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Award

## **Surrey and Borders Partnership NHS Trust - FoCUS Administration Services**

Surrey and Borders Partnership NHS Foundation Trust

F15: Voluntary ex ante transparency notice

Notice identifier: 2021/S 000-013974

Procurement identifier (OCID): ocds-h6vhtk-02be09

Published 18 June 2021, 10:45pm

### **Section I: Contracting authority/entity**

#### **I.1) Name and addresses**

Surrey and Borders Partnership NHS Foundation Trust

18 Mole Business Park

Leatherhead

KT22 7AD

#### **Email**

[rod.walters@sabp.nhs.uk](mailto:rod.walters@sabp.nhs.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

[www.sabp.nhs.uk](http://www.sabp.nhs.uk)

## **I.4) Type of the contracting authority**

National or federal Agency/Office

## **I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Surrey and Borders Partnership NHS Trust - FoCUS Administration Services

#### **II.1.2) Main CPV code**

- 75100000 - Administration services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Surrey and Borders Partnership NHS Foundation Trust provides mental health, learning disability and drug and alcohol services for people of all ages in southern England, predominately across Surrey and north east Hampshire.

We provide a broad range of community services, integrated health and social care, early intervention, and detection programmes as well as highly specialised therapy and treatment. Our high quality care focuses on enabling people to live well with their conditions and to work towards recovery.

FoCUS was established in 2006 shortly after the Trust was formed to ensure people who use services, their carers and families are at the heart of everything we do as part of our values to:

- Involve not ignore
- Open, honest and accountable
- Treat people well
- Create respectful places

This contract will be for the provision of administration, organisation, and support to FoCUS for Surrey and Borders Partnership NHS Foundation Trust

### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £500,000

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

Surrey and North East Hampshire

### **II.2.4) Description of the procurement**

This contract will be for the provision of administration, organisation, and support to FoCUS for Surrey and Borders Partnership NHS Foundation Trust as detailed below and is intended to be a partnership between Surrey and Borders Partnership and the service provider.

The Provider must be able to demonstrate that they are established and integrated into the Surrey and north east Hampshire mental health and learning disability systems, have a credible track record in working across the systems and the maintenance of existing

relationships that facilitate people, carers and their families voices being heard across all age ranges. The Provider must be able to demonstrate that the organisation and facilitators have lived experience of mental health difficulties that gives them a unique insight and connection to the real experience of FoCUS members.

The provider will be expected to fulfil the activities outlined below.

#### Responsibilities of the Service Provider

The service provider shall:

4.8.1 Promote the independent voice of people who use our services, carers and families

4.8.2 Ensure that all FoCUS members adhere to the Standards of behaviour and confidentiality

4.8.3 Liaise with other members of staff, as necessary to support the delivery of the contract

4.8.4 Work in collaboration with relevant Trust staff with regards to membership, engagement, and involvement

4.8.5 Ensure all matters discussed are managed sensitively and in line with confidentiality and good information governance

4.8.6 Be familiar with and able to apply the Surrey multi-agency safeguarding procedures

4.8.7 Act independently of the Trust for the benefit of FoCUS

4.8.8 Use the combined resources available to best meet the needs stated above

4.8.9 Seek to employ people who use services and carers to assist in the fulfilment of the contract

4.8.10 Conduct an annual review of involvement within the Trust and utilise one month's Area Group meetings per year to gather feedback and views along with other involvement groups across the Trust and produce a report on the findings

4.8.11 Meet any obligations included in any of the documents produced by the service provider that form part of these obligations

4.8.12 Detail initiatives to provide this service. These initiatives should be sustainable and cost effective. It is expected that this will be a dynamic process whereby the successful provider will work closely with the Trust throughout the life of the contract to ensure all current and future opportunities are considered and acted upon.

4.8.13 Detail ideas for future provision to ensure the development and sustainability of FoCUS with an emphasis on non-face to face engagement and development of a workshop style approach to FoCUS Area Group meetings. These initiatives should be sustainable and cost effective.

## **II.2.5) Award criteria**

Cost criterion - Name: cost / Weighting: 30

Cost criterion - Name: Quality / Weighting: 70

## **II.2.11) Information about options**

Options: No

## **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

Surrey and Borders Partnership NHS Trust considers the incumbent service provider "Surrey Coalition of Disabled People to be the best suited organisation for this role offering unique benefits such as full integration into the Surrey and North East Hampshire mental health and learning disabilities systems and having an unrivalled record working across the systems and the maintenance of existing relationships that facilitate people, carers and their families voices being heard across all age ranges. The Provider must be able to demonstrate that the organisation and facilitators have lived experience of mental health that gives them a unique insight and connection to the real experience of FoCUS members.

The Trust intends entering into a long term contract (10 years) with the Surrey Coalition of Disabled People unless formal notice is given to the Trust identifying suitable alternative providers. If alternative suitable providers are identified within the notice period (30 days) the Trust will not enter into a formal contract and will commence a formal procurement exercise.

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

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## **Section V. Award of contract/concession**

A contract/lot is awarded: Yes

### **V.2) Award of contract/concession**

#### **V.2.1) Date of conclusion of the contract**

17 June 2021

### **V.2.2) Information about tenders**

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor/concessionaire**

Surrey Coalition of Disabled People

Astola, Coniers Way, Burpham

Guildford

GU47HL

Country

United Kingdom

NUTS code

- UKJ2 - Surrey, East and West Sussex

The contractor/concessionaire is an SME

Yes

### **V.2.4) Information on value of contract/lot/concession (excluding VAT)**

Lowest offer: £500,000 / Highest offer: £500,000 taken into consideration

### **V.2.5) Information about subcontracting**

The contract/lot/concession is likely to be subcontracted

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## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Surrey and Borders NHS Trust

Leatherhead

Country

United Kingdom