder from consideration for the Contract under this RFQ process (‘RFQ Process’).
    10. The Council reserves the right to issue supplementary documentation at any time during this RFQ Process to clarify any issue or amend any aspect of the RFQ. All such further documentation that may be issued shall be deemed to form part of the RFQ and shall supplement and / or supersede any part of the RFQ to the extent indicated.
    11. This RFQ Guidance and the RFQ Documents are made available in good faith. No warranty is given as to the accuracy or completeness of the information contained therein and any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.
    12. The Council reserves the right to clarify any elements of a Bidder’s Quotation and reserves the right to reject bids that are deemed to be anomalous.
    13. The Council reserves the right to cancel the RFQ at any point. The Council is not liable for any costs resulting from any cancellation of this Procurement or any other costs incurred by any bidder.

# **Contract Requirements**

* + 1. The Quote Response Document details the required Service Level Agreements, Key Performance Indicators and the Council’s overall requirements. The Bidder shall be required to confirm their ability to meet the Quote Response Document through completion of the relevant RFQ Documentation included with this RFQ Guidance on the e-Sourcing Portal.
    2. Bidders’ Quotations must be in accordance with the Council’s Contract Terms and Conditions, including compliance with the Council’s policies. Bidders must indicate their acceptance of the Contract Terms and Conditions by signing and returning the Bidder Warranties document as part of the Quotation. The Council reserves the right to reject any Quotation that does not include a signed Bidders Warranty.
    3. The Bidder’s terms of business will not be accepted in lieu of or in addition to the Contract Terms and Conditions published with the RFQ.
    4. As a public body the Council is subject to the General Data Protection Act 2018, which places responsibilities and obligations on the Council and a potential Provider/Supplier where the Council and the potential Provider/Supplier will engage in data sharing and data processing activities in the performance of a Contract following a procurement exercise and award. The Council may require the successful bidder to enter into an additional Agreement for Data Sharing and obtain guarantees or undertakings to regulate the framework under which the processing activities and data sharing shall be dealt with between the Council and the potential Provider/Supplier to ensure compliance with the obligations of both parties.
    5. The Agreement will, amongst other obligations, require the successful bidder to act only on the written instructions of the Council

1. Determine the nature of processing activities
2. To ensure that people processing the data are subject to a duty of confidence
3. Submit to audits and inspections
4. Assist the Council in meeting data protection obligations
5. Not to sub-process personal data without the written consent of the Council  
   * 1. The successful bidder will therefore be required to provide details of the technical facilities and measures (including systems and processes) it has in place, or will have in place by contract award, to ensure compliance with the above Act.

# **Commercial Requirements**

* + 1. Bidders must complete the Pricing Schedule within this RFQ document setting out ALL its costs of providing the Services over the full lifetime of the contract, including all of the obligations under the Contract.
    2. All Prices shall be stated in pounds sterling and exclusive of VAT.

# **Award Criteria & Marking Scale**

* + 1. Quotations will be evaluated using *Most Economically Advantageous Tender* criteria. The Council reserves the right to accept the whole or any part of a Quotation.
    2. Quotations shall be evaluated according to the prescribed weighting below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Price (Cost Breakdown)** | **10%** |
| **Quality (Method Statement Questionnaire)** | **90%** |
| **Total** | **100%** |

***2.6 Price Evaluation***

2.6.1 Price will be evaluated based on the lowest price Quotation achieving the maximum score (expressed as a percentage (%)) for the pricing element. Higher priced Quotations will receive a proportional score based on the amount higher they are than the lowest priced Quotation.

