



ROCHDALE
BOROUGH COUNCIL

STAR
PROCUREMENT



Heywood, Middleton
and Rochdale
Clinical Commissioning Group

ROCHDALE BOROUGH COUNCIL & HEYWOOD, MIDDLETON AND ROCHDALE CLINICAL COMMISSIONING GROUP

PART 2 - TENDER RESPONSE

Children and Young People's Integrated Community Health Service in the Borough of Rochdale

Chest Reference: **DN397379**
STAR Reference: **4754**

Contract Period: 1st October 2019 to 30th September
2024, with the option to extend annually until 30th
September 2026.

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Please read this entire document before completing your response.

1. FORM OF TENDER

1.1 FORM OF TENDER

- 1.1.1 **Tender for Integrated Childrens Health Services in the Borough of Rochdale**
- 1.1.2 **To Rochdale Borough Council and Heywood, Middleton and Rochdale Clinical Commissioning Group (Contracting Authority)**
- 1.1.3 I/We the undersigned, having examined and understood your Instructions for Tendering; Supplier Questionnaire; Response Document; and Appendices (the "**Tender Document**") hereby tender for the supply of Integrated Childrens Health Services in the Borough of Rochdale
- 1.1.4 In the event of acceptance of this tender, I/We agree to execute within 15 days of request a formal written Contract to be prepared by the Contracting authority and comprising the Tender Document, including my/our tender responses. Until and unless such an agreement is executed, your written acceptance together with the above documents will constitute the contract between us.
- 1.1.5 I/We understand that you may accept more than one (1) tender; you may accept a tender(s) in whole, in part or may not accept any tender whatsoever. No Bidder will be reimbursed for any costs incurred in submitting a tender
- 1.1.6 I/We agree that my/our tender shall be submitted on the preconditions stipulated in the Instructions for Tendering.
- 1.1.7 I/We agree that this tender, without modification, shall remain open for acceptance by the Contracting authority for a period of three (3) months from the date stated for delivery or receipt of tenders.
- 1.1.8 I/We confirm that the information supplied to the Contracting authority and forming part of this Tender including (for the avoidance of doubt) any information supplied to the Contracting authority as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects. I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

2. ANTI-COLLUSION CERTIFICATE

2.1 ANTI-COLLUSION CERTIFICATE

2.1.1 As a public body it is important that the Contracting authority receives genuine competitive offers from Bidders, and that all Bidders act in a manner that is honest and reflects best practices. Bidders are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

2.2 STATEMENT OF NON-CANVASSING:

2.2.1 I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Contracting authority in connection with this Tender and the proposed award of the Contract by the Contracting authority; and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

2.2.2 I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Contracting authority in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Contracting authority may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

2.3 STATEMENT OF NON-COLLUSION:

2.3.1 The essence of the public procurement process for selective tendering for the Contract is that the Contracting authority shall receive bona fide competitive Tenders from all Bidders.

2.3.2 In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

2.3.3 I/we also certify that I/we have not done, and that I/we will not do, at any time during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

- i) enter into any agreement or agreements with any other person that they shall refrain from tendering to the Contracting authority or as to the amount of any offer submitted by them; or
- ii) inform any person, other than the Contracting authority of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- iii) cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
- iv) commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
- v) offer to agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission

2.3.4 In this Certificate, the word 'person' includes any person, body or association, corporate or incorporate and 'agreement' includes any arrangement whether formal or informal and whether legally binding or not.

2.3.5 I/we agree that the Contracting authority may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this Certificate.

3. FREEDOM OF INFORMATION SCHEDULE

3.1 FREEDOM OF INFORMATION SCHEDULE

3.1.1 Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR)

NAME OF ORGANISATION	
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3.1.2 The authority may be obliged to disclose information in or relating to this **Tender** exercise following a request for information under the FOI or EIR. Therefore, please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application

Information / Document	Part & Page Number	Reason(s) for non-disclosure (cite exemption(s) to be considered)	Duration of Confidentiality

3.1.3 The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR

3.1.4 The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Contracting authority will consider your views however the authority will make the final decision to disclose information or not

3.1.5 **PLEASE NOTE:**

This correspondence will be kept for consideration, should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule

4. QUALITY ASSESSMENT QUESTIONS

4.1 Delivery Model (20% Weighting)

Please outline the proposed service delivery model for the functions of this service as described in section 4 of the service specification and how you will achieve the outcomes as described in section 9.1.

