

# **REQUEST FOR QUOTATION FOR INTEGRATED BEHAVIOUR CHANGE SERVICE EVALUATION**

## Introduction and Specification



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## SECTION 1: INTRODUCTION

### PART A: GENERAL REQUIREMENTS

The Council invites quotations for the provision of an evaluation of the Cambridgeshire and Peterborough Integrated Behaviour Change Service, with a specific focus on the adult weight management services.

The Council's detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Council reserves the right to:

- carry out due diligence checks on the awarded bidder, including but not limited to credit checks such as Dun & Bradstreet, valid and sufficient insurances as required;
- credit checks
- amend the conditions of Contract attached on page 22;
- abandon the procurement process at any stage without any liability to the Council; and/or
- require the bidder(s) to clarify its quotation in writing and if the bidder(s) fails to respond satisfactorily, this may result in the bidder(s) not being selected.
- Review any bids that appears to be abnormally low or unsustainably high in cost and reserve the right to reject such bid(s) without further evaluation or clarification.

For technical support when using the Procurement Portal, please contact the Proactis support desk:

- Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
- Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively, you may use the electronic ticket logging system which can be found [here](#).

### PART B: BACKGROUND

The Council provides county-wide services to all its citizens, has numerous statutory responsibilities, including in respect of the provision of education, and supports blue light services, the health sector, charities, and other local Authorities.

The Council's strategic objectives are to provide a good quality of life for everyone living in the county, creating thriving places for people to live and give the best start for Cambridgeshire's children.

Please see website [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

### **PART C: OVERALL PURPOSE/OUTCOME**

Cambridgeshire County Council are looking to appoint a provider to design and deliver a mixed-methods evaluation and review the current Cambridgeshire and Peterborough behaviour change services

The current Service was commissioned in October 2020 and running until September 2025, is a joint contract between Cambridgeshire County Council and Peterborough City Council. Due to the separation of the two Council's in 2023 and subsequently their Public Health functions from September 2024, the evaluation work needs to consider the future commissioning of the services in making recommendations to improve service delivery and health outcomes.

### **PART D: VALUE AND TERM OF PROJECT**

- 1.1. The contract will run for a period of 2 months from the date of the commencement of services.
- 1.2. The commissioner has not stated an estimated value of this contract.

### **PART E: PROCUREMENT TIMETABLE**

The timetable below is Indicative and its subject to change

|   |   |
|---|---|
| <b>Request for Quotation Issued</b>                                     | 27 August 2024                            |
| <b>Deadline for Clarification Questions</b>                             | 6 September 2024                          |
| <b>Deadline for Quotation Responses<br/>deadline will be at [10:00]</b> | 16 September 2024                         |
| <b>Quotation Evaluation – week commencing</b>                           | 16 September 2024                         |
| <b>Contract Award (estimated)</b>                                       | 23 September 2024                         |
| <b>Contract Commencement (estimated)</b>                                | 23 September 2024                         |
| <b>Contract End Date (estimated)</b>                                    | 29 November 2024                          |
| <b>Extension commencement (estimated)</b>                               | 29 November 2024                          |
| <b>Extension End date (estimated)</b>                                   | 28 March 2025<br>(2 x 2 month extensions) |

### **PART F: QUTOTATION CLARIFICATION AND RESPONSES**

Any queries about this document, the procurement process, or the proposed contract itself, should be submitted via the [ProContract](#) messaging area.

Should you wish to take part in the procurement process please complete this the response document and Pricing Sheet and return via [ProContract](#) messaging area by the deadline stated in the Procurement Timetable.

All compliant bid submissions will be considered held OPEN for the duration of ninety (90) days from the date of close of this Request to Quote opportunity.

