

Easthampstead House, Town Square, Bracknell,
Berkshire RG12 1AQ
Tel: (01344) 352000



INVITATION TO TENDER (ITT)

for

0-19 Public Health Nursing Service



COMPLETED BY

ORGANISATION	
NAME	
DATE	

TO BE COMPLETED AND RETURNED TO THE COUNCIL

This document contains **RESTRICTED INFORMATION** once completed by the Tenderer.

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1 Introduction

1.1 Background

1.1.1 **Bracknell Forest Borough Council (BFBC or the Council).** Bracknell Forest lies 28 miles west of London, at the heart of the Thames Valley and within the county of Berkshire. Our economy is of above average size and productivity, compared to the county and nationally. Good access links, a well-educated labour force and the quality of the environment are key attractors to the companies that have and continue to locate here, including a number of multi-national organisations. The borough has experienced pressures on housing, infrastructure services and environmental assets including sites designated as being important for nature conservation at an international, national and local level.

1.1.2 This ITT is issued by the Bracknell Forest Public Health team within the Adult Social Care, Health and Housing Directorate

1.2 Outline Requirement

1.2.1 The Council is seeking to procure a 0-19 years Public Health Nursing Service for Bracknell Forest to improve the health outcomes for the population of 0–19 year old children young people and their families and to reduce health inequalities. The service will also support looked after children and young people up to 25 years. According to the Office for National Statistics (ONS) midyear 2015 estimates, there were 30,720 children and young people aged 0–19 years living in Bracknell Forest. This number is predicted to rise to 33,800 in 2025.

1.2.2 The 0-19 Public Health Nursing Service will consist of specialist community public health nurses (health visitors and school nurses) and skill mix teams who can provide expert information, assessments and interventions to families and work in partnership with a range of different agencies. The Service will be responsible for leading and co-ordinating delivery of the Healthy Child Programme, working across a number of stakeholders, settings and organisations.

1.2.3 The contract term is for an initial period of two years from 1st April 2018, with the option to extend annually by a further year up to a maximum of five years (2+1+1+1).

1.3 TUPE

1.3.1 The provisions of the Transfer of Undertakings (Protection of Employment) Regulations may apply on expiry of the current contractual arrangements. The current contractor is:

Berkshire Healthcare NHS Foundation Trust, Fitzwilliam House, Skimped Hill Lane, Bracknell RG12 1BQ

June.Carmichael@Berkshire.NHS.UK

1.3.2 Information on potential transferees provided by this supplier is given in Annex E. **The Council will not be held responsible for the accuracy of the information**

provided and tenderers should contact the above contractor direct for further information.

1.4 Project Schedule

1.4.1 The following is the proposed timetable for the procurement and implementation of the 0-19 Public Health Nursing Service.

Advert placed in the Official Journal of the European Union (OJEU)	████████████████████
Advert placed on the South East Business Portal and Contracts Finder	████████████████████
Issue Invitation to Tender	████████████████████
Last Questions from Tenderers	████████████████████
Issue Final Question & Answer Summary	████████████████████
Tender return date	████████████████████
Supplier Presentations, where required	████████████████████
Contract Award	████████████████████
Contract Start Date	████████████████████

2 Instructions to Tenderers

2.1 Selection Questionnaire

- 2.1.1 Please read through the documents included in this pack, in particular the Specification.
- 2.1.2 **Please complete Schedule 1 – Selection Questionnaire.**
- 2.1.3 Please ensure that you include sufficient justification for any exception. If you do not pass the Selection Questionnaire, we will not be able to consider your full tender.

2.2 General Instructions

- 2.2.1 If having completed the Selection Questionnaire, you intend to tender for the provision of the 0-19 Public Health Nursing Service to the Council, please read the following instructions carefully and prepare your tender accordingly.
- 2.2.2 The Council will not be responsible for any costs or expenses you incur in preparing or delivering or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- 2.2.3 You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender.
- 2.2.4 Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions.

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2.2.5 Clarifications of the invitation to tender documents must be made **in writing** by email to the following:

2.2.6 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than _____.

2.2.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.