The Family Services model in Rochdale is progressing towards formal alliance arrangement. Given this context please detail in your response how your organisation and offer will support the family services model one system approach. Please include clear reference to how the service will operate within the key elements of the FSM (section 2 service specification).

(2000 words max)

Response

4.2 Pathways and Partnership Working (5% Weighting)

Please outline and provide evidence of how the service will work in partnership with key stakeholders and other key agencies to ensure excellent outcomes for children and young people. In your answer, make specific reference to the delivery of integrated pathways in the context of the Family Services Model and demonstrate how these pathways will operate across the whole system.

Please provide evidence of how the service will work in partnership with, key stakeholders from across the system including community/voluntary sector to drive forward system integration including the ability to operate within an Alliance model.

(1300 words max)

Response

4.3 Implementation and Transition (6% Weighting)

Please provide a detailed mobilisation plan that includes full risk and mitigation analysis. Consideration should be given to all key implementation and transition requirements.

(1000 words max)

Response

4.4	Service User Involvement (3% Weighting)
	<p>Please explain how you will ensure that co-production with service users and parental participation will be fully embedded in service design, delivery, development of delivery models and decision making of these services.</p> <p>Please describe how you will develop, invest in and implement your participation strategy.</p> <p style="text-align: right;">(800 words max)</p>
	Response

4.5	Innovation and Continuous Improvement (5% Weighting)
	<p>As detailed in section 4.4 of the specification, please describe how you deliver the requirements in relation to case management system and describe the interfaces with existing LA / CCG / FSM systems. Please ensure this reflects the requirement to achieve the implementation of an integrated electronic service user record by the end of year 1 of the contract.</p> <p>Describe how you will use emerging technology to aid integration, enable efficient delivery of services and inform continuous improvement of children and young people's outcomes.</p> <p style="text-align: right;">(1000 words max)</p>
	Response

4.6	Safeguarding (4% Weighting)
	<p>Please evidence how your organisation will be compliant with safeguarding statute and guidance, including compliance with safeguarding training, safeguarding supervision and provision of safeguarding expertise including the role of a Named Nurse and Specialist Safeguarding posts.</p> <p>Describe how you will ensure that Looked After Children receive high quality and timely assessments (including Rochdale children placed in Borough, Rochdale children placed out of Borough and children from other local areas placed who are placed in the Rochdale Borough).</p> <p style="text-align: right;">(1000 words max)</p>
	Response

4.7	Workforce and Staffing Structure (6% Weighting)
	<p>Please provide your proposed staffing structure for this service. Please provide evidence of the cost and operational benefits of the integration of these services.</p> <p>Please demonstrate how staff in the service will have appropriate lines of clinical supervision and governance, required training and qualifications with opportunity for continuous professional development.</p> <p>What is your approach to ensuring the service has in both the short and long term a staffing structure which is sustainable, retains key skills and is responsive to future trends and demands?</p> <p style="text-align: right;">(1500 words max)</p>
	Response

4.8	Access (3% Weighting)
	<p>Please describe how you will ensure services are accessible; especially for children and young people who are vulnerable, including those who are most at risk of poor health outcomes.</p> <p style="text-align: right;">(800 words max)</p>
	Response

4.9	Performance and Reporting (3% Weighting)
	<p>Please describe how you will use ICT to support service delivery and provide accurate, integrated and timely reports to commissioners and in line with national reporting requirements.</p> <p>Please provide an example or extract of report you will be able to provide.</p> <p style="text-align: right;">(800 words max)</p>
	Response

Social Value Question

STAR Procurement and its partner Councils are committed to ensuring sustainability and positive Social Value outcomes are delivered in the local economy and wider environment. Bidders should ensure that in the delivery of the contract they fulfil their obligations, including those set out in this question and response. Working with the winning bidder, the relevant STAR partner will be able to further its aims of dealing with issues related to social value, in particular their highlighted priorities, and ensure that their suppliers assist them in achieving their goals and objectives.

There is a wealth of information, links, signposts, Contracting authority priorities etc. on the STAR website to assist you in preparing your response to these questions: <https://www.star-procurement.gov.uk/Suppliers/social-value.aspx>

Questions SVQ1 & SVQ2 are scored and proposals to these questions must relate directly to you winning / retaining the contract in question, be related to the subject matter of the contract, and should be proportional to the overall contract value (for example, social value bids that are in excess of 100% of the contract price are unlikely to be deliverable).

