

**SOFT MARKET TESTING QUESTIONNAIRE**

**Leicester City Council, Leicestershire County Council, Rutland County Council, Leicestershire Police and Crime Commissioner and Ministry of Justice**

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| **PROJECT** |
| **Recommissioning Substance Misuse Treatment Services over Leicester, Leicestershire and Rutland** |

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| **This document should be completed and returned in accordance with the Guidance for Providers** |
| **This completed questionnaire must be returned electronically by email**  **before or no later than 12:00 hours on 28 September 2020 to the email address**  [**procurement-asc@leicester.gov.uk**](mailto:procurement-asc@leicester.gov.uk)  **with the subject heading: ‘Completed SMT Q – SMTS’** |
| Officer involved  **Ashok Chotalia, Procurement Manager**  **Leicester City Council** |

**7th September 2020**

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**THIS IS NOT A CALL FOR COMPETITION**

**Recommissioning Substance Misuse Treatment Services**

**1. Introduction**

Leicester City Council, Leicestershire County Council, Rutland County Council, the Leicestershire Police and Crime Commissioner and Ministry of Justice are seeking to co-commission an **Integrated Substance Misuse Treatment Service** across the Leicester, Leicestershire and Rutland areas incorporating community-based services for adults and young people including criminal justice pathways.

The current contract for this service was due to end on 31 March 2021 but has been extended until March 2022 due to the Covid pandemic. Therefore, we anticipate that the tender opportunity will become available in Spring/early summer 2021.This will be advertised on [www.eastmidstenders.org](http://www.eastmidstenders.org). Potential bidders are encouraged to pre-register on this site.

This is the 4th soft market test carried out in connection with this recommissioning and is related to emerging practice in response to Covid-19, innovation and market capacity. We also want to ask questions around Prison ‘continuity of care’ as NHSE has recently decided not to include the HMP Leicester Substance misuse service within this integrated service model. The current provider provides the substance misuse service in both HMP Leicester and the community.

We are also working with the MOJ and NPS around an ‘Addictions and Dependencies’ workstream connected to the National reorganisation of Probation Services. It is hoped that this will bring additional funding of up to £90- £100k p.a across LLR for the life of the new contract. We are interested in how this funding can bring ‘additionality’ to the Partnership’s response to substance misuse and reoffending. This additional funding is not meant to be replacing or adding to the core funding from each local authority for treatment services. If included, although part of the same contract the provider will be required to report separately on how this has been used for example in delivering Rehabilitation Activity Requirements for those that don’t have an identified treatment need.

The Leicester and Leicestershire **Integrated Substance Misuse Treatment Service** was last procured during 2016, following a savings review, and a range of community and criminal justice services were combined into a single service. The Rutland Integrated Substance Misuse Treatment Service was last procured separately during 2017 and a range of community and criminal justice adult and young people’s drug and alcohol services were combined into a single service.

The current services across Leicester, Leicestershire and Rutland is made up of the following service elements:

* community pathways (e.g. alcohol, drugs, complex cases, families and carers);
* a children and young’s people pathway (under 21);
* a young adult’s pathway (18-25(21-25 for Rutland));
* a criminal justice pathway;
* a prison and through the gate pathway;
* shared care arrangements; and
* in reach arrangements/ collaborative working with health, social care, education and other settings.

The service provides both clinical and psychosocial support and includes a focus on harm reduction (BBV and needle exchange), aftercare and mutual aid support.

Leicester City Council has noted the following trends:

* a decline in the numbers of children and young people being referred and engaged in structured treatment;
* a fall in the number of adults engaged in treatment for primary alcohol problems
* a reduction in referrals from the Criminal justice system and G.P’s, alongside an increase in self-referrals.
* an increase in the number of service users presenting with a housing problem and urgent housing problem.
* a relatively high number of presentations with a Mental health treatment need.

Leicestershire County Council has noted the following trends;

* a slight increase in the numbers of children and young people being referred and engaged in structured treatment
* a significant increase in the number of adults engaged in treatment for alcohol dependency
* a reduction in referrals from the criminal justice system, and a slight increase in self-referrals. GP referrals remain stable
* a slight increase in the number of service users presenting with a housing need/urgent housing problem
* an increasing number of people presenting with a mental health treatment need.

