

# **NHS East Leicestershire & Rutland Clinical Commissioning Group, NHS West Leicestershire Clinical Commissioning Group and NHS Leicester City Clinical Commissioning Group**

Invitation to Tender for the Provision  
of Improved Access to Psychological  
Therapies (IAPT) in Leicester,  
Leicestershire & Rutland

**Annex 3: Bid Declarations, Conflict of  
interest declarations, Freedom of  
Information 2000 & Environmental  
Information Regulations 2004 Caveats**

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This declaration confirms that the submitted bid for the provision of Improving Access to Psychological Therapies services for East Leicestershire & Rutland Clinical Commissioning Group (CCG), West Leicestershire CCG and Leicester City CCG has been submitted by a representative of the bidder's organisation who has the necessary consents, powers and authority from the organisation.

### Declaration

I certify that I am a Bidder Member of **[insert potential Bidder name]** and that **[insert potential Bidder name]** has the necessary consents, powers and authority to bid for, and provide, the Services detailed in this ITT response.

An authorised signatory, in his/ her own name, on behalf of the potential Bidder and Relevant Organisations, must sign a copy of this declaration.

Signed	
Name	
Position	
Date	

## Declaration of Tendered Bid

This declaration confirms that the submitted bid for the provision of Improving Access to Psychological Therapies services for East Leicestershire & Rutland Clinical Commissioning Group (CCG), West Leicestershire CCG and Leicester City CCG has been submitted accurately and compliantly.

### Declaration

I certify that the information supplied in the questionnaire is accurate to the best of my knowledge and belief and accords with the basic criteria of eligibility as set out in the ITT and that we have not collaborated with other Potential Bidders in the completion of this ITT.

I also understand it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body, therefore I hereby certify and undertake and bind and oblige ourselves and our Connected Persons (as defined below) that we and our Connected Persons have not canvassed or solicited nor will in the future canvass or solicit any officer or employee of the following organisations: NHS Midlands and Lancashire CSU or any person acting as an adviser for the groups listed above in connection with the selection of Bidders and/or the selection of any submissions, proposals or bids in relation to this project and that our Connected Persons have not nor will so canvass or solicit.

For the purposes of this declaration "Connected Persons" means any person connected with us within the meaning given by Section 839 of the Income and Corporation Taxes Act 1988 and any of the respective directors, officers, employees, solicitors, accountants, bankers or other financial or professional advisers of us and/or of our Connected Persons. Other expressions used in this declaration shall, unless otherwise stated, have the meanings assigned to them in the ITT issued by the above named organisations.

I agree that we shall be responsible for any failure on the part of Connected Persons to abide by such terms to the same extent as if such failure had been our own action or omission. I hereby declare that I am authorised by the under mentioned Potential Bidder to supply the information given above and that, at the date of signing, the information given is a true and accurate record.

An authorised signatory, in his/ her own name, on behalf of the potential Bidder and Relevant Organisations, must sign a copy of this declaration.

Signed	
Name	
Position	
Date	

## Conflict of Interest Declaration

*This declaration identifies any, if any exist, potential conflicts of interest that may have an effect on the submitted bid for the provision of Improving Access to Psychological Therapies services for East Leicestershire & Rutland Clinical Commissioning Group (CCG), West Leicestershire CCG and Leicester City CCG.*

*By completing and signing this declaration, this is done so on the understanding that you have read and understood East Leicestershire & Rutland Clinical Commissioning Group (CCG), West Leicestershire CCG and Leicester City CCG's policies on Conflict of Interest*

**LEICESTER CITY CCG** - [http://3xmatc1p0cnc3crfv93ovogp-wpengine.netdna-ssl.com/wp-content/uploads/2018/08/Conflicts\\_of\\_Interest\\_2018.pdf](http://3xmatc1p0cnc3crfv93ovogp-wpengine.netdna-ssl.com/wp-content/uploads/2018/08/Conflicts_of_Interest_2018.pdf)

**EAST LEICESTERSHIRE & RUTLAND CCG** - <https://eastleicestershireandrutlandccg.nhs.uk/wp-content/uploads/2018/11/ELR-CORPORATE-024-Conflicts-of-Interest-Policy-v4-Dec-2017-APPROVED-8.pdf>

**WEST LEICESTERSHIRE CCG** - <https://www.westleicestershireccg.nhs.uk/publications/corporate-documents/policies/23-conflict-of-interest-policy-2017-18/file>

### Declaration

Please identify any potential conflicts of interest that could arise through participation in this ITT (taking into account all Relevant Organisations), and how these will be dealt with. Examples of circumstances in which potential conflicts could arise include (but are not limited to) where:

A Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation has carried or is carrying out any work for a CCG or a CSU or predecessor body in the last six months;

A Relevant Organisation is providing services for more than one potential Bidder in respect of this project or procurement process.

A conflict of interest shall not be deemed to arise solely by virtue of a person's employment or engagement by a Clinical Commissioning Group, Commissioning Support Unit or predecessor body, or other NHS body (although bidders are requested to disclose such relationships for information purposes only). For example, GPs engaged under a GMS contract will not be considered to have a conflict of interest by virtue of such practicing arrangements.

If no potential conflict of interest is identified, please state this in the response.

### Response

Signed	
Name	
Position	
Date	

## Freedom of Information 2000 and Environmental Information Regulations 2004 Caveats

*This pro-forma should be completed and submitted where the Bidder considers that the information submitted or any part of it is confidential and/or commercially sensitive in relation to its bid for the provision of Improving Access to Psychological Therapies services for East Leicestershire & Rutland Clinical Commissioning Group (CCG), West Leicestershire CCG and Leicester City CCG.*

### Pro Forma

No.	Section of the Final Tender (or other submission) which the Bidder wishes to designate as confidential and/or commercially sensitive	Reason(s) why the Bidder considers this information is confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004	Length of time during which the Bidder estimates such exemption should apply

Signed	
Name	
Position	
Date	

## Get to know us or get in touch



mlcsu



Midlands and Lancashire Commissioning Support Unit



[midlandsandlancashirecsu.nhs.uk](https://midlandsandlancashirecsu.nhs.uk)