You will be required to deliver against all of your commitments unless agreed otherwise with STAR Procurement and the Contracting authority during the delivery of the Contract

For the purposes of this contract, 'Local' & 'Locally' means: Greater Manchester

SVQ1: Social Value Quantitative Response (10% Weighting)

It is important that you have read and understood the information contained in the instructions section of the Invitation to Tender. A Social Value Portal User Guide is provided below:



Social Value Portal
User Guidance v5_1.1

The Social Value Portal reference for this tender is: **SVP00737**

You are not obliged to commit to all or any of the measures and should ensure that your proposals are relevant and proportional to this contract.

Please confirm you have completed your quantitative response on the Social Value Portal.

You should note that the information submitted in the Description / Evidence Box on the Social Value Portal will be used in evaluation to verify the quantitative values submitted, and to ensure they meet the parameters set out in the embedded Social Value Portal Quantitative Response Guidance Document below:



SVP Quantitative
Response Guidance C

You should not respond with any generic corporate social responsibilities that you already undertake unless you are describing how these are only deliverable should you retain this contract, or describing how you will be expanding on these should you win this contract.

Areas you may wish to consider in your response, that the Contracting authority believes are related to the subject matter of the contract, reasonable, and proportionate are (these areas are not exhaustive):

- Provision of training and employment opportunities;
- Apprenticeships and workplace experience
- Support for third sector and voluntary groups
- Support for the wider health and social care workforce
- investment / spend in local economy

I confirm that I have completed my quantitative response on the Social Value Portal, Ref: **SVP00737** by the deadline for submission of this Tender response.

Yes / No (*delete as appropriate*)

4.10

SVQ2: Social Value Qualitative Method Statement Response (10% Weighting)

In support of the above response / commitments, please set out your methodology and approach to delivering these social value commitments if awarded this contract. You should also set out how you will work with the Contracting authority to deliver your proposal(s).

You should clearly differentiate what commitments you have proposed are new or additional to what you currently provide, and which you are able to retain / continue to deliver should you win the contract. You should respond with proposals that are related to the subject matter of the contract only.

Your response should contain the following sections:

A. Thematic Approach

This section should cover your broad approach under each Theme and explain how you will make best use of the opportunities created by the project to contribute to the delivery of sustainable Social Value outcomes. You should clearly differentiate between which commitments are new or additional to what you currently provide and which you are able to retain / continue to deliver should you win the contract.

This section should reference your specific proposals made in the Social Value Portal Calculator and place these and the Themes in the context of the community needs and opportunities in the relevant area.

B. Delivery Capability

This section should cover:

- An identified single point of responsibility for delivery of the Social Value strategy AFTER award;
- Identification of quantified resource support, both internal and external, including any third-party support required;
- Processes for defining Social Value outcomes on specific projects
- Processes for monitoring, measurement, and reporting Social Value outcomes

C. Continuous Improvement Plan

This section should include an explanation of how you will progressively improve and expand the delivery of Social Value outcomes over the life of the project and what continuous improvement targets you plan to set.

D. Engagement and Collaboration Plan

This section should explain how you propose to put in place a systematic process for engagement and collaboration with relevant stakeholders and prospective delivery partners on the delivery of Social Value, identifying key stakeholders needed to support the plan, setting out detailed plans for the early phases on engagement and drawing on previous relevant experience.

(1500 Words Max)

I confirm that I have completed my qualitative response on the Social Value Portal, Ref: SVP00737, by the deadline for submission of this Request for Quotation response.

Yes / No (delete as appropriate)

4.11

5. BIDDER'S SIGNATURE

- 5.1 I/We confirm that we accept the conditions detailed in the Form of Tender and that the undersigned are authorised to commit the Bidder to the contractual obligations contained in the Invitation to Tender.
- 5.2 I/We hereby certify that I/we accept the conditions detailed in the Anti Collusion certificate and confirm that we have not colluded or canvassed in relation to this procurement process
- 5.3 I/We declare that to the best of my/our knowledge the answers submitted to these questions are correct. I/We understand that the information will be used in the evaluation process to assess my/our organisation's tender. I/We understand that the Council may reject my/our tender if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information. I/We have provided a full list of any Appendices used to provide additional information in response to questions
- 5.4 I/We declare that there is no conflict of interest in relation to the Council's requirement

Dated	
Signatures of Organisation *	
Names of Signatories	
Positions of Signatories	
Name of Organisation	