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Tender

## **Provision of a Pan Essex Keyworker Service for Children and Young People with a diagnosed learning disability and/or autism**

NHS Castle Point and Rochford Clinical Commissioning Group  
NHS Basildon and Brentwood Clinical Commissioning Group  
NHS North East Essex Clinical Commissioning Group  
NHS Southend Clinical Commissioning Group  
NHS Thurrock Clinical Commissioning Group  
NHS West Essex Clinical Commissioning Group  
NHS Mid Essex Clinical Commissioning Group

F02: Contract notice

Notice identifier: 2022/S 000-015340

Procurement identifier (OCID): ocids-h6vhtk-032d31

Published 1 June 2022, 1:04pm

### **Section I: Contracting authority**

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

NHS Castle Point and Rochford Clinical Commissioning Group

Pearl House, 12 Castle Road

Rayleigh

SS6 7QF

**Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

**Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://castlepointandrochfordccg.nhs.uk/>

**I.1) Name and addresses**

NHS Basildon and Brentwood Clinical Commissioning Group

Phoenix House, Christopher Martin Road

Basildon

SS14 3HG

**Contact**

Amy Wilson

**Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

**Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://basildonandbrentwoodccg.nhs.uk/>

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

NHS North East Essex Clinical Commissioning Group

Aspen House, Stephenson Road

Colchester

CO4 9QR

#### **Contact**

Amy Wilson

#### **Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH3 - Essex

#### **Internet address(es)**

Main address

<https://www.neessexccg.nhs.uk/>

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

NHS Southend Clinical Commissioning Group

6th Floor, Civic Centre, Victoria Avenue

Southend-on-Sea

SS1 9SB

#### **Contact**

Amy Wilson

**Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

**Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://southendccg.nhs.uk/>

**I.1) Name and addresses**

NHS Thurrock Clinical Commissioning Group

Civic Offices 2nd Floor, New Road

Grays

RM17 6SL

**Contact**

Amy Wilson

**Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

**Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://www.thurrockccg.nhs.uk/>

**I.1) Name and addresses**

NHS West Essex Clinical Commissioning Group

Building 4 Spencer Close, The Plain

Epping

CM16 6TN

**Contact**

Amy Wilson

**Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

**Country**

United Kingdom

**NUTS code**

UKH35 - West Essex

**Internet address(es)**

Main address

<https://westessexccg.nhs.uk/>

**I.1) Name and addresses**

NHS Mid Essex Clinical Commissioning Group

Wren House, Colchester Road

Chelmsford

CM2 5PF

**Contact**

Amy Wilson

**Email**

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

**Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://midessexccg.nhs.uk/>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://attain.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://attain.bravosolution.co.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

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

Health

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### **Section II: Object**

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

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

Provision of a Pan Essex Keyworker Service for Children and Young People with a diagnosed learning disability and/or autism

Reference number

ACE-0548-2022-ALC

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

- 85100000 - Health services

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

Services

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

The Authority invites responses from suitably qualified and experienced providers to deliver a (non-clinical) Keyworker Service for children and young people with a diagnosed learning disability and / or autism, from 1st October 2022 to 31st March 2025.

Hereafter all references to the Authority incorporates: NHS Castle Point and Rochford Clinical Commissioning Group (CCG) (as Coordinating Commissioner), NHS Basildon & Brentwood CCG, NHS Southend CCG, NHS Mid Essex CCG, NHS Thurrock CCG, NHS North East Essex CCG and NHS West Essex CCG. (Please note, as of the 1st July 2022, the seven aforementioned CCG's will transition into three separate Integrated Care Boards (ICB's) namely; NHS Suffolk and North East Essex ICB, Mid and South Essex ICB and Hertfordshire and West Essex ICB, which will be named as the Contracting Authorities in any future Contract Award Notices associated with this procurement.

The aggregate value of the contract over the 30 months term is £2,483,405 excluding VAT (£2,980,086 including VAT), which will act as an affordability envelope for the purposes of bidding. Any bids received in excess of such affordability envelope will be rejected as non-compliant.

Further information can be found at sections II.2.4, II.2.14 and VI.3 and within the Procurement documents.

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,483,405

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 85000000 - Health and social work services
- 85140000 - Miscellaneous health services
- 85323000 - Community health services

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

NUTS codes

- UKH3 - Essex
- UKH35 - West Essex

Main site or place of performance

Essex, including: North East Essex, West Essex, Mid Essex, Basildon & Brentwood, Thurrock, Southend-on-Sea and Castle Point and Rochford

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

The Authority invites responses from suitably qualified and experienced providers to deliver a (non-clinical) Keyworker Service from 1st October 2022 to 31st March 2025.

