

Call to competition as per Provider Selection Regime 2023 (PSR)

Invitation to Tender Documentation

for

Audiology Insourcing services

via PSR Competitive Process

ITT Details

Basic Information

Our ITT Ref: C395213

ITT Return Date: 13/12/2025 at 12:00

ITT for: Provision of Audiology Insourcing Services on behalf of:
Blackpool Teaching Hospitals NHS Foundation Trust (BTH)
Individually known as an “Authority”

ITT Structure: This Call for Competition does not have Multiple Lots.

Period of Contract: The contract will commence on 19/01/2026 and will end 31/03/2026. There will be the option of 1- 3 month extension making the Maximum End Date 30/06/2026.

Route to Market: Provider Selection Regime Competitive Process

The Authority invites tenders for the above, in accordance with the enclosed Tender Documents and Schedules. The tender shall be subject to the Conditions of Contract specified.

The following documents are included within the electronic tendering portal (ATAMIS) and all bids must be returned via ATAMIS.

W177115 Audiology Insourcing Invitation to Tender	Information and instruction
Appendix 1 Form of Tender	For completion and upload to ATAMIS
W177115 Audiology Insourcing Specification	Details the nature of the services required
Appendix 2 NHSPI English Language FAQs	Attached for reference
W177115 Audiology Insourcing Technical Response Template	For completion and upload to ATAMIS
W177115 Audiology Insourcing Commercial Response Template	For completion and upload to ATAMIS
NHS Sub-Contract Template - 012-nhssc-sub-contract-guidance-2526	Attached for reference

Offers are requested for the supply of the above.

Bidders are required to complete all relevant Documents provided and upload within the **Health Commercial System, ATAMIS**. “The e-tendering portal”.

<https://health-family.force.com/s/Welcome>

Initial log-in to the e-Tendering portal is via the following link <https://health-family.force.com/login>

Should you have any questions please raise correspondence via the electronic tendering portal.

1.0 PSR Competitive Process Invitation to Tender (ITT)

1.1 Introduction to the Procurement

1.1.0 Please find below further competition details for the provision of Audiology Insourcing and relates to the award of a Contract to a sole supplier.

1.1.2 This further competition is being conducted under the Provider Selection Regime Competitive Process.

1.1.3 Questions relating to this procurement should be addressed via the messaging system within ATAMIS within the timescales indicated in this ITT.

1.1.4 Please ensure, unless otherwise stated, that you respond by the date indicated, within the relevant section of ATAMIS – only respond with attachments where specifically requested.

1.2 Introduction to the Authorities

Blackpool Teaching Hospitals NHS Foundation Trust

- Location: Blackpool, Lancashire
- Overview: Blackpool Teaching Hospitals provides acute hospital services including emergency care, surgery, maternity, and outpatient services. It serves Blackpool and the surrounding Fylde Coast population and is a Tertiary Centre for Cardiac services.
- Key Facts:
 - Teaching hospital with strong emphasis on training and education.
 - Focus on innovation and digital transformation in healthcare delivery.
 - Offers specialized services such as oncology, cardiology, and trauma care.

1.3 Basis of Exercise

1.3.1 The intention of this Invitation to Tender (ITT) is to enable The Authority to identify the Most Advantageous Tender for Ultrasound Insourcing. This document is designed to include all relevant details and information to enable your considered response to be submitted via ATAMIS no later than 12:00 on 13/12/2025.

1.3.2 Submissions made after this date will not be considered.

1.4 TUPE

1.4.1 Whilst it is envisaged that TUPE does not apply in relation to this contract Tenderers are advised to form their own view on whether TUPE applies, obtaining their own legal advice as necessary.

1.5 Invitation to Tender

1.5.1 The Authority invites competitively tendered offers in accordance with the attached Tender Documents.

1.5.2 The Authority does not bind themselves to accept the lowest or any offer and reserve the right to accept an offer either in whole or in part, each item being for this purpose treated as offered separately.

1.5.3 Bidders are advised to read this Invitation to Tender and all supporting documentation very carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their Tender is successful.