2.6.2 A worked example is set out below. In this example, the maximum available mark for price is 60%, the lowest price (3) is £425 and the higher price (5) is £625:

**Example only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender** | **Price £** | **Calculation** (lowest price ÷ tendered price) x price weighting (60) | **Points** |
| 1 | 500 | (425 ÷ 500) x 60 | 51 |
| 2 | 622 | (425 ÷ 622) x 60 | 40.98 |
| 3 | 425 | Lowest price | 60 |
| 4 | 440 | (425 ÷ 440) x 60 | 57.90 |
| 5 | 625 | (425 ÷ 625) x 60 | 40.80 |

* 1. ***Quality Evaluation Criteria***

2.7.1 Quality will be measured upon evaluation of Bidders’ responses to the RFQ using the following scoring criteria:

| **Score** | **Classification** | **Definition** |
| --- | --- | --- |
| 0 | No response | No response at all or insufficient information provided in the response such that the response is totally un-assessable and/or incomprehensible. The response is considered non-compliant with the requirements or minimum standards. |
| 1 | Unsatisfactory response | Substantially unacceptable response which fails in several significant areas to meet the Council’s requirements. Little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services and/or considerable reservations as to the Bidder’s ability (methods, expertise, skills and/or resources) to deliver the requirements. |
| 2 | Partially acceptable response | Weak response which does not fully meet the Council’s requirements. Response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services. Some major reservations or weaknesses which gives a lack of assurance that requirements will be met. |
| 3 | Satisfactory and acceptable response | Response largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services. Some minor reservations or minor weaknesses which although offers assurance the requirements will be met with only minor reservations. |
| 4 | Fully satisfactory /very good response | Response fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided.  Provides full confidence in the Bidder’s ability (experience, expertise, skills and/or resources) to provide the services. |
| 5 | Outstanding response | Response fully addresses and meets the Council’s requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; and, in addition, demonstrates methods, expertise, skills or resources that provided added value above the stated requirements and which are relevant to the Council’s requirements. Gives excellent assurance to the Council that requirements will be met in full. |

2.7.2 Any Bidder who achieves an ‘Unacceptable’ score of ‘0’ for any of the questions will be deemed to have failed to meet the Councils’ minimum acceptable standards and therefore will not be evaluated further and will not be considered for Contract award.

2.7.3 Scored questions will be assessed by the evaluation team, who will agree on a single moderated score for each question. Scored questions will carry a weighting, as indicated in each question.

2.7.4 The formula used to calculate the weighted scores for each scored question is:

Question Weighted Score = (Bidder’s Moderated score / maximum score of 5) x Question Weighting.

***2.8 Additional Information, Disclaimers & Legal Compliance***

2.8.1 Please see the attached document - situated in Appendix 1 for further information.

Part B: Specification of Requirement

|  |
| --- |
| **INTRODUCTION** |
| East Sussex County Council intends to commission a Point of Care Testing (POCT) External Quality Assurance (EQA) service to support GP practices that use POCT to provide NHS Health Checks to their patients in East Sussex.  Approximately 41 of 51 (82%) of GP practices use POCT equipment for NHS Health Checks to perform the cholesterol and HbA1c tests required in the NHS Health Check. There are approximately 65 POCT machines being used by 41 NHS Health Checks providers across East Sussex. Most of the providers use the Roche Cobas b101 dual testing lipid and HbA1c POCT equipment. However, 3 practices are using cholesterol only CardioChek meters. This EQA service will be provided to all providers using POCT for NHS Health Checks.  Since the introduction of POCT as part of the NHS Health Checks programme in East Sussex, Public Health have commissioned a third-party provider for the provision of a POCT EQA scheme to support GP practices in line with NHS Health Checks programme standards[[1]](#footnote-1). |

