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Tender Outline Document

Proposals are invited for the delivery of innovation in services that increase the employment of adults with Learning Disabilities, especially those that may have traditionally received day care services.

Sums available 2 x 60k (total available 120K).

Increasing employment options, through “Actions that will proactively engage adults with Learning Disabilities, assisting them in securing paid employment linked to Day Care services”

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Introduction

The Coalition Government is implementing a series of wide-reaching policy reforms across all major Government departments including Health and Social Care within which there is a continuing interest in the needs of people with learning difficulties and those with Mental Health problems. There is for example an on-going focus in the “Valuing People Now” strategy to improve the lives of people with learning disabilities and their families, covering all aspects of life, including health, housing and getting a paid job. Good Mental Health and Well being are an important part of the future and “Capable Communities and Active Citizens” sets out the vision for social care.

This initiative brings to a conclusion a current programme of work in this policy arena. It is an opportunity, in the light of the new policy context, to develop and share practice in relation to the employment needs of people with a Learning Disability with a focus on those who are receiving services from the Local Authority.

Applications

Are invited from Local authorities and Health organisations and through them their local partners in the Independent sector in Care support and Employment related areas.

Employment

Paid employment is defined as jobs where the individual works full-time (30+ hours per week), part-time (between 16 and 30 hours per week), casually or is self-employed.

Work to Be Undertaken

Tenderers are asked to present Proposals to develop services that will result in a ***direct increase in the numbers of adults with learning disabilities in employment*** within their authority. There is a particular interest in projects which propose the alteration of traditional congregate Day Care services.

This can be, for example:

- Adaptations to existing services
- Exploring innovative supported employment services and solutions
- Partnership working arrangements that speed the transition from congregate to more personalised employment solutions
- New roles for provider organisations

- The solutions will focus on Service User outcomes and will have options for Service Users to choose from, based on where applicable their indicative or actual personal budget/s available.
- Proposals to alter/adapt present day care and support planning to deliver tailored job coaching for example.
- Improved integrated support planning

Requirements

All Proposals need to detail:

- The nature of the Project (format, structure, nature and level of service to be provided)
- Project costs (divided into separate associated costs)
- Anticipated outcomes
- Any additional benefits outside of the Project success criteria
- The proposed project management arrangements
- Plans for continuation and sustainability
- An offer to share learning with others
- A lead officer as a point of contact.

Contract Management Group

The SHA and ADASS are making arrangements to create time limited contract management group to receive project progress reports and an end of contract summary and to support the sharing of learning.

December 2010

Invitation to tender:

For the delivery of innovative services to proactively engage adults with Learning Disabilities presently in receipt of Local Authority services increasing the numbers of individuals achieving paid employment linked with Day Care Services.

There are two awards under this tender.

Tenders are invited for the delivery of a Projects / Services to deliver opportunities and sustainable benefits to individuals with multiple disadvantages: 2 x 60k awards. Total available (120k)

NB. Please note that although there are two awards under this tender, there will not be more than one award to a successful authority.

Section 1: INTRODUCTION AND CONTACT DETAILS

1. Your organisation, along with others, is invited to submit a tender :

For the delivery of innovative services to proactively engage adults with Learning Disabilities presently in receipt of Local Authority services increasing the numbers of individuals achieving paid employment linked with Day Care Services.

- 1.2 The deadline for submission of tenders is 24th January 2011.
- 1.3 The information and instructions provided in this Invitation to tender are designed to ensure that all tenders are given equal and fair consideration. If you have any doubts as to what is required, or you have difficulty in providing the information, please contact the person named below.
- 1.4 If you have any queries relating to the tender documentation, or would like to request further information, please contact the person named below. You may be asked to submit your query in writing. You must ensure that any queries are made no later than 10 days before the deadline for tender submission.

NB: Contact for this Tender: Jerry Oliver
0161-952 4071 Or 01619524209 Mobile 07824326428 :Email jerry.oliver@dh.gsi.gov.uk

Section 2: TIMETABLE

Stage	Dates
Issue of invitation to tender: All Local Authorities in region and PCT's.	Dec 2011
Deadline for tender queries	10 th Jan 2011
Deadline for submission of tenders	24 th Jan 2011
Interviews and presentation for shortlisted tenders	27 th and 28 st Jan 2011
Notification of result of evaluation/ Award decision	31 th Jan 2011
Anticipated contract start date	Feb 2010

Please note: NHSNW/NWJIP reserves the right to cancel the tender process for this Service / Project at any point. The Department is not liable for any costs resulting from any cancellation of this tender process, or for any other costs incurred by those tendering for this Contract.

Section 3: INSTRUCTIONS FOR SUBMISSION OF TENDER/s

Paragraph:

- 3.1 General Information
- 3.2 Submission of Tender/s
- 3.3 Consortium Bids
- 3.4 Project Expectations
- 3.5 Contract Price and Payment
- 3.6 Contract Award and Conditions
- 3.7 Incurred Expenses

The following Instructions are designed to give you assistance with the completion of your tender.

