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| Date: 21st July 2023 | RFQ Reference: | Return by: 12 noon, Monday 7th August 2023 |
| From: Mary Ryan | Telephone: 07789 924940 | Return to: Mary Ryan |
| Project Title: Children and Young People’s Mental Health: Engagement and co-production with young people, parents and carers and professionals | | |

**Background**

Young people’s voice and influence has been (and will continue to be) central in our Future in Mind: Leeds developments. This has been in guiding and shaping services, information and systems. Our relationships with children, young people and families are ongoing and their engagement is actively encouraged. We do this through different mechanisms to reach as many different Children and Young People as possible.

**Scope of our Requirements/Specification**

We require a Provider to support the Future in Mind: Leeds Programme Board to continue its engagement and co-production with young people, parents and carers and professionals and for this to be reflected across our programme of work.

The aim of the service is to support the Future in Mind: Leeds Programme Board to continue its engagement and co-production with young people, parents and carers and professionals and for this to be reflected across our programme of work.

The service outcomes are:

* Co-production with young people remains embedded into all aspects of the Future in Mind: Leeds programme of work
* Young people are able to influence the delivery of mental health support and information provision across Leeds
* Young people lead the design of communication around emotional wellbeing and mental health for children, young people and families in Leeds, including through social media channels
* Parents and carers are able to influence the delivery of mental health support and information provision to children and young people across Leeds
* Key messages from children, young people and parents are shared to influence service development

The service provider will support (including employment and training when appropriate) a team of ‘MindMate Ambassadors’ (up to 8 young people, aged between 16 and 24 years) to support the ongoing development and promotion of the Future in Mind: Leeds programme of work.

The service provider will:

* Have systems in place to ensure young people have influence over the development of the MindMate offer in Leeds.
* Work with service delivery partners to influence and advise on the involvement of young people.
* Support the development of MindMate.org.uk
* Represent Future in Mind: Leeds at engagement events
* Deliver against the Future in Mind action plan through delivery of identified tasks relating to children and young people’s (and parents/carers) engagement across any of the priority work streams. Liaising with key partner groups across the city to support the above.
* Oversee the MindMate website children and young people’s approval process for all website content
* Support the production of ‘real life stories’ for the MindMate website

Further detail is set out in the service specification.

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**Timetable**

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| --- | --- |
| **Stage** | **Dates** |
| Request for Quotations | 21st July 2023 |
| Deadline for receipt of queries | 28th July 2023 |
| Deadline for receipt of quotations | 12 noon on 7th August 2023 |
| Contract Award | 1st September 2023 |
| Contract Start Date | 1st April 2024 |

**Proposals**

Providers are asked to submit a written proposal describing how you will complete the required programme. This should be no longer than 15 pages plus up to 5 appendices. Bidders should include a breakdown of the costs, CVs of those named individuals delivering the work and a summary of the amount of time each individual will spend on delivering the programme.  
  
**Contract Value/ Pricing schedule**

The total annual budget for this service is £60,400 which includes the service delivery costs and expenses.

Please provide your breakdown of the costs in the format below.

|  |  |  |
| --- | --- | --- |
| **Description** | **Cost/Price (inc VAT)** | **Total** |
| **Service delivery cost (please detail)** |  |  |
| **Expenses (please detail)** |  |  |
| **Total Price** |  |  |

**Timeframes**

The contract for this work will commence 1st April 2024 and will end on 31st March 2027 with the possibility of a further 1 year extension.

**Bidder Queries**

All queries in relation to this opportunity should be sent to [mary.ryan23@nhs.net](mailto:mary.ryan23@nhs.net) . Please note that any questions and their responses will be provided to all bidders unless deemed commercially sensitive.

**Closing Date**

We would ask that proposals are submitted to [mary.ryan23@nhs.net](mailto:mary.ryan23@nhs.net) by 12 noon on 7th August 2023.

**Terms and Conditions of Contract**

Any contract awarded as a result of this RFQ will be subject to the Terms and Conditions of the NHS Standard Contract for the supply of Goods and the Provision of Services. Please follow the hyperlink below for further information:

<https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>

Yours sincerely

Mary Ryan

Senior Pathway Integration Manager

**Section 2 EvaLUATION AND ASSESSMENT Criteria**

**Evaluation Criteria**

The bids will be assessed on an individual basis by members of an assessment team against the published criteria.