Rutland County Council has noted the following trends;

* a slight increase in the numbers of children and young people being referred and engaged in structured treatment
* A slight increase in the number of adults engaged in treatment for opiates and non-opiates.
* a significant increase in the number of adults engaged in treatment for alcohol dependency
* a static position in referrals from the criminal justice system, and an increase in both self-referrals and referrals from health services.
* Low numbers of service users presenting with a housing need/urgent housing problem.
* Significant numbers of people presenting with a mental health treatment need
* JSNA profiles for drugs and alcohol are available at:

<https://www.leicester.gov.uk/your-council/policies-plans-and-strategies/public-health/data-reports-information/jsna/adults-joint-strategic-needs-assessments/>

Leicestershire Joint Strategic Needs Assessment 2018 – 2021, Alcohol Misuse in Adults <http://www.lsr-online.org/uploads/alcohol-misuse-in-adults.pdf>

Leicestershire Joint Strategic Needs Assessment 2018 – 2021 Substance Misuse in Adults <http://www.lsr-online.org/uploads/substance-misuse-in-adults.pdf>

Rutland County Council Joint Strategic Needs Assessment <https://www.rutland.gov.uk/my-services/health-and-family/health-and-nhs/joint-strategic-needs-assessment/>

**This process does not constitute a formal tender or other competitive bidding process and will not result in the letting of a Contract.** The commissioners are using this process solely to test the market to gather information and ascertain the level of interest in this service. There are therefore no formal criteria which we will use to judge your responses, and it is not our intention to provide any feedback.

**2. Guidance for providers**

Please keep a copy of your completed questionnaire. You will need this if we need to clarify or discuss your answers with you.

This completed questionnaire must be returned electronically by email before or no later than **12:00 hours on 28 September** to the email address [procurement-asc@leicester.gov.uk](mailto:procurement-asc@leicester.gov.uk) with the subject heading: ‘Completed SMT Q – SMTS’.

**3. Confidentiality and Freedom of Information**

Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FOIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such.

The Councils are committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Councils may also decide to include certain information in the publication scheme which the Councils maintain under the Act. Under the Freedom of Information Act 2000 ("FOIA"), members of the public or any interested party may make a request for information to the Council.

The Councils will consider the disclosure of any information, including prices, contained in the SMT document, subject to the exemptions the FOIA.

**4. Soft Market Testing Questionnaire**

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| **GENERAL INFORMATION** | | |
| **4.1 Full name, address and website** | | |
| Trading name of the organisation |  | |
| Address |  | |
| Town/ City |  | |
| Postcode |  | |
| Country |  | |
| Website URL |  | |
| **4.2 Main contact for correspondence about this questionnaire** | | |
| Name |  | |
| Position |  | |
| Telephone number |  | |
| Mobile phone number |  | |
| Email address |  | |
| **4.3 Trading Status** | | |
| Trading status of organisation:  a limited company  a public limited company  a limited liability partnership  other partnership  a sole trader  a third sector  other (please specify) | | |
| Date of registration in country of origin | |  |
| Company registration number (if applicable) | |  |
| Charity registration number (if applicable) | |  |
| **4.4 Organisation Classification** | | |
| Relevant classifications (state whether you fall within one of these, and if so which one)  Voluntary Community Social Enterprise (VCSE)  Sheltered Workshop (an organisation that employs people with Learning Disability separately from others).  Public service mutual  Not applicable | | |
| **4.5 Size of Organisation** | | |
| Is your organisation a Large, Medium, Small or Micro Enterprise (SME)?  Micro (0-10 employees)  Small (11-50 employees)  Medium (51- 250 employees)  Large (over 250 employees) | | |

**Questions for the market**

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| Interested parties are asked to provide responses to the following questions.  Please note that although there is no word limit, we do not expect huge amounts of detail in response to each question. |

**Emerging Covid-related delivery**

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| **Question 1** |
| Please tick which response applies to your service:  a) We deliver a drug and alcohol service for children and young people **and** adults.  b) We deliver a drug and alcohol service for children and young people **only**.  c) We deliver a drug and alcohol service for adults only |
| **Question 2** |
| We acknowledge that there is remaining uncertainty about the lasting nature of Covid restrictions.  Of the service delivery and/or staffing changes implemented as a result of the COVID-19 pandemic, which do you think would be beneficial to retain as business as usual practice and why? |
| **Please provide your response here:** |
| **Question 3** |
| Has the Covid-19 Pandemic had any impact on your capacity to take up tendering opportunities and/or do you think it will do so over the next 12 months? |
| **Please provide your response here:** |
| **Question 4** |
| In light of the ongoing COVID-19 pandemic or not, what factors should local authorities looking to commence a procurement in 2021 take into consideration and what adjustments do you think should be made e.g. practical challenges around the submission (meetings), bidders’ event |
| **Please provide your response here:** |

