**Social Work England**

**Invitation to Tender**

**The provision of**

**Medical Assessment Services**

**Reference: Social Work England 10422**

Closing date for submission of tender:

17:00hrs 21st December 2022

**Please complete your tender submission in accordance with the instructions provided.**

CONTENTS

This document is in two parts:

Part A is the invitation to tender and provides all the background information, a description of what is required, and an overview and instructions for the completion and submission of the tender document.

* Introduction
* Requirement (including specification)
* Procurement process
* Evaluation of tenders
* Instructions for completing the tender.

Part B is the tender submission document, this should be completed in full and returned in advance of the deadline in accordance with the instructions given.

Part A

1. Background of Social Work England

1.1 Social Work England was established under The Children and Social Work Act 2017 and will be the new, specialist regulator for Social Workers in England. We are a Non-Departmental Public Body.

Social Work England will regulate the social work profession by:

* + 1. Setting standards of practice and conduct in social work;
    2. Assuring the quality of social work education;
    3. Registering qualified Social Workers;
    4. Ensuring Social Workers keep their skills and knowledge up to date; and
    5. Investigating concerns raised about Social Workers.

1. Objectives
   1. As part of our responsibility to investigate concerns about Social Workers fitness to practise we may require Social Workers to undergo a Medical Assessment where concerns are raised about their health. Social Work England does not have the in-house capability to deliver specialist Services. Therefore, we are looking to contract with a Service Provider who will work in partnership with us deliver a robust Medical Assessment Service and provide quantifiable evidence as to whether a registrant’s mental and/or physical health is of sufficient concern as to warrant their fitness to practise impaired.
2. Duration
   1. It is envisaged that the Contract will initially run for a period of 2 years, subject to satisfactory review of key performance indicators and service levels.
   2. The Contract may be extended by a further of 12 months, subject to satisfactory performance and business need.
3. Service Requirements
   1. Social Work England’s Regulation directorate deal with a range of different concerns regarding social workers fitness to practise.
   2. When concerns are raised that a social worker’s fitness to practise may be impaired by reasons of an adverse physical and/or mental health condition, Social Work England may require a medical assessment to be carried out to ascertain the level of impairment caused by the health concerns and to ensure the public are protected. Rule 36 of the Fitness to Practise Rules 2019 provides that at any stage where the regulator is considering a case of fitness to practise by reason of the grounds of adverse physical or mental health, the investigators or adjudicators may request the registered social worker undergoes a medical assessment of their fitness to practise conduct by a healthcare professional nominated by the regulator. As such, it is essential that we have medical assessment service in place to meet the requirements of Rule 36.
   3. Medical assessment may also be necessary when a fitness to practise case is due for review to ascertain the current state of the social worker’s health and to demonstrate what level of impairment (if any) remains to ensure any ongoing suspension or conditions of practice remain proportionate and are sufficient to manage any newly identified risks.
   4. The results of the assessment will be used by Social Work England to provide evidence of a registrant’s fitness to practise, or lack of. Therefore, we require a service that can provide evidence that will withstand scrutiny within a legal tribunal setting. It must be robust, quantifiable and produced within an efficient, GDPR compliant process. We require a service that can assess a broad range of physical and mental health conditions and is responsive and respectful of social worker’s EDI characteristics.
   5. We require a service that will reflect Social Work England’s ambition to work collaboratively and respectfully with registrants. We expect that the Service Provider will liaise directly with registrants and work with them to ensure the process of assessment is handled sensitively causes minimum disruption to their daily lives.
   6. We will also require the Service Provider to work with us to ensure our staff are fully trained on the process of requesting tests, including contribution to our SOPs and public facing documentation.
   7. Due to an inflated case load, Social Work England currently envisage that between 1-4 medical assessments will be requested per calendar month.
4. Service Levels
   1. Service levels will form part of the contract to deliver the services and will be finalised as part of contract award. They will include but will not be limited to the following:
      1. The registrant requiring a medical assessment is to be contacted by the Service Provider within two working days following Social Work England’s request for an assessment.
      2. Confirmation of an assessment outcome, including a report, is to be delivered by the Service Provider within a maximum of 10 working days of the assessment completion.
      3. Ideally, from the initial instruction to create the report, through to completion of the report should take no longer than 4 weeks in total.
      4. The Service Provider must be able to deliver desk top reports (reports based on paper only - no appointment with registrant).
      5. Where the outcome of the assessment is urgently required, the Service Provider must ideally be able to fast track this assessment within 10 days.
      6. The Service Provider will have GMC registered medical professionals completing reports.
      7. The Service Provider will have the ability to hold face to face and Online meetings with registrant.
      8. The Service Provider will be able to deliver a full England wide assessment service (full UK is preferable).
      9. The Service Provider will be able to demonstrate KPI for results from completion of information gathering to completion of assessment.
      10. The Service Provider will be able to produce expert reports.
      11. The Service Provider will be UKAS accredited or equivalent ISO standard.
      12. The Service Provider will be British Standards/ISO/European directives compliant
      13. The Service Provider will be GDPR compliant.