**Statement of Requirements**

|  |
| --- |
| **Overview – *what it is that we require*** |
| We require the provision of a Point of Care Testing (POCT) External Quality Assessment (EQA) service to support GP practices who use POCT to provide their NHS Health Checks to their patients in East Sussex. The provider will provide a monthly, quality lipid and HbA1c POCT EQA service to the agreed NHS Health Checks providers, mainly GP practices, in East Sussex to ensure the safe and correct use of the POCT equipment and reliability of accurate cholesterol and HbA1c results within the NHS Health Check programme.  The objectives will be to:   * provide sufficient information to enable registered NHS Health Check providers to understand the process to conduct the EQA sample within essential deadlines * send EQA samples to all registered premises, as provided by the commissioner * monitor individual place-based results and provide each place with an understandable summary of their results for each sample * provide technical support to all premises who do not return a satisfactory EQA result to troubleshoot the potential source of the error. * liaise with the local POCT pathology coordinator in East Sussex and provide batch results and status for each NHS Health Check provider and a summary of the results received.   There are approximately 65 POCT machines being used by 41 NHS Health Checks providers across East Sussex. Most of the providers use the Roche Cobas b101 dual testing lipid and HbA1c POCT equipment. However, 3 practices are using cholesterol only CardioChek meters. The commissioner will confirm with the actual number of POCT equipment requiring lipid and HbA1c samples at the start of the contract.  A degree of flexibility is required for managing within year changes, as the number of providers using POCT may increase or decrease slightly. The commissioner would therefore need to be able to vary the number and location of EQA samples required, to account for any fluctuation in POCT equipment being used in East Sussex for NHS Health Checks, subject to one months’ notice of the change taking place.  The provider will be expected to provide a lipid and HbA1c EQA sample service to all practices participating in the NHS Health Check service. |
| **Criteria - the factors that are important to us in this assignment** |
| **Communication and delivery of samples**  The provider will give clear instructions at the beginning of each year, to each provider in the scheme, including dates the samples will be sent directly to each site, reminders about future distribution dates and results submission deadlines, how to test the samples and how to safely store the samples. Some providers have multiple sites with POCT equipment at each place, and therefore will require each of the two samples to be sent to different sites.  **Availability of summary reports**  The provider is required to send each NHS Health Checks provider a report with a summary of their results for each EQA sample distribution, for both lipids and HbA1c. This should be written and displayed in language that is easy to understand, indicating if the result was within agreed tolerances or was not satisfactory.  The provider must make the results available or securely transfer the summary reports for each NHS Health Check providers lipid and HbA1c samples in a timely manner, detailing if each NHS Health Check provider met tolerances, to the local POCT Pathology Coordinator in East Sussex. The reports should provide clear information on any non-satisfactory EQA results from GP practices and a summary of suggested support. Any unresolved error results should be highlighted to the local POCT Coordinator.  **Service standards**  The service provider is expected to comply with the following standards:   * The EQA provider must have Clinical Pathology Accreditation (CPA) or meet ISO (17043) accreditation with United Kingdom Accreditation Service (UKAS), and report poor performance to the National Quality Assessment Advisory Panel (NQAAP) for Chemical Pathology. * The service has a Service User complaints policy is in place. * The Provider will promptly supply copies of formal complaints to the complaints manager of the commissioner. * Statutory health and safety requirements are met, including clear incident reporting policies and processes in place in line with East Sussex County Council Public Health procedures for serious incident reporting. * The Provider will ensure Data Protection and information governance policies and procedures are in place. * Recruitment, training and development policies and procedures are in place to ensure that staff and volunteers have the appropriate competencies to deliver the service effectively.   **Partnership working with external agencies**  The Provider is required to:   * + Demonstrate a commitment to co-operate to achieve effective communication and excellent working relationships with commissioners and partner organisations.   • Work and liaise with other professionals and services within Health, Social Care, local community and voluntary organisations and groups to support the achievement of the stated outcomes.  • Refer to and liaise with Health, Social Care and Third Sector services as appropriate and provide the necessary information as requested by that organisation (subject to the Data Protection Act).  **Managing the contract**  The Provider is required to:  • Ensure sufficient staff coverage to be able to address all the needs of Service Users and deliver a comprehensive EQA service in line with the key performance indicators in appendix 1.  • Ensure management time is available to provide effective management of the service including regular individual and group supervision.  • Ensure that sufficient management time is available for Contract Management, including attendance at the final contract review meeting and any requested meetings in relation to the Contract.  • Demonstrate that the organisation is sufficiently financially robust and will use the allocated funds for the purpose of delivering and developing the service.  • Demonstrate that the organisation is able to put risk management and contingency procedures in place.  • Manage a database of all client activity in accordance with service outputs and monitoring activity and effectively utilise information technology (IT) to facilitate accurate recording and monitoring data.  • Submit accurate and timely monitoring and performance data. |
| **Performance Monitoring – how we will measure satisfactory performance** |
| The contract will be monitored and reviewed quarterly by the commissioning lead in conjunction with the Contracts and Purchasing Unit, until the contract end (31st March 2025). There will be an option to extend the contract for an additional year.  The Provider will be required to report against Key Performance and Quality Indicators as set out in page 17 of this document.  An annual review will take place at the end of each financial year, including all KPI and Quality Indicators set out in Appendix 1 of this document. The final review will consider (not exhaustive):  • Outcomes for Service Users  • Quality of service  • Performance against agreed targets  The Provider is expected to submit quarterly monitoring reports of progress against the Key Performance and Quality indicators. |

