**Request for Quotation (RfQ) for the provision of**

Design and facilitate a ‘Digital Leadership bootcamp’ for Health and Care senior leaders within a geographical setting

**HEE Contract Reference: DN433320**

**Issue Date: 30th August 2019**

**Return Date: 13th September 2019**

**INTRODUCTION**

Quotations are invited for the provision of Design and facilitate a ‘Digital Leadership bootcamp’ for Health and Care senior leaders within a geographical setting.

 **Background to HEE**

Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place

Originally established as a Special Health Authority in 2012, we are now a Non-Departmental Public Body (NDPB), as of 1 April 2015, under the provisions of the Care Act 2014.

We believe that the most important resource the NHS has is its people. Without a skilled workforce there is no NHS. More than 160,000 students are at this moment studying to be part of our future workforce. That includes doctors, nurses, midwives, paramedics, physiotherapists and many more roles - in fact there are over 300 different types of jobs performed by more than one million people in the NHS.

Our vision is to provide the right workforce, with the right skills and values, in the right place at the right time to better meet the needs and wants of patients - now and in the future.

 **Background to the Project**

Health Education England has been mandated to deliver intensive training for boards and senior leaders to build tech and data awareness and capability. Work is currently underway to address this deliverable, via The Building A Digital Ready Workforce (BDRW) programme where a draft leadership framework has been developed and piloted across three health care organisations boards. This work is to be considered by the delivery partner when designing the bootcamp.

This contract is inclusive of ‘design time’, logistical management and the delivery of a one day workshop.

**SPECIFICATION**

Through Health Education England, The Building A Digital Ready Workforce (BDRW) programme is seeking a partner to design and facilitate a bootcamp for senior leaders which will excite, engage and inform attendees about digital leadership and transformation. The BDRW programme is currently developing a digital leadership framework for increasing the knowledge and confidence of the systems leaders to deliver digital transformation within their organisations. This framework identifies 8 principles of good digital leadership which should be adopted, amended if necessary (although if amended, it would need to be documented how and why) and evidenced through the design and delivery of the bootcamp. Bidders are encouraged to discuss this work with the team before they apply.

Requirement:

* Outputs – Design, facilitate and deliver a ‘digital leadership bootcamp’ for senior Health and Care Leaders.
* Outcomes – Deliver intensive training for boards/ senior leaders to build their tech and data awareness and capability. Attendees will leave the session knowing how to prepare their boards and their organisations to become digitally capable and measure progress in this area within the context of their existing governance structures. The successful bidder will have demonstrated not only a clear understanding of what digital ready organisations look like, but also how best to get there from where a typical health organisation is today in the UK.
* Inputs – The workshop will be designed in partnership with the BDRW team, incorporating their existing work and methodologies into the day’s agenda. Bidders are asked to work with the BDRW team, using their knowledge of digital leadership, the future landscape and the art of transformation, to create an engaging workshop which will excite and inform the senior leaders of the Health and Care system. Bidders should consider external and internal industry speakers, demonstrations/evidence of good digital leadership and how that can be shaped into the delivery of the workshop.
* Total firm price – All-inclusive price for the contract, not subject to review

**PROCUREMENT TIMETABLE**

This procurement process is intended to follow the time-line below:

|  |  |
| --- | --- |
| 1. Request for quotation issued | 30th August 2019 |
| 2. Deadline for questions | 6th September 2019 at 23:30 |
| 3. Deadline for quotation responses | 13th September 2019 at 23:30 |
| 4. Quotation evaluation | Week Commencing 16th September 2019 |
| 5. Contract awarded  | 25th September 2019 |
| 6. Contract Strategy/Delivery Meeting | Anticipated week commencing 30th September 2019 |

Please note HEE reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

**QUESTIONS:**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to the quotation documents. All queries MUST be submitted via the ‘Supplying to the NHS’ Portal, [www.supplying2nhs.org](http://www.supplying2nhs.org) no later than 6th September 2019 at 23:30hrs using the response section within the invitation to quote.