1.5.4 The Authority will not be liable for any bid costs, expenditure, work, or effort incurred by a Bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority

1.5.5 Should a Bidder be in any doubt as to the interpretation of any or all parts of the ITT document, questions can be raised using ATAMIS. The closing date for these clarifications is: 27/11/2025 at 12:00.

1.5.6 If at any point during the procurement process, a submission becomes excluded, then that submission will not receive review, scores or comments from any later point of the procurement process. For example, should a submission fail to meet the Qualification criteria, that submission will not be taken for Technical or Commercial evaluation.

1.5.7 Failure to accurately complete any part of the Tender Submission due to human error will not be grounds for rereview following exclusion from the process.

1.5.8 Tender submissions including the Price Schedule are to be made using ATAMIS. It is the sole responsibility of the Bidder to ensure their offer is received in due time and at the stated point of receipt.

1.5.9 To be considered a complete tender the bidder must submit a minimum of: Signed Appendix 1 Form of Tender, Completed Qualification Envelope found in ATAMIS, Completed Technical Response Template, Completed Commercial Response Template.

1.5.10 Applicants who fail to complete the required tender documentation in full, or to provide any of the documents requested, may have their submissions excluded and may not be considered further.

1.5.11 Bidders must endeavour to complete the Qualification Envelope to the best of their ability, where a section is not relevant to the Tender the use of "N/a" will be accepted. Failure to fully complete the qualification envelope will result in exclusion from the process.

1.5.12 As stated in the Technical Response Template Supporting Information may be provided. Supporting Information must be clearly titled with the section it applies to and the appropriate question number. Should Supporting Information be not easily found then Evaluators will not take this Information into consideration and will solely rely on the answer in the Technical Response Template.

1.5.13 Where accreditations, registrations or certifications are requested, it is recommended that copies of the certificates are provided to ensure the appropriate level of cover is held.

1.5.14 Where accreditations, registrations or certifications are requested, it is expected that the supplier holds this at the point of tender submission, unless otherwise stated.

1.5.15 Where accreditations, registrations or certifications are requested, it is expected that the supplier holds this for the full duration of the contract.

1.5.16 The closing date for the return of Tenders is 13/12/2025 at 12:00 and Tenders must be submitted to the Authority via ATAMIS.

1.6 Specification of Services Required

1.6.1 The primary objective of this procurement is to award contracts to support the provision of Audiology Services across the Authority through an Insourcing arrangement.

1.6.2 For full details of the required services, please refer to the Specification.

1.7 Duration

1.7.1 The appointment is to be for a 3-month period, effective from 19/01/2026, with the option to extend for a maximum amount of 3 months.

1.8 Procurement Timetable

1.8.1 The Authority's current procurement timetable is anticipated to be as follows:

Date	Activity
13/11/2025	Issue of Formal ITT Documents
13/11/2025	Response Window opens
27/11/2025	Deadline for receipt of Clarification Questions
13/12/2025	Response window close
24/12/2025	Organisations notified of outcome & Standstill begins
08/01/2026	Standstill period ends
19/01/2026	Service commences

1.8.2 The Authority may, at its absolute discretion extend the closing dates, evaluation window and times specified above without request. Any extension granted will apply to all Bidders and all Bidders will be notified.

1.9 Process

1.9.1 It is intended to award the contract on the basis of the Most Advantageous Tender (MAT).

1.9.2 The evaluation of the Most Advantageous Tender (MAT) is determined by the criteria, and weightings, shown below.

1.9.3 The Authority is not bound to accept the lowest, or any, offer.

1.9.4 Should the Authorities funding not meet the requirement for the full volume of the specification, the Authority reserves the right to pro rata the specified volume to match the financial envelope.

1.9.5 Any Bidder who does not meet the requirements of the Qualification Envelope will be excluded from the procurement process.

1.9.6 Any Bidder who does not provide a fully signed copy of Appendix 1 Form of Tender will be excluded from the procurement process.