**Key performance and quality indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| *Performance Quality Indicator* | *Threshold* | *Method of Measurement* | *Frequency of Monitoring* |
| Guidelines for using EQA service. | Annual instructions guidelines sent to each NHS Health Check provider, including dates for delivery and return of results. | Guidelines shared with commissioner. | At commencement of contract and start of each year. |
| The service is safe, appropriate and complies with legislative requirements | The service has the following in place:   * CPA / UKAS accreditation. * A current Health and Safety policy including incident reporting * A current information governance / data protection policy | An external audit of policies, protocols and adherence to legal requirements is completed. | At commencement of contract. |
| Number of NHS Health Checks providers who receive a lipid EQA sample at least 12 times annually | 100% of all NHS Health Checks providers POCT sites that are registered with the lipid service | Distribution report sent to POCT Coordinator. | Bi-monthly |
| Number of NHS Health Checks providers who receive a HbA1c EQA sample at least 12 times annually | 100% of all NHS Health Checks providers POCT sites that are registered with the HbA1c service | Distribution report sent to POCT Coordinator. | Bi-monthly |
| Number of NHS Health Checks providers who receive a summary report clearly demonstrating the outcome of their EQA lipid sample, following each sample submission deadline. | 100% of all NHS Health Checks providers POCT sites that are registered with the lipid service | Distribution report sent to POCT Coordinator. | Bi-monthly |
| Number of NHS Health Checks providers who receive a summary report clearly demonstrating the outcome of their EQA HbA1c sample, following each sample submission deadline | 100% of all NHS Health Checks providers POCT sites that are registered with the HbA1c service | Distribution report sent to POCT Coordinator. | Bi-monthly |
| Number of NHS Health Checks providers who return an unsatisfactory EQA sample result provided with troubleshooting support to resolve the issue. | 100% of all NHS Health Checks providers POCT sites that are registered with the lipid and/or HbA1c service | Distribution report sent to POCT Coordinator. | Bi-monthly |

Part C – Bidder Submission

***1. Main Contact Details***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Business (or Organisation) Name | |  | | | | |
|  | |  | |  | |  |
| 1. Contact Name, telephone number and email | |  | | | | |
|  | |  | |  | |  |
| 1. Registered or trading name (if different) | |  | | | | |
|  | |  | | | | |
| 1. Type of organisation (e.g. private limited company, partner, charity, sole trader) | |  | | | | |
|  | |  | | | | |
| 1. Registered Address | |  | | | | |
|  | |  | | | | |
| 1. Address from which the services will be performed, if different from the above | |  | | | | |
|  | | | | | | |
| 1. Company Registration or Charity Number and date of registration (and of any holding / parent company) | |  | | | | |
|  | |  | | | | |
| 1. Name of authorised signatory for the contract | |  | | | | |
|  | | | | | | |
| **Questions 1 to 8 are for information and monitoring purposes only. Questions 9 to 11 are evaluated on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 1. Is your organisation or any of the Directors, Partners or Proprietors: | | | | | | |
| In a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? | | | | Yes | | No |
|  | | | |  | |  |
| 1. Has your organisation or any of the directors, partners or proprietors of the Organisation been convicted of any offences which are considered grounds for mandatory or discretionary exclusion under Regulation 57 of the Public Contracts Regulations 2015. (Regulation 57 of the legislation can be found here: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made> | | | | Yes | | No |
|  | | | | | | |
| 1. If your answer is yes to the above question (10) please provide a statement dealing with the offence/s, including details of what has been done to put things right. | | | | | | |
|  | | | | | | |
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|  |  | | |  | |  |
| **Questions 12 to 14 will be assessed on a pass / fail basis** | | | | | | |
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| ***Financial standing*** |  | | |  | |  |
|  |  | | |  | |  |
| 1. Please indicate which of the following you are able to provide should the Council need to undertake a financial evaluation: | | | | | | |
| * + 1. Copy of your audited accounts for the most recent 2 years (most recent should not be older than 18 months). | | | | Yes | | No |
| * + 1. Statement of turnover, profit and loss account and cash flow for the most recent trading year. | | | | Yes | | No |
| * + 1. Statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | | | Yes | | No |
| * + 1. Alternative means of demonstrating financial standing if you have been trading for less than one year. | | | | Yes | | No |
| 1. If you are part of a wider group (e.g. a subsidiary of a holding/parent company)are you able to provide the Ultimate / parent company accounts for the most recent two years. | | | | Yes | | No |
| 1. If yes, would the Ultimate / Parent company be willing to provide a guarantee if necessary? | | | | Yes | | No |
|  | | | | | | |
| *Please do not provide these at this stage they will be requested should your bid be recommended for acceptance.* | | | | | | |
|  | | | | | | |
| ***Insurance*** |  | | |  | |  |
|  |  | | |  | |  |
| **Questions 14 to 16 will be assessed on a pass / fail basis.** | | | | | | |
|  |  | | |  | |  |
| 1. Please confirm that your organisation currently holds the following insurances, or should you be successful in the bid will be will to provide cover to this level. | | | | | | |
| 1. Public Liability Insurance (£10million) | Yes | | No | | Will Provide | |
| 1. Employers Liability Insurance (£5 - 10million) | Yes | | No | | Will Provide | |
| *Employers Liability Insurance is not required if you are a sole trader. See question 3.* | | | | | | |
|  |  | |  | |  | |
| ***Health & Safety*** |  | |  | |  | |
|  |  | |  | |  | |
| **Questions 18 to 21 will be assessed on a pass / fail basis.** | | | | | | |
|  |  | |  | |  | |
| 1. Please confirm that your organisation complies with all of its legal obligations and responsibilities under the Health and Safety at Work etc. Act 1974 | | | Yes | | No | |
| 1. Does your organisation have a Health and Safety Policy? | | | Yes | | No | |
| 1. Please provide the name and position of the person with overall responsibility for Health and Safety in your organisation. | | |  | | | |
| 1. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | | | Yes | | No | |
| If your answer to this question was “Yes”, please provide details in the box below of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | | | | | | |
|  | | | | | | |
|  | | | | | | |
| *The authority may exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.* | | | | | | |
|  | | | | | | |
| ***Equality and Diversity*** | | | | | | |
|  | | | | | | |
| **Questions 22 to 24 will be assessed on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 1. Does your organisation comply with its legal obligations under the Equalities Act 2010? | | | Yes | | No | |
| 1. In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal? | | | Yes | | No | |
| 1. In the last three years has your organisation been the subject of a formal investigation on the grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC) , Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)? | | | Yes | | No | |
| *If the answer to the above two questions (22 & 23) is yes, we reserve the right to request further information.* | | | | | | |
|  | | | | | | |
| ***Environment*** | | | | | | |
|  | | | | | | |
| **Question 25 will be assessed on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 1. Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? | | | Yes | | No | |
| If your answer to this question is “Yes”, please provide details in the box below of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | | | | | | |
|  | | | | | | |
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|  | | |  | |  | |
| *The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.* | | | | | | |
| ***Performance*** | | | | | | |
|  | | | | | | |
| **Question 26 will be assessed on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 26. In the last 3 years has your organisation had any contracts terminated by the client earlier than originally intended for poor performance. | | | Yes | | No | |
| If the answer to Q26 was yes please upload a copy of the steps you have taken to rectify poor performance and outline the specifics circumstances faced. | | | | | | |
| *Q26 is assessed on a pass / fail basis, with any supporting information provided in relation to “Yes” answers which support the steps undertaken to prevent future reoccurrence taken into account.* | | | | | | |
|  | | | | | | |
|  | | | | | | |

**2. METHOD STATEMENT QUESTIONAIRE – (Total Weighting 90%)**

**Where examples have been requested these do not count towards the page limit for the question. Please do not provide any addition unsolicited information other than that requested.**

|  |
| --- |
| **Overview – *what it is that we require*. Weighting 15%**  ***Max 2 pages font size 11*** |
| Please provide a detailed plan outlining how your organisation plans to implement the service to meet the requirements set out in overview section of the statement of requirements? |
| **Criteria - the factors that are important to us in this assignment. Total weighting 60%**  ***Max 3 pages font size 11*** |
| * Please describe the support you will offer to GP practices to understand the process of conducting and returning the EQA samples. (15%). * Please describe the support you will offer to GP practices to understand the process of conducting and returning the EQA samples. (15%) * Please provide details of how your organisation meets the quality standards specified in Service Standards section starting on page 13 of this document, and describe any other quality standards the organisation adheres to for providing a quality EQA service for the POCT lipid and HbA1c samples? (5%) * What challenges does your organisation expect to encounter in meeting the aims, objectives and outcomes of this POCT EQA service with GP practices in East Sussex, and how do you intend to overcome them? (5%) * How will your organisation ensure that staff have the necessary skills and competences to deliver the service and ensure aims and objectives of the Service and outcomes noted in the specification are met? Please include details of the skills and competences you would expect staff to have. (10%) |
| **Performance Monitoring– how we will measure satisfactory performance. Total weighting 15%**  ***Max 2 pages font size 11*** |
| * Please detail how you intend to meet the monitoring and reporting requirements outlined in the specification on page 15. (5%) * Please describe the process and support you will offer to GP practices to support compliance, highlight non returns and troubleshoot any unsatisfactory EQA results. (10%) |

**3. COST BREAKDOWN.** **(Total Weighting 10%)**

|  |
| --- |
| **Please complete the attached ‘Pricing Schedule’ document - to include all information that relates to the pricing for this RFQ.**  **Please do not include any pricing information as part of this document.** |

**4. Payment and Ordering Details**

We are committed to employing e-commerce throughout our purchase to pay process.

We have introduced a new Supplier portal (‘the Supplier Portal’) for many of our business transactions. The Supplier Portal will enable suppliers to submit invoices directly into our finance system for automatic processing through to payment. Further details are available from Self-service for suppliers [Self-service for suppliers](https://customers.taulia.com/eastsussex-surrey-cc/)

**5. If you have supplied works/services/supplies** **to The Council in**

**the last 18 months, please supply your Council vendor number.**

|  |  |
| --- | --- |
| **Surrey County Council Vendor Number:** |  |
| **East Sussex County Council Vendor Number:** |  |
| **Brighton & Hove City Council Vendor Number:** |  |

**Appendix I**

1. **Additional Information, Disclaimers & Legal Compliance.**

To be read in conjunction with this RFQ

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1. **Bidders Warranty Document**

To be signed and uploaded as part of this submission.



1. **Terms & Conditions**

Draft for information purposes



1. **GDPR Declaration**

To be signed and uploaded as part of this submission.



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1. [Office for Health Disparities and Improvement (2020). NHS Health Check Best Practice Guidance.](https://www.healthcheck.nhs.uk/commissioners-and-providers/national-guidance/#:~:text=%2D%20December%202021-,Programme%20Standards,-NHS%20Health%20Check) [↑](#footnote-ref-1)