2.2.8 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all tenderers. All questions to be sent to _____ by email to Chris.Stannard@Bracknell-Forest.gov.uk

2.2.9 All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

2.3 Tender Response

Please submit your quotation by email to Tenders@Bracknell-Forest.gov.uk. Emails larger than 30Mb will be held by ICT pending manual release and emails above 50Mb will be rejected. For this reason, we recommended that you split into separate emails below 30Mb, clearly marked as 1 of 3, 2 of 3, etc., in the subject. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be automatically rejected. We are unable to accept quotations on USB stick.

2.3.1 Your tender must be divided into two sections and contain the information called for in each section below:

The **commercial** section should include:-

- Firm prices in sterling for the Goods/Services must be entered on the Pricing Schedule (Schedule 3)
- Conditions of Contract Compliance Statement (Schedule 5)
- The completed Schedule of Reserved Information (Schedule 6). See guidance attached at Annex D
- The Form of Tender statement (Schedule 8) completed, signed and dated.

The **technical** section should include:

- Selection Questionnaire (Schedule 1)
- Method Statement (Schedule 2)
- Specification Compliance Statement (Schedule 4)
- Tender Checklist (Schedule 7) should be completed and comments added if required.

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No pricing should be included in the technical section.

2.3.2 You should complete your responses in blue ink into this document. Alternatively, you may submit a separate document providing the tender cross references the section and paragraph numbers of this invitation to tender.

All sections must be responded to even if simply “Understood” or “Agreed”.

2.3.3 The Council has indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the tenderer's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the tenderer's response up to the maximum allowed.

2.3.4 Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.

2.3.5 Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.

2.3.6 All pricing should be stated exclusive of VAT.

2.3.7 Tenders shall remain open for an initial acceptance for a minimum of 280 calendar days, although the Council may ask you to extend of the period of validity.

2.4 Submission of Tenders

2.4.1 The original, signed, tender must be returned by no later than **12:00 (noon)** on _____ Please address to:

By e-mail to Tenders@Bracknell-Forest.gov.uk ; and ensure that you include 0-19 Public Health Nursing Service in the subject of the email.

2.5 Tender Decline

If you decide not to respond to this ITT, please let the contact in Section 2.2.8 know in writing as soon as possible, giving a brief reason(s).

2.6 Evaluation of Tenders

2.6.1 The Council may seek confirmation that suppliers meet the Council's minimum levels of economic and financial standing or technical or professional ability, originally stated in the contract notice, at any time.

2.6.2 Suppliers must pass the Selection Questionnaire in Schedule 1.

2.6.3 Suppliers must be financially sound. We use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

2.6.4 The contract will be awarded on the basis of the most economically advantageous offer having regard to:

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- 2.6.5 The **Total Cost** of the goods, services or works, (70% of the total score)
- 2.6.6 The **Quality** of the solution in terms of functionality and infrastructure (30% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, after sales service, technical assistance, delivery date and delivery period and period of completion.
- 2.6.7 The **Total Cost** score is out of 100 marks and will be awarded based on a mathematical formula taking into account the overall weighting allocated to this particular section. In this instance, it is calculated by taking the lowest Total Cost divided by the next lowest Total Cost and multiplied by 100. As a result, the lowest Total Cost (subject to the provisions of regulation 30(6) of the Public Contracts Regulations 2006) will be awarded a score of 100 for price alone, with tenderers thereafter being allocated a relative score. This will be combined with quality, to give an overall score for each tenderer.
- 2.6.8 This procurement process is being completed under the “Light Touch Regime”, governing “Social and Other Specific Services” detailed in the Public Contracts Regulations 2015. The Council will evaluate the tenders in three stages:
- (1) An initial desk review based on Schedules 1 and financial standing. In addition, the Council may contact the referees. We expect providers to self-exclude if they cannot meet or exceed the capabilities required.
 - (2) Those tenderers who pass stage (1) will then be fully evaluated by the team based on the remainder of the documentation submitted.
 - (3) Up to five tenderers, based on overall rank, will then be invited to provide a presentation.
- 2.6.9 The headline **Quality** evaluation criteria are as follows:-