1.10 Award Criteria

1.10.1 Evaluation Criteria

Criteria	Weighting
Value	30%
Quality	35%
Service Sustainability	20%
Improving Access	5%
Social Value	10%

The full weighted award criteria for each sub criteria are detailed within the appropriate response template.

The scoring methodology for the Technical Evaluation is detailed in the Technical Response Template.

1.10.2 The Technical Response Template contains several PASS/FAIL Questions. Failure to meet any of these requirements will result in exclusion from the Tender. The Authority reserves the right

to only evaluate the PASS/FAIL Questions for Bidders who FAIL one or more of these.

1.11 Commercial Evaluation

1.11.1 Bidders are required to complete the Commercial Response Template and upload it to ATAMIS where indicated.

1.11.2 The maximum mark available for Value will be 30%.

Tender prices will be scored on a comparative basis, with the lowest compliant Tender receiving the maximum of 30% following weighting. All other Tenders will be compared against that lowest Tender using the formula:

Commercial Score = $30\% - ((B-A)/A)\%$

A = price of lowest compliant Tender; B = price of the Tender being scored

e.g. If the lowest bid was £100 and the bid being scored is £110. The bid being scored is 10% more expensive so will lose 10% of the bidders score and get an overall commercial score of 20% (30%-10%).

1.11.3 If any Tender appears to be abnormally low then the Authority may ask the Bidder to explain its price or costs. If following the Bidder's explanations, the Authority is not satisfied with the Bidder's account for the low level of price or cost in the Tender, the Authority may exclude the submission.

1.11.4 Costs will be evaluated using the Commercial Response Template provided. Prices must be in GBP and exclusive of V.A.T.

1.11.5 Any Supplier who submits a Tender where the Commercial Response Template indicates a cost pressure to the Authority will be excluded from the process and not taken forward for Technical Evaluation. The commercial response template indicates the upper limit of the contract price based on the Authorities budget.

1.11.6 A supplier must not amend the formulae or patient volumes within the Commercial Response Template. Non-adherence with this may result in exclusion from the process.

1.12 Administrative arrangements

1.12.1 Full and correctly structured responses must be submitted, using ATAMIS, by the deadline for receipt of Tender Submissions.

1.12.2 Quality requirements and administrative details proposed must be adhered to. Compliance will form part of the evaluation / selection process.

1.12.3 The evaluation will be based on the criteria outlined in this ITT.

1.12.4 Bidders should note that whilst all attempts have been taken to ensure accurate and correct technical and functional terminology are used in the preparation of this document, there is an absolute obligation on the Bidder to query any ambiguity, whether actual or potential, in the use of technical or functional terms used in this document.

1.12.5 The Authority undertake that in the event of discovering and agreeing any such ambiguity to circulate clarification to all Bidders.

1.12.6 Whilst all reasonable endeavours have been made to accurately describe the requirements, Bidders should form their own conclusions about the methods and resources needed to meet

them.

1.12.7 It is intended that specified personnel may be contacted should Bidders require any further clarification or information about this document.

1.12.8 All contacts will be treated formally, and any information given that is relevant to other Bidders will be passed to them.

1.12.9 Requests for clarification or further information must be made through the e-tendering portal.

2.0 Conditions of Tender

2.1 Conditions of Contract

2.1.1 All tenders received by the Authority shall be deemed to have been made under the Provider Selection Regime, and also in accordance with this ITT and any supplementary contract conditions as stated.

Any contract resulting from this tender will be made under the NHS template sub-contract for the provision of clinical services.

2.2 Information and Confidentiality

Information that is supplied to Bidders as part of the procurement exercise is supplied in good faith. However, Bidders must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused arising from the use by the Bidders of such information, unless such information has been supplied fraudulently by the Authority

All information supplied to Bidders by the Authority in connection with this procurement exercise shall be regarded as confidential. By submitting an offer, the Bidder agrees to be bound by the obligation to preserve the confidentiality of all such information.

This invitation and its accompanying documents shall remain the property of the Authority and must be returned on demand.