Qualification (Sections 2.1-2.3 and 2.5-2.7)

| **Section** | **Requirement** | **Required Response** | **Assessment** |
| --- | --- | --- | --- |
| Section 1: Offer Details | | | |
| 2.1.1 | Agreement to terms of NHS Standard Contract | Positive | Pass/Fail |
| 2.1.2 | Consent to credit reference | Pass/Fail |
| 2.1.3 | Confirmation of relevant policies | Pass/Fail |
| 2.1.4 | Confirmation of 1.4 | Pass/Fail |
| Section 2: Address | | | |
| 2.2.1 | Applicants representatives details | Information provided | For Information |
| 2.2.2 | Mobile facilities | For Information |
| 2.2.3 | Premises – address details | For Information |
| 2.2.4 | Organisation’s legal entity name & address | For Information |
| 2.2.5 | Parent organisation | For Information |
| 2.2.6 | Parent organisation – name & address | For Information |
| Section 3: Organisation | | | |
| 2.3.1 | Organisation category (depending on organisations category, will depend on which of the following options you will see) | Information provided | For Information |
| 2.3.2 | SME | Information provided (if applicable) | For Information |
| 2.3.3 | Charitable organisation | For Information |
| 2.3.4 | State of incorporation | For Information |
| 2.3.5 | Incorporation information | For Information |
| 2.3.6 | Partnership arrangements | For Information |
| 2.3.7 | Describe arrangements | For Information |
| Section 5: Legal | | | |
| 2.5.1 | Accounts | Information Provided | Pass/Fail |
| Section 6: Declarations | | | |
| 2.6.1 | Regulation 57 | Compliant | Pass/Fail |
| 2.6.2 | Conflict of Interest | Information provided | Discretionary Pass/Fail |
| 2.6.3 | Litigation | Information provided (if applicable) | Discretionary Pass/Fail |
| 2.6.4 | Threatened litigation | Information provided (if applicable) | Discretionary Pass/Fail |
| 2.6.5 | Prosecutions or Enforcement | Information provided (if applicable) | Discretionary Pass/Fail |
| 2.6.6 | Contract Premature Termination/ Suspension | Information provided (if applicable) | Discretionary Pass/Fail |
| 2.6.7 | Performance Notice | Information provided (if applicable) | Discretionary Pass/Fail |
| 2.6.8 | Details | Information provided (if applicable) | Discretionary Pass/Fail |
| Section 7: Final declaration | | | |
| 2.7.1 | Final declaration | Information provided | Pass/Fail |

Technical (Section 2.4)

| Criteria | Weight | Assessment | How Assessed |
| --- | --- | --- | --- |
| 2.4.1 Price | 20% | Total price  Scoring Guidance: The lowest cost submission scores 100  The other submissions are scored as a descending percentage compared with the lowest cost submission.  Prices must remain open for acceptance until 90 days from the closing date for the submission of Offers.  Prices must be firm (i.e. not subject to variation) for the period of the contract subject only to any variation provisions contained in the contract documents. | Bid details |
| 2.4.2 Ability to fully address the project brief in all its stages to timescales | 60% | Delivery plan included in the bid | Credibility and level of detail in support of the delivery plan for the project |
| 2.4.4 Demonstrate knowledge and understanding of relevant Information Governance Requirements | 10% | Delivery model description | Includes clear understanding of Information Governance requirements for the delivery of this project. |
| 2.4.5 Skill mix of the team offered to undertake the work | 10% | Delivery team | Mix of resources offered to ensure the success of the project within the timescales. |

**Service Delivery Scoring**

*Weighted Scoring:*

| **Confidence Score** | **Numeric Score** | **Commentary** |
| --- | --- | --- |
| Excellent | 5 | Exceeds the requirement.  Exceptional demonstration by the Potential Provider of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Good | 4 | Satisfies the requirement with minor additional benefits.  Above average demonstration by the Potential Provider of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Acceptable | 3 | Satisfies the requirement.  Demonstration by the Potential Provider of the understanding and skills required to provide the services, with evidence to support the response. |
| Minor Concerns | 2 | Satisfies the requirement with minor reservations.  Some minor reservations of the Potential Provider understanding and skills required to provide the services, with little or no evidence to support the response. |
| Major Concerns | 1 | Satisfies the requirement with major reservations.  Considerable reservations of the Potential Provider understanding and skills required to provide the services, with little or no evidence to support the response. |
| Unacceptable | 0 | Does not meet the requirement.  Does not comply and/or insufficient information provided to demonstrate that the Potential Provider has the understanding and skills required to provide the services, with little or no evidence to support the response. If any question is awarded 0% (unacceptable) then the quotation will be disqualified. |