Criteria	Marks	Applicable Document(s) & Section(s)
Selection Questionnaire	Pass/Fail	Schedule 1
Method Statement:		Schedule 2 See spreadsheet for breakdown
<i>1. Specification</i>	97.2	Schedule 2 Section 1
<i>2. Pricing</i>	2.8	Schedule 2 Section 2
<i>3. Terms and Insurance</i>	Pass/Fail	Schedule 2 Section 3
Specification Compliance	Pass/Fail	Schedule 4
Conditions of Contract Compliance	Pass/Fail	Schedule 5
FOI Schedule of Reserved Information	Not scored	Schedule 6
Tender Checklist	Not scored	Schedule 7
Form of Tender	Pass/Fail	Schedule 8
Total	100	

- 2.6.10 The evaluation spreadsheet which details any **sub-criteria** and formulae used is attached as Annex C of this ITT.
- 2.6.11 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.

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2.6.12 You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

2.7 Alternative Offers

2.7.1 Alternative offers will only be considered if they constitute a fully priced alternative and are submitted in addition to a tender complying with the requirements specified in the Invitation to Tender documents. Alternative offers must contain sufficient supplementary information, drawings and data to permit a complete evaluation to be made.

2.8 Canvassing

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

2.9 Whistle blowing policy

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: www.bracknell-forest.gov.uk/procurement

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Annex A – Contract

Bracknell Forest Public Health use the contract for the provision of public health services 2015-2016, refer separate Word document.

Annex B – Contract Appendices

Refer separate Word document.

Annex C – Evaluation Spreadsheet

Refer separate Excel document.

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Annex D – Freedom of Information Act 2000

GUIDANCE TO TENDERERS ON FREEDOM OF INFORMATION ACT 2000:
ACCESS TO INFORMATION ABOUT OR ARISING UNDER CONTRACTS

1 Introduction

1.1 All information relating to any tender made to the Council or any contract to which the Council is party, including information arising under the contract or about its performance, will be covered by the Freedom of Information Act 2000 (the Act) from January 2005. The Council will be under a legal obligation to disclose such information if requested unless an exemption applies. The legal obligations to respond to a request for information falls on the Council. The Council must determine whether an exemption applies to information and whether the request should be refused. The Council may also be subject to disclosure obligations under other legislation or codes of practice. This Guidance sets out the approach of the Council to the disclosure of information about contracts.

2. General rules on disclosure

2.1 The Council has determined that, in the absence of special circumstances:-

- The Invitation to Tender (ITT) will always be available under the Act to those who enquire.
- Responses to tenders (apart from price information and commercially sensitive information – see below) will be held in confidence at least until award of the contract.
- Broad cost information will generally be available after award of contract under the Act to those who enquire.
- Information obtained from suppliers in responses to tenders and not generally available (future product information, research plans, financial details) will be held in confidence until no longer sensitive.
- Detailed tender prices will be held in confidence until no longer sensitive (see below).

2.2 Tenderers must therefore inform the Council, on the enclosed Schedule of Reserved Information, of such other information which it regards as being eligible for exemption from disclosure by the Council under the Act. The reasons for all such exemptions must be fully justified against the relevant section of the Act.

3. Reserved Information

3.1 The Act specifies a number of different grounds for exemption. Most of these are not considered to be relevant to a tendering process or subsequent award of contract. Those which are most likely to be relevant are:-

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- The information constitutes a trade secret (section 43(1))
 - Disclosure would prejudice the commercial interest of any person (including the Council) (section 43(2))
 - Disclosure would constitute an actionable breach of confidence (section 41(1))
 - Personal data or information relating to the private life of any individual which is appropriate for protection (section 40)
- 3.2 If the Council agrees that information nominated by the successful tenderer may be legitimately classified as “reserved”, the Schedule of Reserved Information will form an integral part of the contract. The Schedule will list the class or category of information or the information itself and specify which exemptions under the Act apply to each specified class, category or specific information. The schedule shall indicate when it is likely that the information can be made available under the Act or if the information is unlikely ever to be made so available. Where such information is exempt under the rules governing commercial matters, (section 43(2)), then unless special circumstances apply, it will not be withheld under the Act for more than three years after completion/expiry of the contract.
- 3.3 Information relating to the overall value, performance or completion of the contract, contract records and administration will not generally be accepted as reserved information. The Council may however withhold access to such information under the Act in appropriate cases. The decision whether to withhold information shall be for the Council alone to determine. It shall have no obligation to consult the contractor.
- 3.4 The Council will automatically make information available under the Act from 3 years after completion/expiry of the contract, in the absence of specific agreement to the contrary. In the event that the Council receives a request for such information before the expiry of the 3 year period which it considers it may be appropriate to provide it will, wherever possible, notify the tenderer and take into consideration any representations made by the tenderer within 7 days of receipt of the notice by the tenderer.
- 4. Handling requests for information and notice to those affected**
- 4.1 Other than as set out above the Council shall have no obligation to consult the contractor where any request for information, whether under the Act or otherwise, touches or concerns the contract.
- 5. Information about the provision of the service which is the subject of the contract which arises in the course of performance of the contract**
- 5.1 The Council will have obligations to respond to the Act and other requests for information and the contract will include appropriate terms requiring the contractor to supply such information as requested by the Council.