Please ensure that you submit your tender in accordance with these instructions. It is important that you provide all the information asked for in the format and order specified. ***If you don't, it could invalidate your tender.***

3.1 General Information

How you prepare and present your tender/s proposal can be a crucial factor in securing a contract.

- 3.1.1 Read ALL the Instructions and Information included within the Invitation to Tender; preparation is the key, so understand fully what is being asked of you.
- 3.1.2 Respond in the required format. You must not alter the format of any of the documents. If the space on the form is insufficient, attach additional sheets but please follow a similar format. Mark any additional sheets with your organisation name and the question number.
- 3.1.3 Please provide as full a response to the requirements as possible. It is your only chance to give solutions rather than create more questions. Answer the questions but be concise and don't make us search too hard to find answers.
- 3.1.4 Don't use your tender as a vehicle to issue glossy but meaningless brochures about your organisation – only include them if they are relevant.
- 3.1.5 Be upfront – we will be as honest about our requirements as possible. In return we look for honest tenders with no hidden costs or exclusions.

- 3.1.6 Be aware of the deadline for return of your tender and plan ahead to ensure that you meet it; tenders submitted once the deadline has passed will not be accepted.
- 3.1.7 Make sure that your tender is completed legibly, in ink or typed, in English, with all prices in £GBP (exclusive of VAT), and is signed and dated.
- 3.1.8 Please ensure that where information is to be sought from third parties – for example, references, guarantees etc. – such requests can be dealt with speedily and at no cost to NHSNW/NWJIP. You may wish to contact referees for their agreement to provide a reference prior to putting their details in your tender.
- 3.1.9 You must notify the NHSNW/NWJIP in writing, of any change in the information submitted in the response at any time during the tender process.

3.2 Submission of Tender/s

- 3.2.1 You must complete and return the Service / Project description Form in Section 5.

A Return Label to mark the envelope / package containing your completed tender is included at section.

- 3.2.2 You must submit [2] hard copies of your tender, in a plain envelope to:

NB: Contact for this Tender: **Jerry Oliver** NHSNWest
0161-952 4071 Or 01619524209 :Mobile 07824326428 Email jerry.oliver@dh.gsi.gov.uk
5th Floor Piccadilly Gate Manchester M1 2WD

No later than (24th January 2011)

Tenders by email or fax will only be accepted with prior agreement of NHSNW/NWJIP.

Verbal tenders will not be accepted.

- 3.2.3 The envelope and any other packaging or labelling should not identify your organisation. You must return your tender documents in a sealed envelope with the return label included with this tender documentation affixed.

- 3.2.4 Late tenders will be rejected; it is your responsibility to ensure that your tender is received on time.

- 3.2.5 Make sure that the information you put into your tender is correct and check that all the information you need to submit is included before you send it in. Information submitted once the deadline has passed, including any amendments to your tender, may not be considered.
- 3.2.6 NHSNW/JIP will keep all tenders received securely, and open them once the tender deadline has expired. All tenders submitted will be opened at the same time by two authorised officers.

3.3 Consortium Bids

- 3.3.1 If you intend to form a partnership or consortium in order to deliver this contract, you must identify:
- a) the lead organisation; or,
 - b) a legal entity,
- to take responsibility for the tender and the eventual contractual arrangements.
- 3.3.2 If applying on behalf of a partnership or consortium, you must list the names and addresses of all the member organisations of the partnership / consortium in your submission. You may be asked for additional information about the partnership or consortium at a later stage in the tender process.

3.4 Project Expectations

- 3.4.1 Services / Projects awarded funding will need to be able to demonstrate the following to be deemed a success:
- Close adherence to the Tender Outline document details and descriptions.
 - Innovative supported employment services and solutions
 - Partnership working arrangements that speed the transition from congregate to more personalised employment solutions
 - New roles for provider organisations
 - The solutions are focussed on Service User outcomes and will have options for Service Users to choose from, based on where applicable their indicative or actual personal budget/s available.
 - The promotion of new or alteration/adaption of present day care and support planning to deliver tailored job coaching for example.
- 3.4.2 The Service/Project description and information in the tender outline document is your focus for responding to the Project Expectations, and should set out **how you will meet the tender requirements**. It is the formal offer to NHSNW/NWJIP and will form part of the contract between us.

- 3.4.3 It allows us to evaluate your understanding of our requirements and the quality of your proposals for meeting them.
- 3.4.4 If more than one organisation will be involved in the delivery of the contract (for example, through a consortia arrangement), full details should be provided of how the arrangements will operate to meet NHSNW's/NWJIP's requirements.

3.5 Contract Price & Payment

- 3.5.1 You must calculate the full costs of providing the service, works, or goods for which you are tendering, including both the direct and non-direct costs.
- 3.5.2 Payment will normally be made within 30 days of NHSNW/NWJIP registering a valid invoice. NHSNW/NWJIP's preferred method of payment is via BACS.
- 3.5.3 Funding has been committed and will be made available by NHSNW/NWJIP. The total contract value will be in the region of £60,000 inclusive of all costs and excluding VAT.
- 3.5.7 A full breakdown of all Project costs (e.g. by individual member of staff if to be re-charged to the Proposal, purchases, travel costs, other expenses and details of VAT) is also required.
- 3.5.8 The schedule for payment will be agreed at the inception meeting and included within the contract.