Stages of a Medical Assessment

* 1. Information gathering stage:
     1. The Service Provider will be required to liaise directly with individual registrants to arrange appointments.
     2. Appointments will ideally take place within the registrant’s home address or in a facility within close proximity to their home address.
     3. If the registrant does not engage with attempts to arrange the appointment, we expect that there will be more than one attempt to secure the appointment and that there is adequate flexibility in organising appointments to address any practical needs of the registrant e.g., work patterns, holidays etc.  If the Service Provider is unable to secure an appointment with the registrant, a full chronological report on headed paper is to be provided, noting each attempt, the method of contact, the time and date and details of any message left. This will be used as documentary evidence at any subsequent hearing.
     4. The Service Provider will be fully compliant with equality and diversity legislation. They will offer a range of assessment methods to take account of cultural, religious and disability needs. They will not place the registrant under any undue distress or discomfort in their pursuit of an assessment and will alleviate as much as possible, any embarrassment from the registrant.
     5. We would expect that the information should be gathered in a single appointment of appropriate length however, we acknowledge there may be cases where additional time or appointments may be necessary and appropriate with the prior approval of Social Work England.
     6. We require the Service Provider to provide all internal staff with the appropriate level of medical qualifications, and full and unrestricted General Medical Council registration in order to complete the information gathering and assessment. The Service Provider will need to be able to instruct medical professionals that have the appropriate experience and qualifications to cover a broad range of health concerns, both physical and mental and these medical professionals should be qualified to consultant level or in an equivalent senior position/have equivalent years’ experience.
     7. The Service Providers staff will be responsible for ensuring that information is gathered from registrants:
        1. With formal confirmation of the registrant’s identity e.g., checking passport or driving license (pictorial identification)
        2. With the registrant’s written consent and signature
        3. Staff are responsible for explaining the assessment process to the registrant in detail and in simple, clear English.  If the registrant’s first language is not English, it is the responsibility of the Service Provider to ensure that adequate translation or interpretation support is available during the assessment process.
        4. All information gathered is objective and quantifiable and recorded using agreed templates and forms.