Any enquiries about this policy and its application should be addressed to the Borough Solicitor, Bracknell Forest Borough Council, Easthampstead House, Town Square, Bracknell, Berks, RG12 1AQ

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Annex E – TUPE Information

Refer separate document (available on request).

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SCHEDULE 1 – Selection Questionnaire

See separate Word document

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SCHEDULE 2- Method Statement

1 Specification

1.1 Specification Compliance

1.1.1 Please complete **Schedule 4**, Specification Compliance Statement.

1.2 General

1.2.1 Please provide a brief overview of your organisation and how it could best provide the service required by the Council, as detailed in the Specification.

Include details on how many staff your organisation (including consortia members or named sub-contractors, where appropriate) employ, and related turnover (GBP £), that are relevant to the provision of the goods/services similar to those set out in the Specification.

Response [Maximum 400 words]

1.2.2 Please describe how your organisation would operate the 0-19 public health nursing service in Bracknell Forest, including your brief analysis of the health needs of the 0-19/25 year population of Bracknell Forest.

Response [Maximum 2000 words]

1.2.3 Please describe how the service will deliver against the relevant outcomes in the [Public Health Outcomes Framework](#), the [Statutory Framework for the Early Years Foundation Stage](#) and the [NHS Outcomes Framework](#).

Response [Maximum 2000 words]

1.2.4 Please describe how the service will integrate with other external services (such as early years providers, children's centres and schools). If appropriate, also describe how you will carry out any integration of services required within your own organisation (for example health visiting and school nursing).

Response [Maximum 2000 words]

1.2.5 Please describe how the service will meet the needs of vulnerable children, young people and families in Bracknell Forest (for example young mothers, looked after children and young people, young carers or others in the most economically deprived groups)

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Response [Maximum 2000 words]

1.2.6 Can your organisation have the 0-19 public health nursing service in place by 1 April 2018? If yes, please describe how you will achieve this including transfer of staff and provide a high-level implementation plan.

Response [Maximum 1500 words excluding plan]

1.2.7 Subject to availability, co-location of operational staff may be possible. The three options being considered are:

- Health Visiting operational staff can be co-located in Children's Centres.
- All** operational staff to be co-located (Health Visiting and School Nursing)
- No** operational staff to be co-located

Please advise how each of the three options could operate and how you have calculated the related cost/reduction as stated in the Pricing Schedule.

Response [Maximum 1000 words]

1.3 Other Policies and Procedures

1.3.1 Do the services you provide currently comply fully with

- [NICE Guidance relevant to evidence-based public health nursing and midwifery for public health outcome domains one, two, three and four \(November, 2014\).](#)
- [NICE Guidelines NG63 Antimicrobial Stewardship \(January 2017\)](#)
- [PHE Guidance on Infection Control in Schools and Other Childcare Settings \(2016\).](#)

Please describe the extent to which the service will comply with these sets of guidance. If not currently, please explain how you ensure compliance.

Response [Maximum 1000 words]

1.3.2 Do the services you provide currently comply fully with [UK National Screening Committee Standards and Guidelines](#), including new-born bloodspot screening, new-born hearing screening, new-born infant and physical examination and the Green Book (immunisations)?

Please describe the extent to which the service will comply with these Standards and Guidelines. If not currently, please explain how you ensure compliance.

