

# **Invitation to Negotiate (ITN1)**

## **Deliverability Testing**

**Dialogue Protocol**

## **1.1 The Dialogue Process**

The Dialogue Period will proceed in accordance with the Indicative Timetable as outlined in Section 4 of the ITN document dated 13<sup>th</sup> June 2016. It will take the form of a series of meetings in which Bidders will be able to discuss and clarify the Contracting Authorities requirements and outline their emerging proposals.

### **1.1 Meetings**

During the Dialogue Period the Contracting Authorities shall conduct a dialogue process through meetings with each Bidder. It is envisaged that the meetings shall consist of an initial briefing meeting followed by five subsequent meetings as defined in Section 1.2.

The Contracting Authorities, acting reasonably, reserve the right to hold any other meetings as they shall deem necessary and require the Bidders to attend. All Bidders shall be afforded the opportunity of the same amount of time in meetings with the Contracting Authorities.

Each Bidder shall be required to attend the meetings during the stated days.

All meetings and dialogue or correspondence between the Contracting Authorities and Bidders during the Dialogue Period shall be with each Bidder individually and formal notes will be taken for audit purposes only.

Each Bidder shall submit the following information to the Contracting Authorities' not later than 7 Business Days in advance of each Dialogue Meeting:

- acceptance of proposed agenda, including attendees;
- issues list, providing detail of each item on the agenda;
- details of its developing outline proposals; and
- a list of any other specific queries or matters that Bidders wish to discuss.

The Contracting Authorities shall submit the following information to each Bidder's Nominated Person and not later than 2 Business Days in advance of each meeting

- comments on the agenda and other information provided by each Bidder
- any additional items which the Contracting Authorities wish to discuss at the meeting
- attendees for the Contracting Authorities

Bidders should note that any communication at any dialogue meeting shall not be binding on either party unless subsequently confirmed in writing and forming part of any bidder future submission. It should be noted, however, that the Commissioner would anticipate that information discussed is accurate and deliverable and will form part of bidders solutions as opposed to future aspirations which are unachievable.

## 11.2 Dialogue Timetable

Dialogue Sessions between the Contracting Authority and Bidders will take place as follows;

<b>Bidder One: Sirona &amp; Partners</b>		
<b>Date</b>	<b>AM</b>	<b>PM</b>
Monday 4 <sup>th</sup> July		<b>16:30 to 17:30</b> <b>Dragons Den, Presentation and Panel Questions</b> Somerdale Pavilion, Keynsham
Tuesday 5 <sup>th</sup> July	<b>09:00 to 10:30 Dialogue Session 1</b> <b>Introductions, Objectives, Contract Overview</b> Venue Details TBC	<b>10:30 to 12:30 Dialogue Session 2</b> <b>Single Plan, Joining Up The Information and A Person Not a Condition</b> Venue Details TBC
	<b>13:30 to 15:30 Dialogue Session 3</b> <b>Prevention</b> Venue Details TBC	<b>15:45 to 17:15 Dialogue Session 4</b> <b>Invest in the Workforce</b> Venue Details TBC
Wednesday 6 <sup>th</sup> July	<b>09:30 to 12:00 Dialogue Session 5</b> <b>Value for Money</b> Venue Details TBC	<b>13:00 to 16:00 Dialogue Session 6</b> <b>Transformation</b> Venue Details TBC

## Bidder Two: Virgin Care

Date	AM	PM
Monday 4 <sup>th</sup> July		<b>18:00 to 19:30</b> <b>Dragons Den, Presentation and Panel Questions</b> Somerdale Pavilion, Keynsham
Thursday 7 <sup>th</sup> July	<b>09:00 to 10:30 Dialogue Session 1</b> <b>Introductions, Objectives, Contract Overview</b> Venue Details TBC	<b>10:30 to 12:30 Dialogue Session 2</b> <b>Single Plan, Joining Up the Information and a Person Not a Condition</b> Venue Details TBC
	<b>13:30 to 15:30 Dialogue Session 3</b> <b>Prevention</b> Venue Details TBC	<b>15:45 to 17:15 Dialogue Session 4</b> <b>Invest in the Workforce</b> Venue Details TBC
Friday 8 <sup>th</sup> July	<b>09:30 to 12:00 Dialogue Session 5</b> <b>Value for Money</b> Venue Details TBC	<b>13:00 to 16:00 Dialogue Session 6</b> <b>Transformation</b> Venue Details TBC