

Invitation to Negotiation Stage 1 (ITN1) for the  
provision of a Prime Provider for the delivery  
of Integrated Community Services to NHS  
Bath and North East Somerset CCG and Bath  
& North East Somerset Council

Deliverability Testing

Tender ref: SCW/NHS11ECCG/00000164/2016

## **1. Deliverability Testing**

- 1.1 The purpose of deliverability testing is to provide a method for testing the deliverability (capacity, capability, veracity) of submitted bids within the Your Care Your Way (YCYW) Programme at ITN1 stage. The purpose of conducting the deliverability testing at ITN1 stage is to ensure that any bid(s) progressing to the detailed ITN2 stage are built on a stable and factual base of existing capability and capability.
- 1.2 The YCYW procurement is considerable in value, scope and complexity, and as part of the procurement process it is necessary that bids are tested not just on paper, but also in reality.
- 1.3 This additional level of testing will provide assurance to the CCG and Local Authority concerning the sustainability of the services throughout the contract period.
- 1.4 This deliverability testing stage is a competitive stage of the procurement, and Bidders will be formally evaluated and shortlisted as part of the stage.
- 1.5 All documentation and terms as contained in ITN1 dated 24<sup>th</sup> April 2016 apply with the exception of evaluation criteria for this stage which is contained at 5.3 of this document.

## **2. Testing Methodology**

- 2.1 The standard procurement evaluation contains qualitative and financial elements, and also incorporates face to face sessions with bidders. The following methods will be used to test the deliverability of submissions prior to any shortlisting to the ITN2 stage:

### **Tranche 1:**

The Commissioners will undertake a number of internal compliance checks, these will include;

- a) Regulatory Compliance
- b) References

### **Tranche 2:**

The Commissioners will undertake further compliance checks based on the information submitted at Pre-Qualification and ITN1 stage in terms of;

- a) Financial and corporate compliance and sustainability
- b) Organisational form for contract delivery

### 3. Bidder Request

It is proposed that the bidders are asked to submit a range of deliverability information to support the commissioners' assessment. The following table shows the information that will be requested of all bidders.

Tranche	Category	Assessment	Source	Bidder Submission Required
1	Regulation	Bidder's performance will be assessed against the three most recent CQC reports published in respect of provision of Community Health and Care Services.	<a href="http://www.cqc.org.uk/">http://www.cqc.org.uk/</a>	
<i>In order to test the deliverability of the bidders' ITN1 submissions, the commissioners will now undertake via site visit or by phone references from the following requested organisations.</i>				
1	Deliverability (commissioner relationships)	A minimum of two references will be used to test deliverability during this ITN1 stage. Under Section 6 of the Pre-Qualification Questionnaire, Bidders submitted 3 contract examples, it is expected that Commissioners will use this information as the basis of references. However, Bidders are permitted to issue alternative reference sites to the Commissioners for consideration by the Tranche 1 deadline. References outside of BaNES will be considered.	PQQ	<ul style="list-style-type: none"> <li>a) Organisation Name</li> <li>b) Lead Contact Name</li> <li>c) Lead Contract Job Title</li> <li>d) eMail</li> <li>e) Telephone</li> <li>f) Brief description of basis of relationship</li> </ul> <p><i>The information above is only required if alternative sites are being submitted.</i></p>

Tranche	Category	Assessment	Source	Bidder Submission Required
1	Deliverability (commissioner relationships)	Commissioners are seeking details of 2 relevant voluntary, community or social sector organisations you have an existing relationship with concerning relevant community health and care services. The relationship may be in the form of a contract, SLA or Partnership. Commissioners will consider organisations operating both within the BaNES area as well as out of area.	Bidder	<ul style="list-style-type: none"> <li>a) Organisation Name</li> <li>b) Lead Contact Name</li> <li>c) Lead Contract Job Title</li> <li>d) eMail</li> <li>e) Telephone</li> <li>f) Brief description of basis of relationship</li> </ul>
1	Deliverability (service user relationships)	Commissioners are seeking details of 2 service user groups / forums <u>not controlled or funded by you</u> that are local to you in terms of your delivery of existing services. Commissioners will consider organisations operating both within the BaNES area as well as out of area.	Bidder	<ul style="list-style-type: none"> <li>a) Organisation Name</li> <li>b) Lead Contact Name</li> <li>c) Lead Contact Job Title</li> <li>d) eMail</li> <li>e) Telephone</li> <li>f) Brief description of basis of relationship</li> </ul>

Tranche	Category	Assessment	Source	Bidder Submission Required
2	Financial and corporate compliance and sustainability	Commissioners are seeking assurance around organisational, legal and financial capacity and capability to perform the contract.	PQQ/ITN response and Dialogue Meetings scheduled w/c 4 <sup>th</sup> July	<p>a) In order to further assess financial sustainability Bidders must submit a summary 2016/17 financial forward plan (Minimum 1 year) detailing organisational growth pressures and savings/efficiency requirements. Bidders should use the pro-forma provided in Appendix C to respond to this request. The pro-forma is provided as a guide with regards to required minimum content, Bidders are permitted to utilise their own form for submission of this document.</p> <p>b) Recognising that we have access to your financial accounts 14/15, in order to further assess financial capacity of existing service provision Bidders must submit their 2015/16 year end finance Board report.</p>

#### 4. Tendering Timetable

A provisional timetable for the ITN1 Deliverability Testing is given below. Bidders should be aware that the dates may be subject to change.