The Keyworker Service for Southend, Essex & Thurrock is a local and direct response to the NHS Long Term Plan commitment that by 2023/24, C&YP with learning disabilities, autism, or both with the most complex needs will have a designated Keyworker. Initially,



Keyworker support will be provided to C&YP who are at risk of being admitted to hospital (or whom are already inpatients), but it is envisaged that support will also be extended to those who face multiple vulnerabilities such as looked after and adopted children, and C&YP in transition between services. The service will aim to reduce the risk of unnecessary/avoidable hospital admissions or other forms of institutional care; expedite the safe and timely discharge when admissions are necessary; and enable more C&YP to safely remain within their own community. The Service will achieve this through having a Keyworker assigned to each eligible child, young person and their family who can build an established and trusted relationship in order to advocate for that individual and their needs, whilst simultaneously bringing about challenge and accountability within the system. The role of the Keyworker is fundamentally patient facing, whilst also working across the geographical footprint and alongside the services that operate within it. This is not a clinical service, and it is anticipated that organisations and employees within it are likely to span a wide variety of skill and expertise that will be applicable to the delivery of this function to ensure its success.

The Authority is looking to appoint a single Preferred Bidder to manage all aspects of the Service. As such, a Lotting Strategy is deemed inappropriate as it risks creation of unnecessary fragmentation and complexity. Accordingly, the service will be offered as a single contract awarded to a single Preferred Bidder (either as a lead provider in its own right, as such as a Special Purpose Vehicle (SPV) or consortium of providers, or in association with sub-contractors). Bidders will be required to confirm their Bidding Model including the legal form it takes. The Authority reserves the right to require members of any bidding group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract.

As per advice from NHSE, the contract to be entered into by the Authority and the Preferred Bidder for the procurement will be based on the NHS Terms and Conditions for the Provision of Services.

Further information can be found at sections II.2.14 and VI.3 and in the Procurement documents.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £2,483,405

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 October 2022

End date

31 March 2025

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **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

#### **II.2.14) Additional information**

The scored Quality Evaluation includes a Presentation to be delivered by the Bidder to a small group of children and young people (experts by experience).

Indicatively the Authority is planning for presentations to occur between 22nd June and 6th July 2022, but this may be subject to change. Bidders will receive confirmation via the eProcurement Portal within 48 hours of the meeting.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

In accordance with Regulations 56 to 58 of The Public Contracts Regulations 2015 (as amended The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020) and as set out in the qualification envelope which is available with the procurement documents.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

In accordance with Regulations 56 to 58 of The Public Contracts Regulations 2015 (as amended The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020) and as set out in the qualification envelope which is available with the procurement documents.

Minimum level(s) of standards possibly required

The Authority will use a Financial Evaluation Methodology as set out in the procurement pack at clauses 5.21 - 5.29 in the ITT Process Overview, to confirm the economic and financial standing, identity and solvency of the Bidder and all other Relevant Organisations (any individual organisation or person connected with a response to the ITT and / or connected with a bid submission whether as part of a consortium or sub-contracting arrangement or any other bidding model being proposed).

Bidders should note that turnover is one of the elements evaluated as part of Financial Standing. The Bidders minimum annual turnover required must be at least once the contract value (£2,483,405).

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

In accordance with Regulations 56 to 58 of The Public Contracts Regulations 2015 (as amended The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020) and as set out in the qualification envelope which is available with the procurement documents.

Minimum level(s) of standards possibly required

Standard selection questionnaire (Parts 1 and 2) as well as a number of requirement specific areas relevant and proportionate to the subject matter of this contract, including;

- Technical and Professional Ability (up to three contract examples demonstrated)
- Relevant commercial organisations meet the requirements of the Modern Slavery Act 2015
- Supplier has in place a minimum level of cover per claim of the greater of five million pounds (£5,000,000) or any sum as required by law in respect of employer's liability, public liability, and professional indemnity insurance.
- Self-certification that your organisation (and any sub-contractors) has up to date Policies that comply with current legislation (including Health & Safety, Equality and Diversity, processes and practices that comply with the NHS Employment Check Standards, recruitment policy, processes and practices that comply with current DBS regulations and guidance, Safeguarding Policy and Procedure that complies with current Safeguarding legislation, the Safeguarding children, young people and adults at risk in the NHS: Safeguarding accountability and assurance framework and the SET Safeguarding and Child Protection Procedures / SET Safeguarding Adults Procedures and the intercollegiate documents, provided within the procurement documents.
- Evidence that the organisation has met all mandatory assertions of the NHS Data Security and Protection 'Self-Assessment' Toolkit
- Demonstration of ability through examples, to ensure the necessary IT infrastructure and information sharing agreements are in place for successful service delivery, in time for service commencement.
- Declaration that the organisation has read fully, understood and accepts the terms and conditions that will govern any future Keyworker Service, which are the NHS Terms & Conditions for Provision of Services published by the Department of Health & Social Care
- Evidence of examples from previous contracts, of the mechanism(s) by which you have managed and deployed a devolved budget before in a similar contract or for a similar service.
- Declaration of Conflicts of Interest

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

See the form of Contract supplied with the procurement documents.