### **PART G: INSURANCE LEVELS**

The successful bidder will be required to have in place by the commencement date of the contract, the following levels of insurances:

- (a) **Public Liability** insurance with a limit of indemnity of not less than Two Million Pounds [£2,000,000] in relation to any one claim or series of claims.
- (b) **Employer's Liability** insurance with a limit of indemnity of not less than Five Million Pounds [£5,000,000] in relation to any one claim or series of claims
- (c) **Professional Indemnity** insurance with a limit of indemnity of not less than One Million Pounds [£1,000,000] in relation to any one claim and in the aggregate in any one period of insurance. and shall ensure that all professional consultants or Sub-Contractors involved in the provision of the Services hold and maintain appropriate cover.

### **PART H: EVALUATION OF QUOTATIONS**

Any bids not compliant or completed fully will be discarded. Based on the information provided by bidders, each compliant submission will be evaluated based on the following criteria:

|  |
|--|
| <b>Award Criteria Questionnaire Weightings</b> |
|--|

The Award Criteria Questionnaire carries a total weight of 100%. This is split between the following sections:

- i. Price (20%)
- ii. Quality (80%)

For the questions/sub-questions with a Pass/fail criteria, the Council may reject the bid in its entirety if it scores a fail on anyone of these.

### **Pricing**

The Bidder with the lowest overall compliant price will be awarded the full score of [20%]. All other bids will be scored in accordance with the following calculation:

$$= \text{Price Weighting} - \left( \frac{\text{Your submitted price} - \text{lowest submitted price}}{\text{Your submitted price}} \right) \times 100$$

For example, if the price evaluation carries 20% of the overall marks and there are three tenders priced at £35,000, £32,500, and £30,000 scores would be as in the following table.

This example is based on a 30% price weighting where the lowest compliant price is £30,000.

|          | Bid Price  | Price Calculation                | Price score |
|----------|------------|----------------------------------|-------------|
| Bidder 1 | £30,000.00 | =20% (lowest compliant price)    | 20          |
| Bidder 2 | £32,500    | =20-((32,500-30,000)/32,500)*100 | 12.30       |
| Bidder 3 | £35,000.00 | =20-((35,000-30,000)/35,000)*100 | 5.71        |

The above example is for illustrative purposes only and all scores have been rounded to two (2) decimal places.

Bidders who receive a minus score will be given a 'ZERO' ('0') score for the purpose of this procurement process.

In the event of a tie between two or more bids, the Council will award the contract to the bid with the Highest Quality score.

### Evaluation Method (Award Criteria Questionnaire)

An initial examination will be made to establish the completeness of submitted quotes reserving the right to disqualify any quotes which is incomplete. Information submitted by Bidder in response to this document may be subject to further clarification questions by the Council.

All quality questions will be scored independently by Evaluators.

The Bidder's response to each question will be evaluated and scored a maximum of 10 marks as per the table below unless otherwise stated in the response document:

The Quality Questions will be scored using the following scale:

### Quality Responses

Bidders' responses to each question will be scored out of a maximum of ten (10) marks as per the table below:

| Score | Commentary             |
|-------|------------------------|
| 0     | Very weak or no answer |
| 2     | Poor                   |
| 4     | Satisfactory           |
| 6     | Good                   |
| 8     | Very good              |
| 10    | Exceptional            |

The evaluators will score using the marks as described above, with **NO ODD** marks being used. The evaluated mark will be divided by 10 and multiplied by the sub weighting (%) of the question, to give a final score (%) for each question.

For example, if the sub weighting for the question is 20% and the bidder is marked a '2', their final score (%) for that question will be:

$$2/10 \times 20 = 4\%$$

Bidders should note that each score will be based on the information provided in response to that specific question, evaluators will consider whether all parts of the question have been answered in sufficient detail to give a clear understanding of how well the contract will be delivered

Please note the word limit for each question, and this is the total word limit for the entire question not where there are individual sub questions.

## PART I: QUESTIONNAIRES

Please complete the below questionnaire within ProContract. For details on weighting and scoring criteria please see 'Evaluation of Quotations'.