Response [Maximum 1000 words]

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1.3.3 Does your organisation comply fully with the Data Protection Act 1988? Please enclose a copy of your organisation's Information Governance/IT security/data security policy or equivalents and describe how you protect person-identifiable data.

Response [Maximum 2000 words, excluding copy of any policies]

1.4 Technical Ability - Staff

1.4.1 Please describe the proposed staffing structure (posts) of the team who would provide the 0-19 Public Health Nursing service; including relevant qualifications. Include a diagram of the structure.

Response [Maximum 200 words excluding diagram]

1.4.2 Please explain your organisation's arrangements for provision and oversight of clinical governance, including safeguarding, arrangements for supervision (for example, clinical supervision, safeguarding supervision, management supervision, Practice Teacher supervision and support provided to trainees and newly qualified health visitors and school nurses). Please also provide a copy of relevant policy(ies).

Response [Maximum 1500 words, excluding policy]

1.5 Training

1.5.1 Briefly describe your organisation's approach to staff training and refresher training, including Equalities, Health and Safety and Safeguarding (in particular the staff who will be providing the 0-19 service).

Response [Maximum 300 words]

1.5.2 For the Service, indicate how many hours of relevant training and professional development, on average, is/will be received by each member of the 0-19 Public Health Nursing service within a 12 month period. List by post and subject.

Response [Maximum 300 words]

1.6 Contract Examples

1.6.1 **Complete Schedule 1 Section 6**, providing full contact details for the contract examples that the Council may approach.

Response

1.6.2 In the last three years, have you had any contracts:

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- 1) That have incurred contract penalties, default notices or payment of liquidated damages?
- 2) Terminated by the client earlier than originally intended due to poor performance?
- 3) Where you have withdrawn from the contract either before or after the award of contract?

If Yes to any of the above, please give details and explain what has been rectified in order to avoid this situation arising in the future.

Response

1.7 Service Levels & Performance

- 1.7.1 How will you monitor and evidence Appendix B (Quality Outcome Indicators and Targets) results?

Response [Maximum 600 words]

1.8 Contract Management & Reports

- 1.8.1 Please confirm that, if awarded the procurement, you would be able to attend review meetings as determined by the commissioner for the initial six months of the contract. After six months the frequency of the meetings will be discussed with the commissioner (normally quarterly).

Response [Maximum 200 words]

- 1.8.2 Please confirm that you would comply with the reporting requirements set out in Appendix C (Information Provision) YES/NO. If Yes, please describe the systems you have in place or will have put in place for ensuring robust and timely data returns to the Council, based on the requirements set out in Appendix A (Specification) and Appendix C (Information Provision). Please provide a sample report for an existing customer (anonymized)

Response [Maximum 500 words]

1.9 Health and Safety

- 1.9.1 Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years? YES/NO. If "Yes", please provide details

Response

- 1.9.2 Please explain how you will ensure all relevant Risk Assessments are carried out and recorded?

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Response [Maximum 200 words]

1.10 Enhanced DBS Checks

1.10.1 As commissioners we would expect all members of the 0-19 Public Health Nursing service, including senior managers and any member of staff who works with or potentially will work with children and vulnerable adults and/or have access to their personal data, to have Enhanced DBS Checks? Will you adhere to this expectation? YES / NO

If Yes, please detail how your organisation obtains, reviews, evidences and maintains records of Enhanced Criminal Records Bureau checks for all staff.

If No please give reasons why not?

Response [Maximum 300 words]

1.11 Customer Satisfaction

1.11.1 Briefly describe how customer satisfaction of young people and families is measured and continuously improved.

Response [Maximum 200 words]

1.11.2 Give details of how complaints and incidents are managed, including remedial actions

Response [Maximum 400 words]

1.11.3 How does your organisation use the results to achieve continuous service improvement? (Give an actual example)

Response [Maximum 400 words]

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2 Pricing

2.1 Please complete the Pricing Schedule attached to this ITT as Schedule 3.

2.2 Pricing Basis

2.2.1 Please provide the breakdown showing how you have calculated the prices you have given. Make statement about capped amount and premises costs (see also Question 1.2.7).

Response [Maximum 500 words]

2.3 Payment

2.3.1 The Council standard terms of payment are Net 30 days from receipt of acceptable invoice. Please advise any discount available for early payment i.e. 7 or 14 days.