*Pass/Fail scoring:*

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| **Assessment Criteria** | **Result** |
| Question not answered or there is some information missing. The response does not meet the full criteria and there is limited information provided or an answer that largely fails to address the question or that is flawed in aspects. There are significant gaps and no evidence that issues will be addressed and or managed in line with expectations and the standards required.  With reference to the questions in Section 2.6, if the Bidder answers “yes” to any of these questions then the bid may be excluded in accordance with Regulation 57 of the Public Contracts Regulations:  <http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made> | Fail |
| A comprehensive answer to the question in terms of detail, accuracy and relevance. A good degree of evidence to show the Bidder’s ability to achieve what is stated within the response and achieves the required standard of delivery. | Pass |

**SECTION 3 – IMPORTANT NOTICES**

**Confidentiality**

Subject to the exceptions referred to in paragraph 1.3 below, the information is being made available by The ICB on condition that:

* Potential Providers shall at all times treat the information as confidential;
* Potential Providers shall not disclose, copy, reproduce, distribute or pass the information to any other person at any time;
* Potential Providers shall not use the information for any purpose other than for the purposes of a submission.
* Potential Providers shall ensure that each Collaborative Potential Provider who receives any of the information is made aware of, and complies with, the provisions of paragraph 1.1 as if they were a Potential Provider.
* Potential Providers may disclose, distribute or pass information to another person (including, but not limited to, for example, employees, consultants, subcontractors or advisers to the Potential Provider, the Potential Provider's insurers or the Potential Provider's funders) if either:
* this is done for the sole purpose of enabling a submission to be made and the person receiving the information undertakes in writing to keep the information confidential on the same terms as set out in this document;
* the Potential Provider obtains the prior written consent of the ICB in relation to such disclosure, distribution or passing of the information.

The ICB may disclose detailed information relating to submissions to the representatives from the participating organisations/trusts for private inspection where deemed necessary.

The ICB will act in accordance with their duties under the Freedom of Information Act (2000), or any subsequent revisions of this act, regards the protection of commercially sensitive information or confidential information relating to the Potential Provider.

**Changes**

Potential Providers are subject to an ongoing obligation to notify The ICB of any material changes in their financial or other circumstances. This includes, but is not limited to, changes to the identity of sub-contractors or the ownership or financial or other circumstances thereof and solvency of the Potential Provider. The ICB should be notified of any material change as soon as it becomes apparent.

Potential Providers are reminded that any future changes in relation to collaborations, partnerships and sub-contracting must be notified to the contracting authority.

Failure to notify the contracting authority of any material changes or to comply with any of these provisions may lead to a Potential Provider being liable for non-Accreditation.

**Advisors**

Potential Providers will be responsible for obtaining all information and independent advice that they consider necessary for the preparation of their submission. Potential Providers must make their own independent assessment of this information and advice after making such investigation and taking such professional advice as they deem necessary.

**Authorised Representative**

All correspondence relating to this process will be addressed to the Potential Provider’s Authorised Representative. The Authorised Representative must have full authority to represent the Potential Provider and attend any meetings on the Potential Provider’s behalf. The authorised person will be the person named in section 2 of contract details on the online form.

**Availability of Information**

Any additional information which The ICB deems necessary for a Potential Provider to be issued with will be sent to each Potential Provider’s Authorised Representative. It is the Potential Provider’s responsibility to notify The ICB of any change to the Authorised Representative’s name or other contact details. Potential Providers may request that, for convenience, electronic correspondence be copied to individuals other than their Authorised Representative; however, The ICB accepts no liability for this and will consider all information sent to the Authorised Representative to have been received by the Potential Provider.

**Disqualification**

Potential Providers acting in contravention of the provisions set out in the documentation or any other information provided by The ICB, may, at the sole discretion of The ICB, be disqualified from further participation in this process.

**Accuracy of Information and Liability**

This Information has been prepared by The ICB in good faith but does not purport to be comprehensive or to have been independently verified. Potential Providers should not rely on the detailed information contained within and should carry out their own due diligence checks and verify the accuracy. None of the content within this information is, or should be construed as, a promise or representation as to the future.

Potential Providers considering entering into a contractual relationship with Contracting Authority should make their own enquiries and investigations of the Contracting Authority requirements beforehand. The subject matter shall only have contractual effect when it is contained in the express terms of an executed contract.

Neither The ICB, or representatives from the participating organisations/trusts make any representation or warranty as to, or (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of the Information or any section of it (including but not limited to loss or damage arising as a result of reliance by the Potential Provider on the information or any section of it).