### Selection Questions

| Question   | Provider Response  | Supplier Help  |
|--|--|--|
| <p><b>1.</b></p> <p>The level of insurance required is £2million public liability and £5million employers' liability.</p> <p>Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?</p>  | <p>£ <b>Yes</b> - have levels of cover already and will continue to for this contract.</p> <p>£ <b>No</b> - but will provide the Authority's level of cover requested if awarded the contract</p> <p>£ <b>No</b> - have not got cover and won't provide Authority's level of cover</p> | <p><i>Potential Providers who answer 'No – have not got cover and won't provide Authority's level of cover' will be eliminated from the process.</i></p> <p>Please complete within the Selection Questionnaire in ProContract.</p> |
| <p><b>2.</b></p> <p>The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.</p> | <p>£ <b>Yes</b> – in response to this quotation our supply chain complies with the Modern Slavery Act 2015</p> <p>£ <b>No</b> – in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015</p>  | <p><i>Potential Providers who answer 'No' will be eliminated from the process.</i></p> <p>Please complete within the Selection Questionnaire in ProContract.</p>   |



|   |  |  |
|---|--|--|
| <p><b>3.</b></p> <p>Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act.</p> | <p>£ <b>Yes</b> – in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.</p> <p>£ <b>No</b> – in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.</p> | <p><i>Potential Providers who answer 'No' will be eliminated from the process.</i></p> <p>Please complete within the Selection Questionnaire in ProContract.</p> |
|---|--|--|

### Quality Questions

| Question   | Question Weighting % | Supplier Help  |
|--|----------------------|--|
| <p><b>1.</b></p> <p>Please outline your suitability for undertaking this service review, including knowledge, experience, and details and examples of similar work relevant to the service specification that your organisation has carried out and the outcomes achieved.</p> <p>It would be desirable to include at least one example where you have worked with a Local Authority on a similar project and comparisons relevant to Cambridgeshire and Peterborough.</p> <p>(750 words max.)</p>   | 15%                  | Please complete within the Quality Questionnaire in ProContract. |
| <p><b>2.</b></p> <p>Please outline your proposal for successfully delivering this service review and evaluation.</p> <p>Your answers should include (but are not limited to) how you will approach, design and carry out the evaluation to meet the scope, aims, objectives and outputs.</p> <p>In addition, please detail, using your expertise and experience, how you will bring added value and additional insight to this evaluation, in areas potentially not stated in the specification, to ensure that the evaluation review offers a complete and rounded end-product that is fit for purpose for supporting a successful retender specification.</p> <p>(1000 words max.)</p> | 50%                  | Please complete within the Quality Questionnaire in ProContract. |
| <p><b>3.</b></p> <p>How will you deliver the requirement within deadlines set?</p> <p>In your response, if applicable, please explain:</p> <ul style="list-style-type: none"> <li>Your mixed-method approach to delivering the requirement and why you propose to deliver it this way.</li> </ul>  | 20%                  | Please complete within the Quality Questionnaire in ProContract. |

|  |            |   |
|--|------------|---|
| <ul style="list-style-type: none"> <li>• Your methodology when balancing evidence-based approaches with innovation.</li> <li>• Your approach when overcoming challenges and providing real-time solutions to meet contract requirements on time (and examples where you have done this successfully).</li> <li>• How will you assure the quality of work produced?</li> </ul> <p>(750 words)</p> |            |   |
| <p><b>4.</b></p> <p>Please outline what you identify as the main challenges and risks to undertaking this project and how will you plan for and mitigate these?</p> <p>(500 words)</p>   | <p>15%</p> | <p>Please complete within the Quality Questionnaire in ProContract.</p> |