The closing time/date for receipt of quotes is clearly marked on the portal and you are recommended to upload all documents and submit your quotation in sufficient time for it to reach the server prior to the closing time/date stated. The server automatically time/date stamps all submissions.

* Quotes received after the above date and time may not be considered.
* **NB:** It can take up to two working days for the ‘Due-North’ Technical Team to respond to any technical enquires. HEE will not be liable for any difficulties encountered uploading documents and the closing date and time will be strictly adhered to.
* Ideally, where possible, all supporting documents should be embedded into the quotation document, at the relevant question/section, rather than being attached as a separate document(s). This will benefit bidders by reducing the time to upload their submission, and it also greatly assists the Evaluation Team in identifying the response to each specific area.
* If bidders have any questions about the Invitation to Quote, such questions should be submitted to HEE using the ‘Messages’ facility within the opportunity advertised on the portal. A copy of the question and a copy of the written reply may be circulated to all bidders, with anonymity of the bidder preserved.
* Bidders must not raise questions through any other channels, including emails direct to HEE staff or to the Procurement team. No questions will be responded to, other than those raised through the portal as described above
* It is critical that the documents are read carefully prior to completion. Any questions which are received after 6th September 2019 at 23:30hrs may not be considered.

**SUBMISSION OF QUOTATION**

Quotations, which should be received no later than 23:30hrs, 13th September 2019, should be submitted via Due-North ProContract, HEE electronic tendering system.

**EVALUATION OF QUOTATIONS:**

# Based on the information provided by bidders, each submission will be evaluated based on the following combination of price and quality

# **CRITERIA AND WEIGHTINGS TABLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quotation.**  | **Quality Criteria**  | **Low-Level Weighting** | **High-Level Weighting** |
| 3.1 | Knowledge and experience of delivering bootcamp to senior leaders | 10% | 60% |
| 3.2 | Knowledge of the digital landscape within Health and Care | 10% |
| 3.3 | Ability to create a bootcamp that is exciting and engaging and that will support senior leaders to develop their organisations to make best use of data, information, knowledge and technology | 30% |
| 3.4 | Evidenced ability to work in partnership with the programme team | 10% |
| Response to the financial schedule including Cost of Implementation = Total Cost of Ownership  |
|  | Financial and costs: |  | 40% |
| **Total**  | **100%** |

**METHOD(S) OF APPLYING SCORES AND WEIGHTINGS**

**The highest scoring responses to each of the following ‘Quality Criteria’** *(See.3.1 quality scoring methodology* below) will be awarded 100 marks, with all other bidders scored Proportionate to that, i.e. a quotation that receives 50% less than the highest score will be awarded 50% less marks after which the above weightings will be applied.

**Method Statements/Quality Questions**

* Knowledge and experience of delivering bootcamp to senior leaders
* Knowledge of the digital landscape within Health and Care
* Ability to create a bootcamp that is exciting and engaging and that will support senior leaders to develop their organisations to make best use of data, information, knowledge and technology
* Evidenced ability to work in partnership with the programme team

QUALITY SCORING METHODOLOGY:

|  |  |
| --- | --- |
| **Response** | **Score** |
| **Bidder fails to provide a response or the response is of such a poor standard, question not answered, or omitted, or response is unsatisfactory to provide no confidence that the bidder can meet the standards required. Evidence is unacceptable or non-existent. Does not meet the minimum requirements.** **IS UNACCEPTABLE**  | 0 |
| Poor response, which only partially answers requirement with major deficiencies or concerns in certain areas with lack of detail or relevant evidence. Little relevant data included. Does not meet minimum requirements. **IS WELL BELOW EXPECTATIONS.** | 2 |
| Bidder provides a response that partially satisfies requirement with useful evidence provided, but response falls short of minimum expectations and is of a low standard, with minor deficiencies or concerns in the information provided. Provides a low level of confidence that the bidder can meet the standards required. Does not meet minimum requirements.**IS BELOW EXPECTATIONS.** | 4 |
| Bidder provides a response that is acceptable and meets minimum criteria, but remains basic and could have been expanded upon. The response is of a low to mid standard that provides a low to mid level of confidence that the bidder can meet the standards required **MEETS EXPECTATIONS.** | 6 |
| Bidder provides a response that is comprehensive, is of a mid to high standard that satisfies requirement and exceeds minimum expectations, including extra levels of detail. Provides a mid-level of confidence that the bidder can meet the standards required. **ABOVE EXPECTATIONS.** | 8 |
| Bidder provides an excellent response that is a comprehensive and useful response of a high standard which exceeds expectations including a full description of techniques and measurements employed, where appropriate, that provides a high level of confidence that the bidder can meet the standards required. **IS EXCEPTIONAL**  | 10 |