Response [Maximum 200 words]

2.3.2 Please state below whether any alternative offer(s) has been made.

Response

3 Terms and Insurance

3.1 Contract Conditions

3.1.1 Refer to Annex A, Contract, for the terms and conditions of contract. Please confirm acceptance by completing Schedule 5 (Conditions of Contract Compliance).

NB Significantly non-compliant bids may be rejected.

3.2 Freedom of Information

3.2.1 With reference to Appendix D on the Freedom of Information Act 2000, please complete Schedule 6 – Schedule of Reserved Information.

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SCHEDULE 3 – Pricing Schedule

Refer attached Excel spreadsheet

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SCHEDULE 4 – Specification Compliance Statement

Section	Subject	Compliant		If no, state why and propose alternative. (Use additional sheet(s) if necessary)
		Yes	No	
Appendix A	Specification			
1	Population Needs/National/local context and evidence base			
2 (2.1-2.157)	Scope/Aims & Objectives			
3	Applicable national and local standards			
4	Any activity planning assumptions			
4	Service description/pathway			
5	Key service outcomes			
6	Location of Provider Premises			
7	Interdependencies with other services			
8	Any activity planning assumptions			
Appendix B	Quality Outcomes Indicators and Targets			
Appendix C	Information Provision and Mandatory Reporting			
Appendix D	Nurse Prescribing			
Appendix E	Assessments – Universal Offer (Health visiting)			
Appendix F	Activities at Communities Service Offer			
Appendix G	Co-location charge for premises			
Appendix H	Quality Assurance			
Appendix I	Incidents Requiring Reporting Procedure			
Appendix J	Conditions Precedent			
Appendix K	Service User, carer and staff surveys			
Appendix L	Details of review meetings			
Appendix M	Integrated pathways			

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Appendix N	See Contract	-	-	
Appendix O	See Contract	-	-	
Appendix P	See Contract	-	-	
Appendix Q	ICT Security Standards for Third Parties (separate document) V4.4			
Appendix R	Charges (Pricing Schedule) (separate document)			
Appendix S	Safeguarding Policies – BFC standard	-	-	
Appendix T	Not Used	-	-	
Appendix U	Agreed Variations	-	-	

NB Significantly non-compliant bids may be rejected.

Signature:

Name:

Position:

Organisation:

Date:

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SCHEDULE 5 – Conditions of Contract Compliance Statement

Clause	Subject	Compliant		If no, state why and propose alternative. (Use additional sheet(s) if necessary)
		Yes	No	
A1	Contract			
A2	Interpretation			
A3	Commencement & Duration			
A4	Representatives			
A5	Notices			
A6	Entire Contract			
A7	Counterparts			
1	Services			
2	Withholding/Discontinuation of Service			
3	Service & Quality Outcome Indicators			
4	Service User Involvement			
5	Equity of Access, Equality & No Discrimination			
6	Managing Activity			
7	Staff			
8	Charges & Payment			
9	Service Improvements & Best Value Duty			
10	Safeguarding Children & Vulnerable Adults			
11	Incidents Requiring Reporting			

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12	Consent			
13	Service User Health Records			
14	Information			
15	Equipment			
16	Transfer & Discharge of Care Obligations			
17	Complaints			
18	Service Review			
19	Review Meetings			
20	Co-operation			
21	Warranties & Representations			
22	Variations			
23	Assignments & Sub-contracting			
24	Audit & Inspection			
25	Indemnities			
26	Limitation of Liability			
27	Insurance			
28	Defaults & Failure to Supply			
29	Contract Management			
30	Dispute Resolution			
31	Suspension & Consequence of Suspension			
32	Termination			
33	Consequence of Expiry or Termination			
34	Business Continuity			
35	Counter-fraud & Security Management			
36	Confidentiality			
37	Data Protection			

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38	Freedom of Information & Transparency			
39	Prohibited Acts			
40	Force Majeure			
41	Third Party Rights			
42	Capacity			
43	Severability			
44	Waiver			
45	Publicity			
46	Exclusion of Partnership, Joint Venture or Agency			
47	Governing Law & Jurisdiction			
Appendix N	Dispute Resolution			
Appendix O	Succession Plan			
Appendix P	Definitions and Interpretation			
Section C	Special Terms & Conditions			

NB Significantly non-compliant bids may be rejected.