## SECTION 2: SPECIFICATION

### .1. Scope

- 1.1 Cambridgeshire County Council requires the design and delivery of a comprehensive evaluation to support the effective re-procurement of the Cambridgeshire Integrated Behaviour Change Services, with a specific focus on the adult weight management services and patient pathways.
- 1.2 Since the initiation of the Integrated Healthy Lifestyle Service contract in 2020, Cambridgeshire County Council and Peterborough City Council have decoupled most of their services. This decoupling process will include the Public Health service from September 2024. Whilst the review and evaluation of the current service model, in large part, does not distinguish between the two areas, the review will need to consider different recommendations, outcomes and outputs as the two authorities commission their future healthy behaviour services.
- 1.3 The Provider will be expected to engage with relevant direct and indirect services, stakeholders and partners to undertake the evaluation, considering the need to ensure access, integration and pathways for adults from a range of ethnic backgrounds, genders/gender identifications and geographical areas (eg urban and rural areas, as well as areas of deprivation and affluence) are appraised.
- 1.4 The provider will be expected to identify the key cohorts of participants and partners through various relevant communication and engagement routes and mechanisms. As such, a sound knowledge of the health, social care and voluntary and community sector networks in Cambridgeshire and Peterborough will be beneficial. CCC will facilitate links with commissioned providers as far as practicable.
- 1.5 The provider is expected to consider and evaluate the existing challenges, successes, opportunities, strengths and weaknesses of the current model of service delivery. Including but not limited to the interactions between referrers and providers, the patient journey into and through the healthy behaviour interventions, the communication channels, the interactions between software systems, duplication of provision provided elsewhere in the system and the current and potential future place-based landscape

### .2. Service Requirements

#### Background

- 2.1 The “Healthy You” Integrated Behaviour Change service is a Public Health commissioned prevention service on behalf of Cambridgeshire County Council in joint-commissioning partnership with Peterborough City Council.

- 2.2 The Healthy You service aims to improve healthy life expectancy through addressing the main risk factors for chronic disease and early death; smoking, alcohol use, cardiovascular disease, diabetes, high blood pressure/cholesterol, physical inactivity, excess weight and a poor diet.
- 2.3 The central themes for the service are integration, ongoing development and innovation. The integration of all the different services that are either part of this commissioned model or of partners is at the centre of the service.
- 2.4 Since its joint inception in 2020, Healthy You has been delivered by through three contractual areas (Lots). Each Lot includes component parts, described within separate service specifications, but all are required to work as one integrated service - indivisible to the patient - under one brand and utilising the central triage service when appropriate:
1. Core Lifestyle Service (Lot 1)
  2. Tier 3 Weight Management Service (Lot 2)
  3. Tier 1 Healthy Lifestyle Service (Lot 3)
- 2.5 **Core Lifestyle Service (Lot 1)** delivered by Everyone Health includes the delivery of the following risk reduction, healthy lifestyle interventions:
- Lifestyle Service Central Triage
  - Stop Smoking
  - Adult Weight Management: Tier 2
  - Outreach and Workplace NHS Health Checks
  - Behaviour Change Training
  - National Child Weight Management Programme (NCMP)
  - Behaviour Change Maintenance
  - Mental Health First Aid Training
  - Health Trainer Service
    - Place-based generic health trainer service
    - Alcohol specialist health trainer service - (moderate and increasing risk)
    - Falls prevention specialist health trainer service
    - Mental health specialist health trainer service
    - Stop smoking specialist health trainer service
    - Eastern European specialist health trainer service
    - Carer specialist health trainer service
    - Diabetes specialist health trainer service

The service consists of a multi-component structure but is built on a set of principles and aims:

### 1. Integration, Innovation and Specialist Development

The Integrated Core Lifestyle Service is central to the overall Service as described in the Shared Service Specification element that applies to all the Lots. Developments should align with changing needs, the ever-progressing evidence-base, national/regional policy context, and the changing organisational landscape.

**2. Referrals and Triage**

The Core Lifestyle Service will provide a central triage function which will accept self-referrals along with health professional referrals. All elements of the Integrated Lifestyle Service will have responsibility for the establishment and development of referral pathways across the whole integrated lifestyle service, and with partner organisations.