No	Task	Date
1	Deliverability information request made to bidders	13/06/2016
2	Tranche 1 : Deliverability information submitted by bidders	17/06/2016
3	Tranche 2 : Deliverability information submitted by bidders	23/06/16
4	Draft Contract Schedules released to Bidders	27/06/16
5	References Sought	w/c 27/06/16
6	Final Evaluation	w/c 04/07/16
7	Dragons Den	04/07/2016
8	ITN1 Dialogue	05/07/2016 - 06/07/16
9	ITN1 Clarification	07/07/2016 – 08/07/16
10	Deliverability testing completed	08/07/2016
11	ITN Shortlisting Gateway	11/07/16
12	ITN1 Bidder Debrief	w/c 11/07/16
13	ITN 2 Bid Stage Documentation Released	Mid July
14	Preferred Bidder Shortlisted	Mid August

#### 5. Planned Deliverability Testing

##### 5.1 Site visits and Conference Calls

Where possible site visits will be used to understand the veracity and likelihood of bidder claims in the context of their existing services. Where site visits are not viable for the reference site the Commissioner will undertake a conference call with relevant stakeholders.

Where not already available, the commissioners have requested the details of organisations from the bidders in Section 3 above and will cross-reference them against existing knowledge of the bidders to ensure that the sites provided by the bidders are the most relevant and appropriate, and to ensure as far as possible that the sites provided will give an objective view of the bidder's services.

##### 5.2 Attendance

As a minimum we expect that the following subject matter experts will be present at site visits or conference calls where appropriate:

- Programme Lead
- GP Lead
- Commissioning Lead
- Servicer User and/or Carer (Community Champion)
- IT Lead
- Finance Lead

We expect to secure arrangements around site visits at least 5 days in advance of attendance.

### 5.3 Evaluation

All assessment areas detailed in Section 2 will be measured against the criteria set out in Section 5.3.1 below. For site visits and conference calls evaluators will be provided pro-forma comments sheets as detailed in Appendix A on which to make notes and comments, and these will be collated by the Programme Lead in to the formal Deliverability Testing Report that will be considered by the Commissioner.

#### 5.3.1 Evaluation Criteria

Evaluation of assessment areas detailed in section 3 above will be carried out as defined below.

Assessment	Interpretation
Assured	Assessment findings provide a <b>good degree</b> of confidence, evidence and certainty around Bidders capability and capacity
Partially Assured	Assessment findings provide <b>some</b> confidence, evidence and certainty around Bidders capability and capacity
Not Assured	Assessment findings provides <b>no</b> confidence, evidence and certainty around Bidders capability and capacity

#### 5.4 Use of the results of the deliverability testing

The outcomes of the deliverability testing process will assist in the final moderation of ITN1 submissions and will be used by Commissioners to inform and assure the decision-making bodies that shortlisting to the ITN2 stage is safe and robust.

## 6. Award Criteria

- 6.1 No contracts will be awarded as part of this ITN1 stage.
- 6.2 Bidders will be selected to the subsequent ITN2 stage based on the criteria and questions defined in ITN1 document dated 24<sup>th</sup> April 2016 and the criteria contained in Section 5 above.
- 6.3 Prior to a final award, the Commissioner may request confirmation that the Preferred Bidder's organisational, legal and financial capacity and capability to perform the contract has not altered negatively in any material way since the PQQ stage of the procurement, or to further test and/or understand the Preferred Bidder's organisational, legal or financial structure in any way they see fit. Upon receipt of such information, the Commissioner shall be entitled to revisit the selection and/or evaluation of the Bidder and exclude the Bidder if necessary, as a result of that process.

The Commissioner reserves the right to award all, none or part of the Services as set out.

## **7. ITN1 Return Instructions**

- 7.1 Submission of the requirements as set out in Section 3 must be received no later than **12 midday on 17<sup>th</sup> June 2016** for Tranche 1 and **23<sup>rd</sup> June 2016 for Tranche 2.**

## **8. ITN1 Dialogue Meetings**

- 8.1 The Commissioner is making 1:1 dialogue meetings available to Bidders. Meetings, these will be held w/c 4<sup>th</sup> July 2016.
- 8.2 These dialogue meetings are intended to provide a further opportunity for Bidders to have conversations with the Commissioner and other key stakeholders about the requirements of ITN1 and to engage in discussions with the commissioner concerning their emerging bid proposals.
- 8.3 The proposed structure and timings of dialogue sessions are contained in Appendix B of the ITN1 document. Final agendas will be confirmed to bidders w/c 27<sup>th</sup> June 2016.

## **9. Commissioner Clarifications**

- 9.1 As set out in section 9 of the ITN1 document, the Commissioner reserves the right to require Bidders to clarify or amplify their bid submissions, with any such request made to the Bidder's nominated representative. The Commissioner retains a general discretion at any stage of this procurement process to seek clarification or amplification from any Bidder in relation to any aspect of the bid submission.
- 9.2 Clarification questions for these purposes from the Commissioner will be addressed during dialogue meetings with Commissioners as set out in Appendix B.
- 9.3 The Commissioner reserves the right to seek third party independent advice or assistance to validate information submitted by a Bidder and/or to assist in the bid evaluation process.