**Providing services across different areas**

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| **Question 5** |
| The proposed model will cover Leicester, Leicestershire and Rutland. This will be subject to separate contracts with each authority but provides advantages such as the alignment with the local footprint for Criminal Justice and Mental Health Services.  However, this provides challenges around meeting the particular needs of each area. From a Commissioning perspective there is a need to ensure that there is suitable return on investment. As commissioners we recognise the challenges of working across different areas. |
| **Please tick either (a) or (b):**  a) in some areas we deliver ‘one service’ across more than one neighbouring local authority.  b) we don’t currently provide ‘one service’ across more than one neighbouring local authority. |
| **Please provide additional comments here if required:** |
| **Question 6** |
| In your experience, what effective ways have you managed, or would you suggest managing, a service across an area with such differences? |
| **Please provide your response here**: |
| **Question 7** |
| Although we want the service to operate in an integrated manner, in what ways do you think you would be able to break down financial reporting to an authority level if required? |
| **Please provide your response here:** |

**Funding levels and financial pressures**

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| **Question 8** |
| On the assumption that there is no additional funding (including inflationary uplifts) made available over the life of the contract please tell us about the budgetary pressures that you anticipate over a contract of 5-7 years in length. How would you propose to manage these? |
| **Provide your response here:** |
| **Question 9** |
| Pensions and TUPE  Please ensure you have read the information contained within the link below before answering this question.  <https://www.leicestershire.gov.uk/jobs-and-volunteering/local-government-pensions/advice-for-employers/pensions-and-tupe-admission-agreements-and-admitted-bodies>  There are 3 admissions routes open to the Letting Employer, as listed below. Please list the factors for consideration by bidders, against each option, when modelling the Substance Misuse service:   1. Pooling (pass-through) 2. Fixed contribution (pass-through) 3. Letting Employer retains the pre-contract risk |
| **Provide your response here:** |

**Other questions**

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| **Question 10 – Continuity of care from Prison to Community** |
| What do you think leads to effective continuity of care between a Substance Misuse service in Prisons such as HMP Leicester (Men) and HMP Peterborough (Women) and local community-based substance misuse services? |
| **Please provide your response here:** |
| **Question 11 – Additional Criminal justice funding** |
| Additional funding from the MOJ of approximately up to £90-£100k p.a. maybe available as part of the forthcoming tender, across LLR. We are interested in hearing how this funding could be used to bring some additional value to the reduction of reoffending, in particular for individuals leaving prison or appearing in court who don’t appear to have treatment needs but still require some degree of intervention for their substance use.  How do you think this funding could be most effectively used to support the reduction of reoffending amongst adults with no identified treatment need but who still require drug/alcohol related interventions through a Licence or Rehabilitation Activity requirement?  Please let us know if you have any experience of delivering planned and structured drug/alcohol services to individuals within the Criminal justice system that do not have identified treatment needs. |
| **Please provider your responses here:** |
| **Question 12– Digital interventions** |
| What would you consider to be the role of digital interventions within substance misuse services e.g. e-modules, pop-up web-page-chat-boxes, phone apps, and how do you think they can be effectively deployed? Are there any barriers to their development and use across services? How do these methods deliver value for money? |
| **Please provider your response here:** |
| **Question 13 - Properties** |
| It is unlikely that the local authorities will be in a position to mandate specific properties as part of this procurement although we maybe in a position to sign-post bidders to some potential resources that bidders would need to consider themselves. However, these are unlikely to provide complete coverage for what is required. Therefore, it is likely that bidders will need to source their own property proposals.  Would you still consider taking part in this procurement opportunity if you were required to source your own service premises? Is there anything that the Authorities could do to support this process? |
| **Please Provide your response here**: |
| What impact on your mobilisation plan and associated activity would having to source your own premises have? |
| **Please Provide your response here:** |
| **Question 14 - Services in Custody Suites** |
| Currently drug testing is carried out on arrest (under the Drugs Intervention Programme for trigger offences) and the Police can also test those arrested or charged for non -trigger offences where they deem the detainee to be under the influence of drugs using an Inspectors Authority. Following a positive drug test, the detainee is legally required to attend an assessment with a Criminal Justice Drugs Worker.  The Criminal Justice Drugs workers are present in custody suites at key/peak times however in their absence Police staff have to book an appointment with the worker  We would be interested to understand:   1. What innovative methods could be deployed to maximise the uptake and engagement with this cohort of service users? 2. How could services maximise the availability of the Criminal Justice worker’s time to effectively meet the needs of not just those who have committed a trigger offence but also the broader needs of those detainees who require an assessment following a positive test through the Inspectors Authority route? |
| **Please Provide your response here**: |

**7. UNDERTAKING BY THE PROVIDER**

I/We certify that the information supplied is accurate to be best of my/our knowledge and that I/We accept the conditions and undertakings requested in the questionnaire and also fully understand that this is not a call for competition.

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| Signed\* |  |
| Name (please print) |  |
| Position |  |
| On behalf of (name of organisation) |  |
| Date |  |

**\****Please note the term ‘Provider’ refers to sole proprietor, partnership, incorporated company, and cooperative as appropriate. The undertaking should be signed by a partner or authorised representative in her/his own name and on behalf of the Provider*