**3. Multi-disciplinary Case Review**

The Core Service will ensure that Tier 2 and 3 weight management service referrals are processed through quarterly (more frequently if necessary) multi-disciplinary case reviews. Reviews will be clinically led and include staff from both Tier 2 and Tier 3 services. This will ensure that referrals access the most appropriate service and support the management of demand for the Tier 3 service. Innovative approaches to managing this demand are required.

**4. Service Website**

The Core Service will have responsibility for maintaining the service website that will provide key information

**5. Service Accessibility**

The lifestyle service is a place-based community service. Accessible community-based service delivery that meet the needs of the local population, both rural and urban, is essential. Innovative approaches will be required to meet these service requirements

**6. Place Based Service Delivery**

Services are required to reflect the evolving organisational landscape as it moves increasingly towards services being developed and integrated around places. Integrated Neighbourhoods (IN) and Primary Care Networks (PCNs) are focused upon place-based models of delivery and are central to the delivery of the health trainer and weight management services. Weight management services, a specific focus of this evaluation review, need to have strong links with place-based developments and are required to be accessible throughout the different geographies of Cambridgeshire and Peterborough and be proportionate to need.

**7. Digital Innovation**

The providers of all three service areas are required to collaborate together and with the commissioner to identify and deliver innovative digital delivery options that encompass and integrate all service delivery elements. This has

become an increasing focus since the COVID19 pandemic where digital and remote interventions are becoming increasingly acceptable and in cases preferable.

## **2.6 Tier 3 Weight Management Service (Lot 2)**

- 2.6.1 The aim of the Tier 3 adult weight management service is to provide specialist assessment, treatment and support for individual's, aged 18 or over, with severe and complex obesity.
- 2.6.2 The Tier 3 service should build on any interventions received in the community (Tier 1 and 2) and must appropriately tailor delivery to take into account age, gender, socioeconomic status, culture and any disabilities of the individual.
- 2.6.3 It will provide specialist dietary, pharmaceutical and psychological treatments, delivered by a multi-disciplinary team (MDT), with detailed and regular follow-up.
- 2.6.4 The Tier 3 weight management service will align with NICE Guidance and will adhere to the Cambridgeshire and Peterborough Integrated Care Board (ICB) policies relating to the management and treatment of obesity.

## **2.7 Tier 1 Weight Management and Physical Activity Service (Lot 3)**

- 2.7.1 The Tier 1 service comprises universal approaches, which includes population-wide services and initiatives, and targeted approaches. It includes a wide range of interventions that focus on prevention and early intervention. This Service focuses on the prevention and management of obesity and improvements in other health outcomes.
- 2.7.2 Central to delivery is behaviour change in support of increasing physical activity and healthy eating. However, tier 1 also includes interventions such as changes to the built environment, and working with schools/workplaces to increase active commuting to school and work. The Service will work with any of these broader initiatives in the local areas to support and maximise their impact.
- 2.7.3 A fundamental dimension of the Tier 1 Service is its integration with all the other parts of the Lifestyle Services, including the Tier 3 weight management service.
- 2.7.4 This Tier 1 Service is a collaborative programme for the whole of Cambridgeshire County Council (CCC) and Peterborough City Council (PCC), but the delivery model is aligned with the following six district/city areas that must be supported by a central co-ordinating function:
  - Cambridge City Council
  - East Cambridgeshire District Council

- Fenland District Council
- Huntingdonshire District Council
- Peterborough City Council
- South Cambridgeshire District Council

2.7.5 The model is commissioned to a consortium of all the above District Council, in partnership with Living Sport, and led by Cambridge City Council are the named contractual body.

### **.3. Aim, Objectives and Outputs**

#### **Aim**

- 3.1 The aim of the evaluation is to provide the comprehensive insight and integration in the current service model's strengths, weaknesses, challenges, successes and failures to present a comprehensive narrative necessary to shape and inform the design and delivery of a future integrated lifestyle service.