Signature:

Name:

Position:

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SCHEDULE 6 – Freedom of Information Act 2000 - Schedule of Reserved Information:

Reserved Information	When available for disclosure	Relevant Section of Act	Reason
Tender responses (excl sensitive tender information)	After award of contract	Section 43(2) and/or section 36	Commercial confidentiality and prejudice to the effective conduct of public affairs.
Sensitive tender information received from bidder (e.g. price information)	When no longer sensitive	Section 43(2) and/or section 36 (EIR regulation 12(5))	Sensitive information should not be released. Commercial confidentiality and prejudice to the effective conduct of public affairs.
Information obtained from suppliers and not generally available (future product information, research plans, financial details)	When no longer sensitive	Section 41 (EIR regulation 12(5))	The information will generally have been specifically requested by the authority and supplied with a reasonable expectation it will not be made public. Otherwise, companies may refuse to divulge the information, to the probable detriment of the public interest.
Price breakdown/information	When no longer sensitive	Section 43(2) (EIR regulation 12(5))	
CV's and reference site information	Until exemption does not apply	Section 40 and/or 41 (EIR regulation 12(5) and/or regulation 13)	Personal information or information supplied to the bidder in confidence
Information relating to contract negotiation	When no longer	Section 43(2) and/or	

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	sensitive	section 36	

I have read the accompanying "Guidance to Tenderers on Freedom of Information Act 2000: Access to information about or arising under contracts". The above table has been completed in accordance with these guidelines and I have reasonably designated this information as confidential. I understand that the Council will not accept a blanket disclaimer

Name **Job Title**..... **Organisation**.....

Signed..... **Date**.....

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SCHEDULE 7 – Tender Checklist

Please tick checklist to indicate that copies of all relevant documents are enclosed.

<i>Section</i>	<i>Required Documents</i>	<i>Document enclosed Yes/No</i>	<i>Comments</i>
Sch 1	Selection Questionnaire		
8.1.a	Employer's (Compulsory) Liability Insurance		
8.1.a	Public Liability Insurance		
8.1.a	Professional Indemnity Insurance		
8.1.a	Medical Malpractice Insurance		
8.6.d	Safeguarding Policy (vulnerable adults and children)		
8.9	Business Continuity/Disaster Recovery/Risk Management plan		
8.10/1.1	Quality Management Certificate		
8.11/1.1	Equal Opportunities Policy		
8.12/1.1	Health & Safety certificate		
Sch 2 Section1	Method Statement		
1.2.6	High Level Implementation Plan		
1.3.3	Information Governance/IT security/data security policy		
1.4.1	Staffing Structure		
1.4.2	Clinical Governance policy		
1.8.2	Sample report		
	Schedules		
1	Selection Questionnaire		
2	Method Statement		
3	Pricing Schedule		
4	Specification Compliance Statement		
5	Conditions of Contract Compliance Statement		
6	FOI Schedule of Reserved Information		
7	Tender Checklist		

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8	Form of Tender		
	Other – Please List		

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SCHEDULE 8 – Form of Tender

I/We, the undersigned, having examined the Conditions of Contract, Specification and all other Tender Documents, hereby offer to supply the goods/undertake the services required, in accordance with the tender documents for prices detailed in the Pricing Schedule.

I/We understand that the Council is not bound to accept the lowest or any tender received.

This tender remains open for acceptance for 280 days from the date fixed for the submission of tenders in the Invitation to Tender.

I/we agree that the essence of selective tendering is that the Council shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, I/we warrant that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the price tendered by, or under or in accordance with any agreement or arrangement with any other tenderer. I/ we furthermore warrant that no approaches have been made to any other tenderers for the purpose of obtaining or influencing their tender prices or any other details of their bid. I/ we also warrant that I/we have not and will not before the award of any contract for the work:

- (i)(a) communicate to any person other than the Council the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- (b) enter into any agreement or arrangement with any person that they shall refrain from tendering, or that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;
- (ii) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at (i)(a) or (b) above.

Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

Signature

(please use non black ink)

Name

Job Title

Organisation

Address

☎ Telephone No.(s)

Email

Date

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