* 1. Completion of assessments:
     1. The Service Provider will analyse the information gathered from the registrant in line with established best practice.
     2. The Service Provider will adequately demonstrate all analysis undertaken to form conclusions.
     3. The Service Provider will use the analysis and conclusions to make informed recommendations regarding areas of impairment for the registrant and provide an opinion on whether the registrant is fit to practise or fit to practise only with restrictions (and what those restrictions could be and the reasons for these).
     4. The Service Provider will adequately demonstrate that the storage of the information gathered and the subsequent report is stored, retained and destroyed securely in compliance with GDPR.
     5. The Service Provider will adequately demonstrate that employees are suitably qualified to carry out the analysis of the information gathered.
  2. Reporting including provision of expert witnesses:
     1. It will be the responsibility of the Service Provider to accurately report the assessment findings in writing back to Social Work England that are consistent in layout and format and free from typographical errors.  The report/expert report is to be a clear formal report, that has norm-referencing (why appropriate). It must be suitable for use in a court/tribunal setting and use language understandable to a wide range of stakeholders.
     2. Updates, reports, emails or any other information from the Service Provider must only reference one registrant, irrespective of whether there are multiple registrants to provide updates on.
     3. Expert reports/test reports must be sent to Social Work England securely using either encrypted email or secure file exchange software/online portal.
     4. Expert Witnesses – Where the Service Provider has provided an assessment report for legal purposes or the outcome has been contested by the registrant, the Service Provider’s assessing staff may be required to attend tribunals and provide expert witness testimony.  The Service Provider will be responsible for ensuring that its staff has adequate training to undertake this requirement if requested.
     5. Social Work England may seek updated reports as cases progress through initial investigation through to substantive investigation and therefore, updated assessments and reports may be needed.
     6. On occasion, reports may also be needed from a review of a registrant’s medical records, if the registrant is not willing to attend an appointment
  3. Other considerations:
     1. Occasionally, at Social Work England’s request, the Service Provider will be expected to work with Social Work England to train Investigators, Case Review Officers and our external legal providers on the processes needed to request assessments. The Service Provider will also be occasionally required to work with Social Work England to provide written guidance on assessment requirements for Investigators and Case Review Officers.
     2. The Service Provider will be responsible for ensuring that all staff members involved in their service are adequately trained and qualified to perform their roles. The Service Provider is also responsible for ensuring that all staff members involved in the service are up to date with current best practice and CPD.
     3. On occasions, the Service Provider will be requested to work with Social Work England to produce public facing documentation for registrants regarding the medical assessment process and what they should expect.
     4. The Service Provider will meet with Social Work England on a regular basis to discuss contract progression and to address any issues that have been raised in the intervening period. The Service Provider must ensure that they have a robust complaints policy and demonstrate how complaints would be escalated to Social Work England.

1. Procurement

Best Practice Criteria

6.1. Social Work England has an agreed a set of best practice principles in relation to this tender. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for Social Work England.

* 1. Social Work England will:
     1. encourage local employment and enterprise to create and maintain local job opportunities and training;
     2. seek value for money and the minimisation of risk;
     3. harness the capability, diversity and innovation of our Service Provider to add value to our operational effectiveness and efficiency;
     4. adhere to a procurement process which is equitable, lawful and compliant with regulations;
     5. seek to be easy to do business with, in order to minimise costs, risks and time;
     6. ensure the confidentiality of information entrusted to us while working with Service Providers who also respect this practice; and
     7. permit hospitality only to an extent that it cannot be perceived as an inducement.

7. Instructions to Tenderers

* 1. Social Work England are using this Invitation to Tender (ITT) to conduct further competition for the provision of Medical Assessment Services. This procurement activity will be conducted through desk top evaluation upon receipts of bids.

* 1. All questions regarding this ITT should be sent to [tenders@socialworkengland.org.uk](mailto:tenders@socialworkengland.org.uk). **Any questions received after 17:00hrs – 07th December 2022 will not receive a response.**
  2. All tenders received that are compliant (submitted in accordance with the tendering instructions) will be evaluated based on the evaluation criteria set out below.
  3. Tenders should be prepared and submitted using part B of this document below.
  4. Tenders will be evaluated, and bids scored. Social Work England reserve the right to request clarification from bidders at evaluation stage.
  5. Contract(s) will be awarded against the total overall score and will be based on the most economically advantageous tender. Suppliers will be notified of the outcome upon the completion of desk top evaluation
  6. The following indicative timetable is provided for tenderers benefit. Please be aware that these are indicative timescales **(except for the deadlines in bold)** and may be subject to change at the absolute discretion of Social Work England.

| **ACTIVITY** | **DATE** |
| --- | --- |
| **Invitation to Tender available** | **23rd November 2022** |
| **Final Questions from bidders** | **17:00hrs – 7th December 2022** |
| **Social Work England response to bidder’s questions** | **17:00hrs - 14th December 2022** |
| **ITT deadline for bid responses** | **17:00hrs – 21st December 2022** |
| Contract Award | 13th January 2023 |
| **Contract Commencement** | **04th March 2023** |