**Canvassing**

The ICB reserves the right to disqualify (without prejudice to any other civil remedies available and without prejudice to any criminal liability which such conduct by a Potential Provider or Collaborative Potential Provider may attract) any Potential Provider or Collaborative Potential Provider who, in connection with this:

* offers any inducement, fee or reward to any of the persons referred to in paragraph 1.4 above;
* does anything which would constitute a breach of the Bribery Act 2010, or any subsequent revisions of this act; or
* canvasses any of the persons referred to in paragraph 1.4 in connection with this.

**Non – Collusion**

The ICB reserves the right to disqualify (without prejudice to any other civil remedies available to them and

without prejudice to any criminal liability which such conduct by a Potential Provider may attract) any Potential Provider who, in connection with this:

* fixes or adjusts the submission, by or in accordance with any agreement or arrangement with any other Potential Provider or Collaborative Member of a Potential Provider (other than a member of its own consortium or supply chain);
* enters into any agreement or arrangement with any other Potential Provider or Collaborative Potential Provider of a Potential Provider to the effect that shall refrain from making a Submission or as to the amount of any Submission to be submitted;
* causes or induces any person to enter such agreement as is mentioned in either paragraph 10.1.1 or 10.1.2 or to inform the Potential Provider or Collaborative Potential Provider of a Potential Provider of the amount or approximate amount of any rival Submission;
* offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission relating to any other Submission or proposed Submission for the process; or
* communicates to any person other than The ICB the amount or approximate amount of proposed Submission (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a Submission).

**Publicity**

Potential Providers shall not undertake (or permit to be undertaken) at any time, whether at this stage or after execution of contracts, any publicity activity with any section of the media in relation to the process other than with the prior written agreement of the Contracting Authority. Such agreement shall extend to the content of any publicity. In this paragraph the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media.

**Right to Reject Submissions**

The ICB reserves the right to reject or disqualify a Potential Provider or a Collaboration of Potential Providers where:

* a submission is submitted late, is completed incorrectly, is materially incomplete or fails to meet the submission requirements as set out in Section 3 of the Introduction, which have been notified to Potential Providers;
* the Potential Provider and/or its Collaborative Potential Providers are unable to satisfy the terms of Regulation 57 of the Public Contracts Regulations 2015 at any stage during the Submission process;
* the Potential Provider and/or its Collaborative Potential Providers are guilty of material misrepresentation in relation to its application and/or the process;
* the Potential Provider and/or its Collaboration contravene any of the terms and conditions;
* there is a change in identity, control, financial standing or other factor impacting on the selection and/or assessment process affecting the Potential Provider and/or its Collaboration.
* The disqualification of a Potential Provider will not prejudice any other civil remedy available to The ICB and will not prejudice any criminal liability that such conduct by a Potential Provider may attract.

**Right to Cancel or Vary the Process**

The ICB reserves the right:

* to cancel or withdraw from the process at any stage whether in respect of the contracting authority or otherwise
* not to award a contract under this process;
* to require a Potential Provider and/or its Collaboration to clarify their submission in writing and/or provide additional information within 48 hours of clarification request being made by The ICB (failure to respond adequately may result in a Potential Provider not being successful in this round).

**Provision of Further Information Prior to Submission**

The ICB is relying on the information provided by Potential Providers during Submission stage (including but not limited to information concerning the Collaborative Potential Providers and consortium structure). If, at any time during this submission process there are any material changes to the same, the Potential Provider must advise The ICB as soon as practicable (even if this is prior to the submission of a Submission). Upon receipt of such information, The ICB shall be entitled to revisit the selection and/or assessment of the Potential Provider and exclude the Potential Provider, if necessary, as a result of that process.

**Freedom of Information**

The Freedom of Information Act (2000) imposes duties of openness on The ICB which will have an effect upon how they treat information received from Potential Providers. Further information on this and on how it will be dealt with is available from the contracting authority’s website. Please quote “Freedom of Information on any subject heading.

**Submission Process and Costs**

The ICB reserves the right at any time:

* to issue amendments or modifications during the Submission Period;
* to clarify Submissions once these have been submitted;
* to alter the timetable to contract award;
* not to award a contract; and/or
* to withdraw from this process.

Any costs or expenses incurred by any Potential Provider or other person will not be reimbursed by The ICB and neither The ICB nor any of their representatives will be liable in any way to any Potential Provider or other person for any costs, expenses or losses incurred by any Potential Provider or other person in connection with their submission.

**Governing Law**

All documents and Submission must be prepared in the English language. This process and any subsequent contract awarded will be subject to English law and the exclusive jurisdiction of the English courts.

Any financial information requested by The ICB is to be presented in Pounds Sterling.