The evaluation should aim to meet all the outcomes and outputs of this review and make clear, achievable recommendations to, but not limited to, the pathways to improve the volume and quality of appropriate referrals into the service whilst reducing inappropriate referrals, improve the number of referring agencies, understanding of the provision offer and its integrated nature, uptake of risk reductions interventions; flow of patients into, through and exiting from interventions and its successful contribution to a reduction poor lifestyle and behaviour choices and health risks in adults living in Cambridgeshire and Peterborough.

The evaluation aims to include the outcomes of a cost-effectiveness comparison as part of the review of best practice elsewhere in the UK (and wider) for similar integrated behaviour changes services commissioned by Local Authorities, to allow a benchmarking of Best Value.

#### **Objectives**

- 3.2 Conduct a desktop review of evidence-based practice around integrated lifestyle and behaviour change services and review the existing specification for the Healthy You Integrated Lifestyles Services (Lots 1, 2 & 3). Review best practice examples of other integrated lifestyle and behaviour change services in the UK and, if applicable and appropriate, outside of the UK, for comparison purposes. As part of this best practice review, perform a cost effectiveness comparison, and quantify and explain any significant differences found.
- 3.3 Conduct interviews with relevant stakeholders to explore which elements of the services have been working well and which needs improvements, to understand where best the Council should be investing future limited resources within the system to reduce potential duplication of service offer and maximise health improvement opportunities and outcomes.



- 3.3 Explore to what extent the current services are performing well and are accessible to and attracting our target populations.
- 3.4 Explore how well current referrals systems work to ensure rapid response and minimal drop out, how best the service is marketed to reach marginalised populations most at risk, and what programmes must be in place to ensure best outcomes for marginalised groups.
- 3.5 Review the performance, challenges and successes of the service in meeting the key performance indicators and principles of integrated delivery of:
  1. Integration, Innovation and Specialist Development,
  2. Referrals and Triage,
  3. Multi-disciplinary Case Review,
  4. Service Website,
  5. Service Accessibility,
  6. Place Based Service,
  7. Delivery Digital Innovation.
- 3.6 Apply a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis to the current model, with a specific focus on the Weight Management Services.
- 3.7 Provide a detailed evaluation appraisal with recommendations to fully inform the Councils' decision on the future model of delivery of the Integrated Behaviour Change Services.

### **Outputs**

- 3.8 The output is expected to be a comprehensive individual report for Cambridgeshire County Council
- 3.9. An executive summary of the report of no more than 3 pages
- 3.10 A presentation slide deck of between 15 – 30 slides outlining the review process, findings and recommendations.

### **.4. Evaluation approach and methodology**

- 4.1 The evaluation partner will design and deliver an evaluation approach and methodology that delivers the objectives and areas of focus set out above. It will include the following elements:

**Communication to different audiences:** through the evaluation, we want to generate actionable insights for key stakeholders, as well as share good practice with others. The evaluation team will be skilled at understanding needs and communicating insights to a range of different audiences. Specifically, the evaluation

will enable Southwark decision makers to build an understanding of how to use the levers available to them to improve the nutritional quality of school food.

**A flexible approach:** this is a complex programme of work that is expected to adapt and change throughout the timeframe. The evaluation team will be flexible and adaptable, and work collaboratively with the key stakeholders.

**A mixed-methods approach:** the Evaluation will include a mixture of quantitative and qualitative methods. The evaluation partner will effectively utilise any data that is already being collected. A mixed-methods approach is needed to evaluate outcomes of the different interventions and identify any barriers and challenges to the implementation of the different interventions.

**Adherence to tight deadlines:** The Evaluation has an expectation of a very tight turnaround and so a proactive approach is a paramount requirement to meet these deadlines.