3.6 Contract Award & Conditions

- 3.6.1 You will be notified in writing if you are the successful tenderer. Formal acknowledgement of the contract award and acceptance will be required that the deliverables will be the tender submission and the details contained in the Tender.
- 3.6.2 The contract will be awarded on NHSNW/NWJIP's Terms and Conditions of Contract as included in the (1) tender outline documentation and this (2) IT Tender document.

3.7 Incurred Expenses

NHSNW/NWJIP shall not be responsible for any expenses that you may incur in any aspect of the tendering process.

Section 4: EVALUATION OF TENDER

4.1 Tender Evaluation

The tenders received and accepted will be evaluated on how well they demonstrate the following:

- Their fit with the details contained within the Tender Outline Document
- Cost efficiency
- Level of cross-agency and disciplinary working

NB: Scoring for the Proposals will be 60% for the impact on numbers of adults supported, 20% for the quality and value for money of the Proposal and 20% on presentation details.

The strongest 6 tenders applications will be shortlisted and invited to present and discuss their tenders for decision.

Section 5: SERVICE / PROJECT DESCRIPTION

This form is designed to provide NHSNW/NWJIP with the information required to assess your organisation's suitability to enter into a contractual relationship with us. **Please note if you are tendering for both tender opportunities then a separate project/service description is required.**

The form is divided into 12 parts

1. **Background**
Introduction to the Service / Project and the reasons why the authority has identified it as an area needing NHSNW/NWJIP support
2. **Aims**
3. **Objectives**
The aims and objectives of the Service / Project
4. **Scope**
The extent of activity to be undertaken
5. **Activity to be undertaken**
The nature of the activity to be undertaken
6. **Duration of the Service / Project**
The amount of time needed for the delivery of the Service / Project
7. **Monitoring and Review arrangements**
Details of how the project management arrangements will be incorporated.
8. **Service / Project Success Criteria**
Details of how the project expectations will be incorporated.
9. **Service / Project Governance**
Details of how the project management responsibilities will be incorporated.
10. **Service / Project Lead**
Details of the officer(s) with responsibility for leading on the development of the Service / Project.
11. **Risk Assessment and Risk Management**
Details of how the possibility of failure to meet the project success criteria will be mitigated.
12. **Financial Information**
Details of the full cost of providing the service / project.
13. **Organisation contact details**

SERVICE / PROJECT DESCRIPTION - Please note if you are tendering for both tender opportunities then a separate project/service description is required.

Service / Project Name:

Insert

1. Background

Insert

2. Aims

Insert

3. Objectives

Insert

4. Scope

Insert

5. Activity to be Undertaken

Insert

6. Duration of the Service / Project

Insert

7. Monitoring and Review arrangements

Insert

8. Service / Project Success Criteria

Insert

9. Service / Project Governance

Insert

10. Service / Project Lead

Insert

11. Risk Assessment and Risk Management

Insert

12. Financial Information

Insert

13. Organisation contact details

Insert

Section 5: DISCLAIMER

NHSNW/NWJIP has prepared this Invitation to Tender (ITT). NHSNW/NWJIP will not accept any responsibility or liability for advising any recipient of any changes or additions to the information contained in this ITT, or any other information relating to the service / project which comes to their attention.

Although every care has been taken in preparing the ITT, no representation, warranty or undertaking, expressed or implied is, or will be made, and no responsibility or liability will be accepted by NHSNW/NWJIP or by any of its officers, employees, servants, agents or advisers ("Connected Persons") as to the accuracy or completeness of the ITT or any other written or verbal information made available to any interested party or its advisers. Any liability, however arising, is expressly disclaimed.

Data provided by NHSNW/NWJIP to interested parties will be given in good faith but interested parties will have to make their own investigations and interpretation. No liability will be accepted by the Council for the accuracy or completeness of that data.

Neither the receipt of this ITT by any person, nor any information contained in it or distributed with it, or subsequently communicated to any interested party or its advisers is, or is to be taken as, constituting the giving of investment advice by NHSNW/NWJIP .

No information contained in this document or any other written or verbal information made available to any interested party or its advisers shall form the basis for any warranty, representation or term of any contract by the Council with any third party.

Nothing in this document is, or should be, relied on as a promise or representation as to the future. NHSNW/NWJIP reserves the right, without principle, to change the procedure for the project competition or any of the proposals or information in relation to the project.

NHSNW/NWJIP reserves the right not to follow up this invitation in any way and/or withdraw from the tender process, and no expense incurred by any person in responding to the invitation and preparing an expression of interest will be reimbursed by NHSNW/NWJIP or connected persons will be so liable to the tenderer. NHSNW/NWJIP reserves the right not to award a contract.

| **Jerry Oliver Dec 2010**