If applicants’ responses to any of the requirements are left blank (e.g. no written response) then the question(s) concerned will be scored “0” and the quote will not be scored any further.

**CONTRACT TERMS AND CONDITIONS**

6.1Please see the attached HEE Short Form Contract

6.2 All bidders MUST accept the T&C’s in full, as no alternatives will be considered or negotiated.

6.3 Once the contract has been signed, HEE will raise a PO and make necessary payments as set out in the contract.

6.4 Bidders are required to provide the main point of contact, their role and contact details.

**SUPPORTING INFORMATION**

*Note – You may adjust the size of the following text boxes to suit your response.*

##### SECTION A Organisation Details

A-1 Organisation Name

A-2 Type of Organisation *(Please tick as appropriate Y/N)*

|  |  |
| --- | --- |
| A Public Limited company |  |
| A Limited Company |  |
| A Company Limited by Guarantee |  |
| A Partnership |  |
| A Sole Trader |  |
| A Charity |  |
| A Franchise |  |
| A Small/Medium Sized Enterprise or SME[[1]](#footnote-1) |  |
| Other (e.g.: a Special Purpose Vehicle, Joint Venture Company etc. |  |
| *Please specify* |  |

***\*Intermediary includes the worker’s own limited company, a personal service company, a partnership or an individual.***

A-3 Registered Office

A-4 Company Registration

Number

A-5 VAT Registration Number

A-6 If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company.

A-7 To the best of your knowledge, does any director or senior officer of your Organisation have any personal or financial connection with a senior member of staff (including consultant) or any member staff involved in this procurement exercise? If yes, please provide details of the individuals concerned and the nature of their relationship.

Yes / No

**SECTION B Experience of the Organisation**

B-1 Please provide a brief history of the Organisation and its evolution.

B-2 Please detail your Organisation and management structure.

**SECTION C References:**

1. Please provide the details of two organisations that would be willing to act as references to demonstrate your Organisation’s previous experience in providing the type of service required under this contract. Please ensure that the named organisations are able and willing to act as a reference on your behalf before providing their details.

|  |  |
| --- | --- |
| **Contact name and position in organisation** | **Organisation name and full postal address, telephone number and e-mail address** |
| 1.  |  |
| 2. |  |

HEE will endeavour to expedite any unfulfilled requests for references but any further action to secure this information is at the discretion of HEE.

**SECTION D Bidders Response:**

|  |  |  |
| --- | --- | --- |
| **3.1** | **Please outline your knowledge and experience of delivering a bootcamp to senior leaders** | **Weighting 10%**  |
| Response no more than 1,000 words |

|  |  |  |
| --- | --- | --- |
| **3.2** | **Please outline your knowledge of the digital landscape within Health and Care** | **Weighting 10%**  |
| Response no more than 1,000 words |

|  |  |  |
| --- | --- | --- |
| **3.3** | **Please evidence your ability to create a bootcamp that is exciting and engaging and that will support senior leaders to develop their organisations to make best use of data, information, knowledge and technology** | **Weighting 30%**  |
| Response no more than 1,000 words |

|  |  |  |
| --- | --- | --- |
| **3.4** | **Please outline how you plan to work in partnership with the programme team to achieve the outputs and outcomes of the service requirements.** | **Weighting 10%**  |
| Response no more than 1,000 words |

1. An organisation with less than 250 employees [↑](#footnote-ref-1)