8. Completing the Invitation to Tender

* 1. To enable evaluating officers to assess fully the tenderer’s suitability to provide the services, all of the information requested in this invitation to tender must be provided. Failure to complete the tender submission in full or failure to provide any of the documents requested may result in your tender being rejected. Questions should be answered as instructed:
     1. please answer every question;
     2. questions must be answered in English;
     3. and when posed with Yes/No questions, please either circle your answer or delete as applicable.
  2. All other questions will require you to input text or numbers, or to tick boxes.
  3. Any figures requested should be stated in full (i.e., £4,000 not £4k) and in GBP.
  4. If the question does not apply to you, please write N/A; if you don’t know the answer please write N/K.
  5. Only the information contained within this invitation to tender or otherwise communicated in writing by Social Work England to the tenderer should be considered when submitting your tender.
  6. Any information and/or documents submitted on or with this tender must relate to ‘the tenderer’ only – ‘the tenderer’ being the organisation which it is proposed will enter into a formal contract should their tender be successful. (All responses and submissions provided by the tenderer will form part of that contract). Where required, Social Work England may seek further clarification from the tenderer following submission of a completed bid pack.

1. . Format of Tender Submission
   1. Tenderers are required to complete all the documentation listed below. You may complete the documentation electronically but must not make any changes to the structure and/or order of the document provided (except as necessary to accommodate your responses, i.e., enlarging response boxes etc.). In particular, please do not undertake any substantive changes to formatting, or add appendices instead of completing the tables provided, and so on, except when expressly requested or when necessary to properly present your offer.
   2. You should complete and submit all schedules in Part B of this document, namely:
      1. company details and general information;
      2. response to specification (method statements);
      3. pricing schedule;
      4. freedom of information exclusion schedule; and the
      5. tendering declaration.
   3. The declaration must be signed by a director, partner or other senior authorised representative in her/his own name and on behalf of the organisation. The details contained in each tenderer’s response may be specified in any contract or may form an appendix thereof.  Tenderers should therefore make sure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding contract
2. Submitting your Tender
   1. Completed tender (Part B of this document) and all associated documentation, should be submitted via email to: [tenders@socialworkengland.org.uk](mailto:tenders@socialworkengland.org.uk)
   2. **Completed tender submissions must be received by 17:00hrs on 21stDecember 2022.** Social Work England reserves the right to reject any responses received after this deadline.
3. Conditions of Tender
   1. In submitting a response to this Invitation to Tender, tenderers do so on the conditions set out below. In the event of any breach of the conditions Social Work England shall be entitled to terminate any arrangement made as a result of such tender and to claim damages accordingly.

Warnings and Disclaimers

* 1. Information supplied by Social Work England (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. Social Work England cannot accept responsibility for any inaccurate information obtained by tenderers.

Tenderer Conduct and Conflicts of Interest

* 1. Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender; except where the disclosure, in confidence, of the approximate amount of tender is necessary to obtain insurance cover.
  2. The tender submitted shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
  3. Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or agree to the amount of any other tender to be submitted.
  4. Tenderers must not, in connection with the proposed contract:
     1. offer any inducement, fee or reward to any member or officer of Social Work England;
     2. do anything which would constitute a breach of the [Bribery Act 2010](https://www.legislation.gov.uk/ukpga/2010/23/contents) or the [Section 117 (2) Local Government Act 1972](https://www.legislation.gov.uk/ukpga/1972/70/section/117); and/or
     3. canvass any of the persons referred to above in connection with the contract; or contact any member or officer or any person acting as an advisor to Social Work England (except as authorised by this invitation to tender for the purpose of asking genuine questions about the process or the contract) about any aspect of the proposed contract or for soliciting information in connection therewith.
  5. Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer (and its advisors) and Social Work England (and its advisors). Any tenderer who fails to comply with this requirement may be disqualified from the procurement process at the discretion of Social Work England.

Responsibility to Submit a Complete Tender

* 1. It is the tenderers responsibility to ensure that their submitted tender is complete, prepared and submitted in accordance with the instructions contained herein, and signed and dated where required. Social Work England are not obliged to consider any tender which is incomplete or not prepared or submitted in accordance with the said instructions, but at its sole discretion Social Work England may offer a tenderer who submits such a tender an opportunity to remedy the omission before evaluation of the tender takes place, provided that in the judgement of Social Work England this does not adversely affect the integrity and fairness of the tender exercise.

