**INVITATION TO TENDER**

The invitation to tender will be made via the London Tenders Portal with a content agreed by all 5 Authorities. Below is an outline of a proposal for the invitation to tender with a number of factors that need to be agreed upon by all parties.

1. Background

Health and Wellbeing Boards in England have a statutory requirement to update their Pharmaceutical Needs Assessments (PNAs) every three years. Pharmaceutical Needs Assessments (PNAs) are a statement of the needs for pharmaceutical services of the population in a defined geographical area and are an important tool in market entry decisions. Under the NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations (“the 2013 Regulations”), anyone who wishes to provide NHS pharmaceutical services must apply to NHS England to be included on a pharmaceutical list, and prove that they are able to meet a pharmaceutical need as set out in the relevant local PNA. Ultimately this document has implications on commissioning and delivery of equitable, high quality pharmaceutical services.

The five Local Authorities (LAs) of North Central London (Barnet, Camden, Enfield, Haringey and Islington) wish to jointly commission PNAs for each borough. The project will deliver a PNA for each of the Health and Wellbeing Boards concerned that will meet the requirement as specified in the NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations (“the 2013 Regulations”) *and any subsequent legislation or guidance published during the project period*.

This Specification sets out the 5 LAs minimum requirements for the provision of the Services. Suppliers are (in accordance with the provisions set out below) invited to submit quotations no later than 31 October 2021

The Provider will work initially with a coordinating team to assist in standardizing the process across the 5 boroughs and thereafter independently with each local authority. The Provider will be responsible for project planning and governance, research and data analysis of local pharmaceutical services provision, describing health needs and local priorities, stakeholder engagement, drafting the PNA report, managing the consultation process and acting on feedback and preparing the final report and mapping of services for timely publication.

1. Required Expertise

The provider is required to provide consultancy services, project management and data analysis to produce fit for purpose PNAs for the five LAs.

The provider must have:

* Previous and demonstrable experience in producing PNA’s and have adequate capacity to prepare all 5 PNAs in the timescale set out below.
* Proven project management skills.
* Skills to identify and interpret relevant data and present these in a suitable report format.
* Specialist knowledge of community pharmacy services
* Specialist knowledge and understanding of the 2013 Pharmaceutical Regulations.

1. Timescale

* Scoping and planning and stakeholder engagement
* Data collection and analysis
* Public consultation
* Finalising PNA for final approval by HWBs
* Publication

1. Quotation Pricing

Quote is to include individual quotes for each local authority and an overall quote for all 5 Authorities to include discounts for potential economies of scale.

1. Payments

The contract will be on a fixed price basis inclusive of travel and expenses with staged payments (33% on commencement, 33% 31st January and the remaining payment (34%) following final approval by all five HWBs.

1. Award of the Contract

The award criteria for this contract will be based on an in-house review of the quotations provided by each Provider. The award will be based on both quality (weighted 40%) value for money (weighted 40%) and on social value (20%).

Contract Value

The maximum budget for the 5 boroughs is £160,000+VAT (inclusive of expenses).