

CONTRACT FOR THE PROVISION OF AN ORAL HEALTH PROMOTION SERVICE IN THE LONDON BOROUGH OF REDBRIDGE

FOR THE PERIOD 1ST JULY 2020 TO 30TH JUNE 2023 WITH AN OPTION TO EXTEND FOR A FURTHER 12 MONTHS 30TH JUNE 2024

The Council of the London Borough of Redbridge ("the Authority") is seeking Tenders from suitably experienced and qualified organisations for the Contract for the Provision of an Oral Health Promotion Service in the London Borough of Redbridge ("the Contract").

The Contract shall commence on 1st July 2020 and, subject to satisfactory performance, shall continue up to and including 30th June 2023 ("the Contract Period"). At the sole discretion of the Authority and subject to satisfactory performance of the Provider, the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum of one (1) year, providing a possible total Contract Period to midnight on 30th June 2024.

The Contract is for the provision of an Oral Health Promotion Service in the London Borough of Redbridge and aims to:

- Collaboratively develop, model and implement an evidence based programme of oral health promotion for the specified population across Redbridge;
- Integrate oral health promotion into children's commissioning and the broader public health agenda;
- Train health, education and social care professionals in key oral health messages to enable them to provide opportunistic brief oral health intervention;
- Co - ordinate and enable delivery of Brushing for Life (BFL) programme delivered by Health Visitor teams at child progress checks at eight (8) months and two and half (2 ½) years within the Healthy Child Programme;
- Ensure teams supporting children with additional needs are supported to improve their oral health and access appropriate dental services for early prevention;
- Develop and deliver oral health promotion training to primary, community and other frontline staff such as, but not restricted to, school based staff, children centre based staff, Health Visiting staff, school nursing staff, child care providers, residential and nursing home staff and staff delivering services to other vulnerable adults (i.e. alcohol and substance misuse services);
- Recruit Oral Health Champions from staff, parents and carer's trained as detailed in f) above to act as key oral health promoters in their respective work areas, and promote oral health through workshops and events;
- Develop and deliver a tooth brushing programme in the Authority's Children's Centre nurseries (three (3) to four (4) year old's) and support the linking in of dental practices to promote access for continuing care;
- Develop links and partnerships with other health organisation's, voluntary and community and religious groups to support opportunistic brief oral health intervention;
- Develop a protocol for the identification and response to concerns linked to possible dental neglect;
- Deliver a targeted fluoride varnish programme;

- Support the Authority in the delivery of the Dental survey programme to inform the Public Health Outcome Framework Indicator 4.2 - tooth decay in five (5) year old children.

The maximum budget available for the Contract per annum is £77,298.00

Those submitting a Tender shall be required to deliver all requirements of the Contract within this maximum budget. However, Tenders will be judged on value for money and the Contract may be awarded to an organisation submitting a lower priced Tender where quality of service is assured. Any Tenders submitted above the allocated budget will not be accepted.

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Full details of how the Authority will evaluate the Selection Questionnaire are contained at the beginning of the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set the following financial threshold for the Contract at a minimum of eighty-five thousand pounds (£85,000.00) annual turnover in each of the last two (2) years of trading.

The Authority has also set a ratio of no lower than 8 out of 20 as described more fully in Appendix 2 to the Selection Questionnaire.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Technical Ability and Quality 100%; and
- Price Schedule assessed for value for money

A full breakdown of the Evaluation Criteria is contained in the Tender Documents.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 ("TUPE") are likely to apply to this Contract. Organisations will be required to comply with their obligations under TUPE without additional cost to the Authority.

Contract Documents:

The Contract Documents comprise of the following:

- Instructions for the Submission of a Tender;
- Conditions of Contract (Volume A);
- Specification (Volume B);
- Tender Documents (Volume C); and
- The Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended) Staffing Details (Appendix 9).

Any organisation that considers it has the expertise to undertake this Contract can obtain the Contract Documents in accordance with the instructions below:-

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance: you will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
- After you have expressed an interest you will receive an e-mail link to access the Contract Documents;
- Then follow the guidance contained in the Instructions for Submission of a Tender;
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Instructions for Submission of a Tender and must be submitted by no later than **12:00 Hours (12:00 noon) on Wednesday 18th March 2020.**

A Contract Notice in respect of this Contract was dispatched to the Office for the Official Journal of the European Union on Monday 17th February 2020.