Bid Costs

* 1. Social Work England will not be liable for any tender costs, expenditure, work, or effort incurred by a tenderer in proceeding with or participating in this procurement process, including if the procurement process is terminated or amended by Social Work England.

1. Social Work England’s Rights
   1. Social Work England reserves the right to:
      1. seek additional information or clarification from tenderers at any time during the tender process;
      2. disqualify any tenderer that does not submit a compliant tender, in accordance with the instructions given in this invitation to tender;
      3. disqualify any tenderer that is guilty of serious misrepresentation in relation to its tender, expression of interest, the application form or the procurement process;
      4. withdraw this invitation to tender at any time, and to re-invite tenders on the same or any alternative basis;
      5. choose not to award any contract as a result of the procurement process;
      6. withdraw the award of a contract should any unsatisfactory references be provided by the successful providers previous clients;
      7. make whatever changes it sees fit to the timetable, structure or content of the procurement process; and
      8. retain copies of all tender submissions to satisfy its audit obligations and for other purposes.
2. Confidentiality and Freedom of Information Act
   1. This invitation to tender is made available on condition that its contents (including the fact that the tenderer has received this invitation to tender) is kept confidential by the tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the tenderer to submit a tender.
   2. As a public body, Social Work England is subject to the provisions of the [Freedom of Information Act 2000](https://www.legislation.gov.uk/ukpga/2000/36/contents) (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
   3. Social Work England shall treat all tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.
   4. While Social Work England aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to Social Work England in the form provided in the Tender Submission Document (i.e., the Freedom of Information Exclusion Schedule).
   5. Tenderers should be aware that, in compliance with its transparency obligations Social Work England may publish details of its contract(s), including the contract values and the identities of its Service Providers on its website and the Contracts Finder portal.

Publicity

* 1. No publicity regarding the contract or the award of any contract will be permitted unless and certainly until Social Work England has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of Social Work England.

1. Evaluation of Invitation to Tender
   1. Tenders, and any supporting documentation will be evaluated on the basis of 30% price and 70% response to method statements. The evaluation will be based on the tenderer’s response to the requirement detailed and consideration of the following criteria:
      1. understanding of the Social Work England’s needs and the specific requirements of this contract; evidence of the tenderers ability to comprehend and communicate key information with clarity and understanding;
      2. evidence of the tenderers ability to exercise good judgement and take decisions on unexpected problems that could have significant impact on cases;
      3. evidence of the tenderers ability to apply critical reasoning and questioning skills to identify when further investigation and evidence gathering is required;
      4. evidence of the tenderers track record of delivering Graphic Design and Copy -editing services to small and medium organisations without disruption to business activities; and
      5. the ability to work to strict deadlines.
   2. All completed tenders received will be evaluated by officers of Social Work England (as appropriate). This evaluation panel will consist of between 3-4 individuals.
   3. order to be transparent, and to ensure that tenderers fully understand how their tender submission will be evaluated, full details of the evaluation process are described below. The following price and quality weightings will be used to determine the most economically advantageous tender:
      1. Method Statements = 70%
      2. Price = 30%
   4. NOTE: Failure by a tenderer to comply with these instructions may invalidate your bid.
   5. Tenderers will be asked to provide a response to the following sections within Part B (the tender submission document).

| **Section** | **Total Score Available** |
| --- | --- |
| Company Details | Information Only |
| Compliance with Specification | Pass / Fail |
| Method Statements | 70 points |
| Price | 1. Points |

* 1. Please note that the ‘Compliance with Specification’ section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to comply with the specification, their tender will be deemed as non-compliant and will be excluded from further consideration.
  2. When completing the questions tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the question should not be included, but wherever possible tenderers should demonstrate how they will go further than what is being asked for, to add value. Appendixes should be provided where requested to offer further supporting evidence within the tenderer’s question response.
  3. Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
  4. Tenderers are encouraged to use the word count allowed to answer each method statement as fully as possible. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.
  5. Each method statement will be evaluated by the panel individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference across responses or provide supporting information in your tender submission unless expressly requested. Once evaluated individually, the panel will come together to agree on a cumulative score.