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## **Section IV. Procedure**

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

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

Open procedure

Accelerated procedure

Justification:

This is a voluntary notice for best practice purposes to confirm that an accelerated process being adopted by the commissioner, under the Light Touch Regime (LTR).

Under LTR there is no stipulation regarding minimum timescales. The Contracting Authority must design the procurement in such a way as to be compliant with the principles of equal treatment and transparency, carries out the procedure in conformity with information included in the notice and sets time limits that are reasonable and proportionate.

As such, this tender will be live for 20 consecutive days in order to ensure the Authority can meet the ambitious timescales set by NHSE to deliver on the metrics within this contract.

The procurement included market engagement in the pre-procurement phase, that included an opportunity for potential providers to offer feedback, and has been designed specifically in order to ensure that the tender can be responded to without jeopardising the quality of bids, within this period.

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-009876](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 June 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

21 June 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The Services within this procurement fall within Section 7 of the Public Contract Regulations 2015 (the "Regulations"). Neither the inclusion of the Bidder at Qualification Stage nor the use of the terms Process Overview, Selection Questionnaire, or Invitation to Tender nor any other indication shall be taken to mean that the Authority intends to hold themselves bound by any of the Regulations save those applicable to Public Contracts for social and other specific services listed in Schedule 3 of the Regulations (the "Light Touch" Regime).

The Authority may wish to expand the Keyworker Services during the lifetime of the contract ("Contract modification(s)"). To this end, the Bidder should be aware that after the award of contract, there is a possibility that the successful Bidder may be offered a variation(s) to the contract in accordance with Regulation 72 (1) (a) of the Public Contracts Regulations 2015 (as amended The Public Procurement (Amendment etc.) (EU

Exit) Regulations 2020), in the following potential circumstances and or situations where necessary;

- a) Appropriate alignment of the Service / Contract with the planned expansion of the DSR function for the SET TCP.
- b) As a result of changes to the anticipated demand in the expanded phase of the Keyworker Service, to support the successful Bidder to evolve the service slowly and sustainability to ensure success.
- c) As a result of changes associated with the expansion phase of the service in relation to the mechanisms around the Adult DSR, to expand that function to include autistic adults as well as those facing multiple other vulnerabilities.
- d) where additional funding becomes available to the Authority for delivery of service requirements that are similar and or complementary to the Keyworker Services already included in the Specification, at any given time, and do not modify the overall nature of the contract and or for delivery of the Keyworker Service over a longer duration in order to support sustainability of the Service and thorough evaluation of its effectiveness across the SET TCP. Such expansion would be by the addition of services commissioned by the Authority, where the Business Case provides objective evidence that contract variation is the most appropriate course of action, taking account of one or more of the following considerations; service safety, financial and economic impact, innovation, patient and public acceptability, impact on health inequalities, strategic alignment with National/Regional/Local strategic priorities, ability to improve multiple pathways, positive contribution to improved supply / improving service responsiveness, patient experience and health economy impact.

Disclaimer: The Authority shall not be responsible for any costs or expenses incurred by respondents to this procurement in preparing and/or submitting such responses.

To access the procurement documentation, please go to the Attain eProcurement Portal (Bravo powered by Jaggaer) at: <https://attain.bravosolution.co.uk>

Click on 'Register here' and follow the on-screen instructions. You can access the ITT: 'itt\_94 - Keyworker Service for Children and Young People with a diagnosed learning disability and/or autism' by clicking on the link called 'View current opportunities' on the Home Page. Please note that the tender will not be accepted by any means other than through the Attain e-Procurement Portal.

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

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

High Court of Justice of England and Wales

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.justice.gov.uk>

**VI.4.4) Service from which information about the review procedure may be obtained**

NHS Castle Point and Rochford Clinical Commissioning Group

Pearl House, 12 Castle Rd

Rayleigh

SS6 7QF

Email

[amy.wilson@attain.co.uk](mailto:amy.wilson@attain.co.uk)

Country

United Kingdom

Internet address

<https://castlepointandrochfordccg.nhs.uk/>