## .5. Contract management

- 5.1 An initial mobilisation meeting will take place between the Provider and the Commissioner to agree the evaluation plan/framework, methodology and timelines.
- 5.2 The Provider will meet formally with the Commissioner at least monthly to present progress updates against the planned activity in the evaluation plan. At these meetings any early indication of non-performance or any other issue should be raised and plans to address them presented.
- 5.3 The Provider will submit written reports to the Contracts Manager, indicatively outlined as per the schedule below:

| Activity Description   | Date                 |
|--|----------------------|
| Evaluation plan/evaluation framework   | 30 September 2024    |
| Wk2 Progress Report  | w/c 7 October 2024   |
| Wk4 Progress Report and Preliminary/Initial Findings Report  | w/c 21 October 2024  |
| Wk6 Progress Report and Interim Final Report   | w/c 4 November 2024  |
| A PowerPoint presentation of the findings for communication at meetings.   | w/c 11 November 2024 |
| Final Individual Reports for each Local Authority to communicate the findings and recommendations of the evaluation to key stakeholders. | w/c 18 November 2024 |

- 5.4 The Provider will share and present the final evaluation reports at the contract exit meeting expected in November 2024 and may be asked to present the findings at meetings / boards etc to communicate the findings.
- 5.5 On confirmation of successfully meeting the aims, objectives, outputs and outcomes of this work, the Council has allowed provision for two contract extensions to further support the work of re-tendering the service.

## **.6. Quality and Performance Standards**

- 6.1 The evaluation team must be appropriately qualified with previous experience of similar evaluation or related research work.

## **.7. Subcontracting Arrangements**

- 7.1 The Council believes that this solution does not require the need for subcontracting arrangements, though with the tight turnaround this would be considered to meet deadlines.
- 7.2 Where subcontracting arrangements are allowed by the Council, it is expected that the sub-contractor will also abide by all requirements of this RFQ and the resulting Contract.
- 7.3 If a Bidder believes sub-contracting is required, this should be made clear in their bid and it is expected that the sub-contractor will also abide by all requirements of this RFQ and the resulting Contract.

## **.8. Vetting and Barring/ Disclosure & Barring Service (DBS) Checks**

- 8.1 The successful bidder is required to have a valid disclosure check undertaken through the Disclosure and Barring Service including a check against the adults' barred list.
- 8.2 The successful bidder should have in place their own safeguarding policy.

## **.9. Social Value**

- 9.1 The Public Services (Social Value) Act 2012 requires public authorities to have regard to economic, social and environmental wellbeing in connection with public service contracts; and for connected purposes.
- 9.2 As such the Council may allocate a weighting in the Award Criteria Questionnaire to social value. The weighting(s) applied for social value questions can be found in the table for Award Criteria Questions.
- 9.3 Bidders should take this opportunity to consider what other value can they bring to this contract over and above the requirements in the Specification.

## **.10. Modern Slavery, Child Labour and Inhumane Treatment**

Tackling modern slavery requires everyone to be vigilant and active in addressing this issue effecting our communities. The Council will expect as a minimum, that all Bidders comply in full with the Morden Slavery Act where necessary, and have in place sufficient policies, procedures and systems.

## **.11. Equality, Diversity and inclusion**

Ensuring that all in the UK have equal access, and can contribute, to society, the Council will expect as a minimum, that all Bidders comply in full with the Equality Act and all regulations relating to Equality, Diversity and inclusion, where necessary, and have in place sufficient policies, procedures and systems.

## **.12. Data Protections and UK General Data Protection Regulations**

- 12.1 It is expected that personal data would be collected in the course of this contract. Cambridgeshire County Council expect all bidders to abide by UK GDPR legislation.
- 12.2 Any breaches, suspected or otherwise, must be reported to the Council immediately and in any event within 72 hours.
- 12.3 Please refer to the UK GDPR schedule for further details.

## **.13. Payment schedule**

- 13.1 To ensure the payment process is smooth and simple for both parties, the Council operates a purchase order system.
- 13.2 This will be issued by the Contract Manager at the start of the contract.
- 13.3 No invoice will be paid without a valid and current purchase order.
- 13.4 All invoices must state the purchase order number and be sent to [CCC.invoices@cambridgeshire.gov.uk](mailto:CCC.invoices@cambridgeshire.gov.uk).

## **.14. Appendices**

**Appendix 1** – Response Document.

**Appendix 2** – Pricing Schedule.