1. Scoring

Method statements and price responses will be scored on a scale of 0 to 4 points, as detailed in the table below:

| **In the evaluating officers’ reasoned opinion, the response provided is a(n):** | | **Points available** |
| --- | --- | --- |
| 0 | **Unacceptable Response.** No response, response not relevant or question not answered. | 0 points. |
| 1 | **Poor Response.** The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal). | 25% of points available. |
| 2 | **Fair Response.** The response is compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements. Any concerns are of a minor nature. | 50% of points available. |
| 3 | **Good Response.** The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met. | 75% of points available. |
| 4 | **Excellent Response.** The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements. | 100% of points available. |

* 1. Please note that scoring ‘0’ for any one or more method statements will give grounds for excluding the tender from further consideration. For any tenders that are deemed excludable on this basis, that tenderer’s price shall automatically be excluded from the ‘price’ evaluation.

16. Response to Method Statements

* 1. Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 4 method statements in total.
  2. Tenderers are required to respond to all the questions below. Questions should be answered in full on the template provided.
  3. For each method statement, there is a maximum word limit. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response. Where appendixes are requested, please attach as part of your submission to Part B.

| **Ref** | **Method Statement Questions** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| **Q1.** | Please provide an outline of your delivery plan for providing a medical assessment service including examples of reports provided following information gathering.  What experience do you have of delivering a medical assessment service in the context of regulating professions in England?  ***(Maximum Word count 1500 words)*** | * Logical plan for delivering an appropriate service * Evidence of appropriate timescales   Examples of appropriate reporting abilities that will be usable in a fitness to practise/legal environment   * Evidence of experience and knowledge in the relevant field and/or sector. * Evidence of successful delivery of a comparable service. * Knowledge of relevant case law and principles. * Evidence of ability to meet agreed outcomes | 25 points |
| **Q2.** | What approaches will you use to ensure the service will be able to meet the wide-ranging needs of registrants?  ***(Maximum Word Count 500 words)*** | * An understanding of the equality and diversity needs of the registrants including religion, gender and disability etc. * An understanding of how fitness to practise procedures/requests for medical assessments can be stressful and impact negatively upon a registrant and how they will seek to ensure they do not unnecessarily add to any negativity the registrant may be feeling | 15 points |
| **Q3.** | How would you ensure successful collaboration with Social Work England to guarantee that the service you provide is appropriate?  ***(Maximum Word count 500 words)*** | * Examples of collaboration to achieve successful delivery of the service. * Evidence of appropriate management of concerns regarding service provision * Evidence of continued audit and improvement to ensure service is of a high-quality standard. | 15 Points |
| **Q4.** | How will you ensure that the delivery of the medical assessment service will comply with GDPR?  ***(Maximum Word Limit 750 words)*** | * Robust, secure methods of gathering, analysing, storing and reporting upon information gathered * Risk management of the above situations * Transparency when collaborating if GDPR is breached/conflicted | 15 Points |

* 1. Response to Prices
  2. Price carries 30% of the overall score. Questions for prices are weighted with the number of points available shown in the table below.
  3. Prices included in the tender submission should be **net** costs (excluding VAT). Associated VAT costs should be shown separately as part of your tender submission.
  4. Social Work England request a price breakdown based on the requirements identified within the ITT. Prices required are:
     1. A total price for the delivery over the term of the contract.
  5. Tenderers are required to respond to all the price questions below. Questions should be answered in full on the template provided.
  6. In respect to question 1, pricing should be submitted via the **Cost Matrix Table provided at Annex 1 within Part B- Response to Tender**. Please adjust as necessary the size of the ‘Cost Matrix Table’ and/or the ‘response’ box in order to accommodate your response. For question 2 there will be a maximum word limit.