Any notice to a Bidder required under these Conditions to be given in writing, shall be deemed to be duly served at the time of actual delivery if delivered at, or at the time of delivery in ordinary course of post if posted in a prepaid envelope addressed to the Bidder by name, to the Bidder's last known place of abode or business or, in the case of a company, the registered office of the company.

Estimated quantities, where inserted in the Invitation to Tender document, shall indicate only the probable requirements for the period referred to and the Authority shall not be bound to order such quantities.

2.3 Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOIA) applies to the Authority.

Bidders should be aware of the Authority obligations and responsibilities under the FOIA to disclose, on request, recorded information held by them. Information provided by Bidders in connection with this procurement exercise, or with any Framework Agreement that may be awarded as a result of this exercise, may therefore have to be disclosed by the Authority in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA applies. The Authority may also include certain information in the publication scheme which it maintains under the FOIA.

In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA, or the Environmental Information Regulations 2004, the Authority may consider it appropriate to ask Bidders for their views as to the release of any information before a decision on how to respond to a request is made. In dealing with requests for information under the FOIA, the Authority must comply with a strict timetable and the Authority would, therefore, expect a timely response to any such consultation within five working days.

If Bidders provide any information to the Authority in connection with this procurement exercise, or with any Framework Agreement that may be awarded as a result of this exercise, which is confidential in nature and which a Bidder wishes to be held in confidence, then Bidders must clearly identify in their offer documentation the information to which Bidders consider a duty of confidentiality applies. Bidders must give a clear indication which material is to be considered confidential and why it is considered to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate. In addition, marking any material as “confidential” or equivalent should not be taken to mean that Authority accepts any duty of confidentiality by virtue of such marking. Please note that even where a Bidder has indicated that information is confidential, the Authority may be required to disclose it under the FOIA if a request is received.

The Authority cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

In certain circumstances where information has not been provided in confidence, the Authority may still wish to consult with Bidders about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party.

The decision as to which information will be disclosed is reserved to the Authority in question, notwithstanding any consultation with the Bidder.

2.4 Prices

Prices must be stated in the Commercial Response Template and must remain open for acceptance until 90 days from the closing date for the receipt of Tenders. Prices must be quoted in GBP, and excluding VAT.

Prices must be firm (i.e., not subject to increase) for the duration of the contract subject only to the variation provisions contained in the Contract.

2.5 Tender Documentation and Submission

Tenders must be for the supply of the whole of the services contained within the Specification. Tenders for part or parts only of the services or for different standards or frequencies of services or made subject to alternative terms or conditions may be rejected.

3.0 General Terms

The terms listed in this *section*, General Terms, are applicable to all contracts awarded under this tender.

3.1 All contracts awarded under this tender are awarded by the Authority.

3.1.1 During the term of the contract the Authority may start or stop utilising the services awarded following agreement between the relevant Authority and the Supplier.

3.1.2 The Authority may request services at any of their sites. Below is listed the sites where the Authority currently operate services. During the term of the contract a the Authority may request services at these sites.

Site Name	Street Name	Town	Post Code
Blackpool Victoria Hospital	Whinney Heys Road	Blackpool	FY3 8NR

3.1.3 The Authority reserves the right to request services at a site not listed above.

3.2 All contracts awarded under this tender are subject to conformance with local Information Governance Policies.

3.2.1 Before contract commencement, a Data Protection Impact Assessment (DPIA) must be completed in line with the local information governance policies of the relevant Authority.

3.2.2 If a DPIA indicates a risk to Data Security or highlights a breach of Information Governance Policy, the service being assessed must not commence until mitigation has been enacted.

3.3 The Authority is committed to helping improve the efficiency of contracted suppliers through sharing information on performance measurement. The criteria for measuring performance shall be agreed with the supplier and formally documented. It is possible that measurement criteria will develop during the term of the contract - this will also be documented following agreement with the supplier.

3.4 Any Bidder who directly or indirectly canvasses any employee of the Authority or acts in an unethical manner concerning the award of the contract is likely to be disqualified.