|  | **Price Questions** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| **Q1.** | Please provide a total cost for the delivery of Medical Assessment Services as per Cost Matrix Table provided at Annex 1 within Part B Response to Tender. | * Pricing as per Cost Matrix Table provided at Annex 1. * Includes VAT as a separate line item * Includes any assumptions | 20 points |
| **Q2.** | Please provide evidence that your price provides value for money and identifies areas of value-added activity.  ***(Maximum word count – 500 words)*** | * Identifies areas that provide value for money. * Identifies value added activity. | 1. points |

* 1. Moderation of Scores
  2. The evaluation panel will be made up of officers from Social Work England. An appropriate representative will separately evaluate all the method statements submitted by tenderers’ and will subsequently meet with the evaluation panel to discuss their scores; seeking to agree a final score for each method statement.
  3. Upon conclusion of the evaluation of the ITT, the score for price and non-price will be combined to give a total score out of 100.
  4. Award of Contract
  5. The tenders scoring the highest points overall from the ITT desk top evaluation will be awarded the contract under Social Work England’s Terms and Conditions:

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* 1. The successful tenderer offered the contract will be advised by email. The award offered pursuant to this ITT will be based on the most economically advantageous tender.
  2. Tenderers who are not successful in being offered the contract will be advised by email and will be entitled to receive feedback upon request.
  3. Social Work England may withdraw the award of a contract should any unsatisfactory references be provided by the successful providers previous clients.

**Social Work England**

**Part B – Response to Tender**

**Provision of Medical Assessment Services**

**Reference: Social Work England 10422**

Closing date for submission of tender:

17:00hrs 21st December 2022

**Please complete your tender submission in accordance with the instructions provided.**

**PART B**

1.COMPANY DETAILS AND COMPLIANCE WITH TENDER

2.RESPONSE TO SPECIFICATION (METHOD STATEMENTS)

3.PRICING SCHEDULE

4. FREEDOM OF INFORMATION EXCLUSION SCHEDULE

5.TENDERING DECLARATION

**Part B To be completed in response to Invitation to Tender**

**Please complete all the information requested below and return Part B by the latest**

**17:00hrs – 21st December 2022.**

General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure. Please complete in full:

|  |  |  |
| --- | --- | --- |
|  | **ORGANISATION DETAILS** | |
| 1.1 | Please state the full name of the organisation submitting this tender: | |
|  | |
| 1.2 | Please state the registered office address: | |
| Address: | |
| Postcode: | |
| 1.3 | Please state the company registration number: | |
|  | |
| 1.4 | Please state the VAT registration number: | |
|  | |
| 1.5 | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of Social Work England? | YES / NO |
| If yes, please provide details. | |
| 1.6 | Please advise if the organisation would be classed as a Small-Medium-Enterprise (SME)? | |
|  | |
|  | **Contact Details** (for communications, correspondence and enquiries relating to this tender submission). | |
| 1.7 | Please state the contact’s name, and position within the organisation: | |
| Name:  Position: | |
| 1.8 | Please state the contact’s address: | |
| Address:  Postcode:  Telephone:  Email: | |
|  | **Financial Information** (confirmation of financial stability/ability to support the delivery of the contract). | |
| 1.9 | Company annual turnover for the last three years (including if under different trading names): | |
|  |  | |
| 1.10 | Please detail any significant change in your financial situation since the last accounts have been submitted: | |
|  |  | |

Compliance with Specification

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to answer ‘Yes,’ their tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| **I confirm I/we comply with all elements of the requirement and specification as outlined in part A of this Invitation to Tender.** | **YES / NO** |
| Please use this space to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
| **I confirm that I/we accept Social Work England’s Supplier Terms and Conditions as set out within clause 19.1 of this Invitation to Tender, forming the basis of any contract executed between Social Work England and the successful bidder, pursuant to this ITT.** | **YES / NO** |
| Please use this space to outline any areas where you cannot comply, making specific reference to any clauses within the terms and conditions which are an area of concern. | |
| **I confirm that I/we have completed (if applicable) the Freedom of Information Exclusion Schedule; included as Appendix A of this Response to Tender.** | **YES / NO** |
| Please use the space provided in Appendix A to identify any information that you regard as confidential and/or commercially sensitive. | |
| **I confirm that I/we have attached a signed copy of the Tendering Declaration, using the wording included as Appendix B to this Response to Tender.** | **YES / NO** |
| Appendix B sets out the wording of the Tendering Declaration. This should be reproduced on headed paper, scanned and embedded within your bid response. | |
| **I confirm I/we meet the standard requirements and hold the necessary qualifications to deliver the required services.** | **YES / NO** |
| Please use this space to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
| **I confirm upon request, that I/we will provide the services outlined in the ITT.** | **YES / NO** |
| Please use this space to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |

Response to Method Statements

Tenderers are referred to (Part A) of the ITT and reminded that evaluation of their method statements will account for 70% of their total tender score.

Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 6 method statements in total.

Tenderers are required to respond to all the questions below. Questions should be answered in full and should not refer to other documents or appendixes unless otherwise specified.

For each method statement, there is a maximum word limit. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

| **Ref** | **Method Statement Questions** |  |
| --- | --- | --- |
| **Q1.** | Please provide an outline of your delivery plan for providing a medical assessment service including examples of reports provided following information gathering.  What experience do you have of delivering a medical assessment service in the context of regulating professions in England?  ***(Maximum Word count 1500 words)*** | |
|  | Response: | |
| **Q2.** | What approaches will you use to ensure the service will be able to meet the wide-ranging needs of registrants?  **(Maximum Word count 500 words)** | |
| **Response:** | | |
| **Q3.** | How would you ensure successful collaboration with Social Work England to guarantee that the service you provide is appropriate?  ***(Maximum Word count 500 words)*** | |
| **Response:** | | |
| **Q4.** | How will you ensure that the delivery of the medical assessment service will comply with GDPR?  ***(Maximum Word Limit 750 words)*** | |
| **Response:** | | |

Response to Pricing

Tenderers are referred to Part A of the ITT and reminded that evaluation of price will account for 30% of their total tender score.

Responses to pricing for question 1 should be complete in the tables provided. Response to questions 2 should be completed within the response section provided in the template below.

All prices should be quoted in GBP (£), and prices quoted should be net of VAT. Please ensure all assumptions on price are detailed within the table and against each costed item.

| **Ref** | | **Pricing Questions** |
| --- | --- | --- |
| **Q1.** | | Please provide a total cost for the delivery of Medical Assessment Services as per Cost Matrix Table provided at Annex 1 within Part B Response to Tender. |
| **Response: Please provide your response in the Cost Matrix Table found at Annex 1 within Part B Response to Tender.** | | |
| **Q2.** | Please provide evidence that your price provides value for money and identifies areas of value-added activity.  ***(Maximum word count – 500 words)*** | |
| **Response:** | | |

Annex 1 - Cost Matrix Table:



Freedom of Information Exclusion Schedule

Tenderers attention is drawn to the conditions of tender. Tenderers should state here which items of information (if any) supplied by them in their tender they regard as confidential and/or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of Social Work England.

**Commercially sensitive information**

I declare that I wish the following information to be designated as Commercially Sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is until award of contract **OR** during the period of the contract **OR** for a period of 6 years.

|  |
| --- |
|  |

Signed:

Date:

Name of Signatory:

Name of Organisation:

Tendering Declaration

In response to the invitation to tender for the provision of Medical Assessment Services dated 23rd November 2022, I/We, the undersigned, confirm that in submitting a tender against this contract that I/We:

1. Undertake that this offer shall remain valid and open for acceptance for a period from the date of submission unless specifically withdrawn in writing.
2. Understand that Social Work England is not bound to accept any tender it receives.
3. Certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
   1. communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender;
   2. enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any tender to be submitted; and
   3. offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and anybody or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
4. Understand that my/our responses to the questions posed in this invitation to tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and Social Work England.
5. Confirm that if our tender is accepted, we will, if required, upon demand:
   1. produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force; and
   2. sign a formal contract document if required.
6. Agree that unless and until a contract is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.
7. Certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this invitation to tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.

This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Signed:

Date:

Name of Signatory:

Name of Organisation: