

## Part 6 Award Questionnaire

**Contract Reference**

**TPH2522**

**Contract Title**

**Healthy Behaviours Service**

**Maximum Period of Contract**

**4 years (3 years + 1 year optional extension)**

**Return Date**

**01 August 2022**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)  
(ProContract)**

**Applicant Name**

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# Stage Two – Award

## Section A. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
A1.	Please describe your proposed service delivery model, detailing how you will meet the requirements laid out in sections B10, B13, C1, C2, C3 and C5 of Part 2 Specification.	10.00%
	<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"><li>• Staff and management structure</li><li>• Staff training and supervision arrangements</li><li>• Quality assurance and governance procedures</li><li>• How time will be apportioned over the different service elements</li><li>• Service operating arrangements</li><li>• Any proposed sub-contracting</li></ul> <p><b>Evaluation criteria</b></p>	

Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).

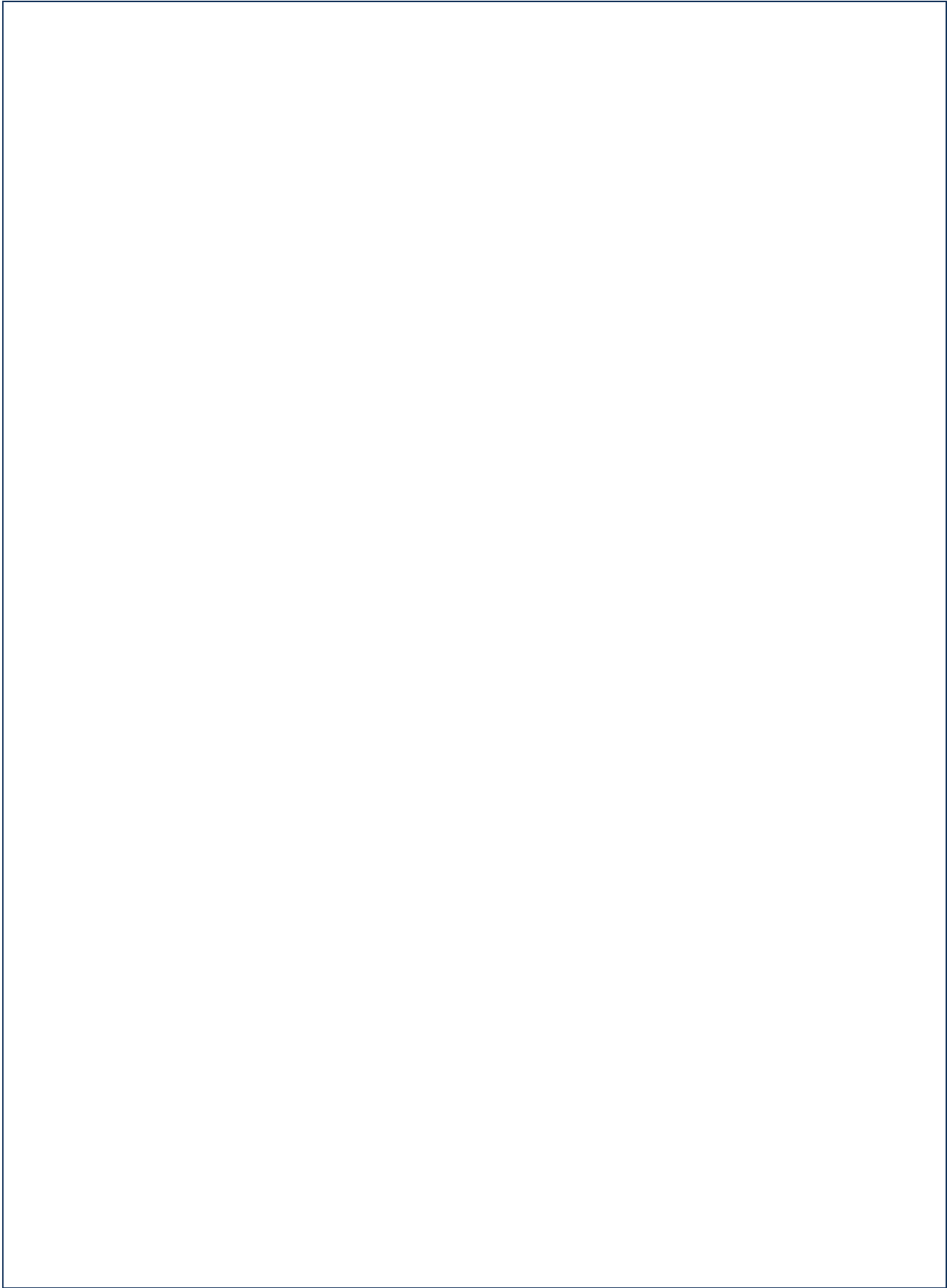
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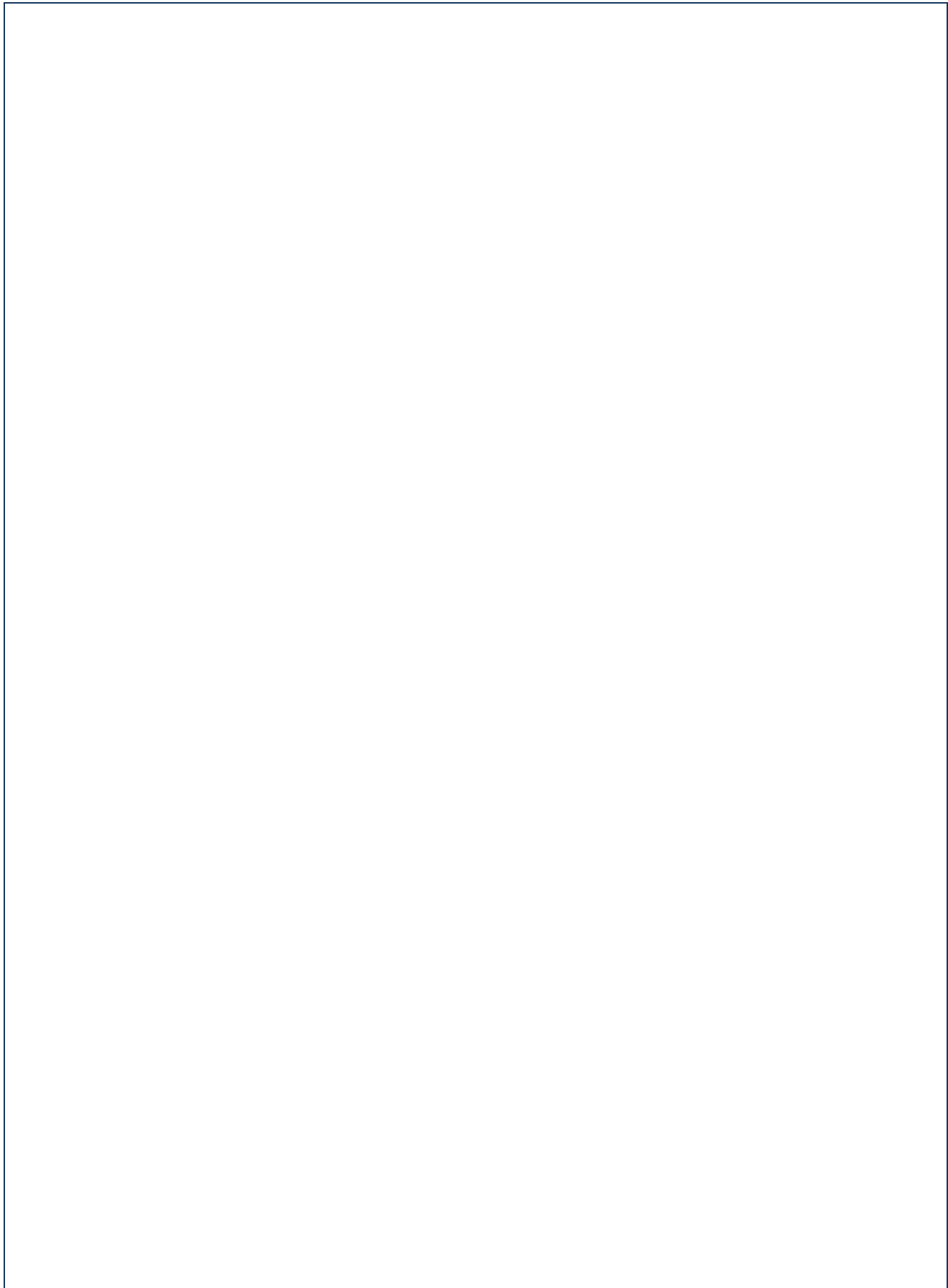
**Permitted Appendices and Supplementary Information**

You may provide the following in support of your response:

- Staff structure chart

**Response:**

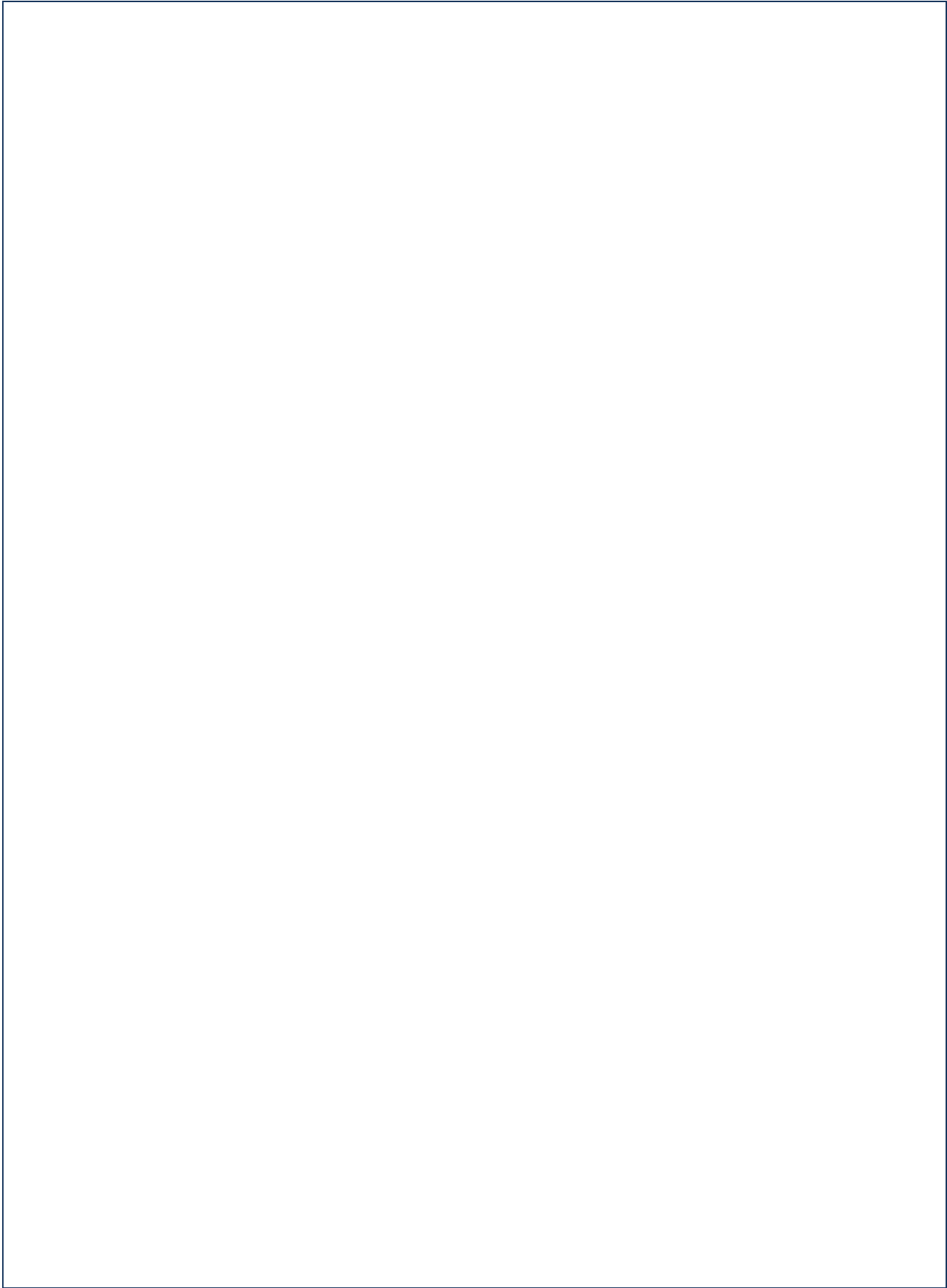


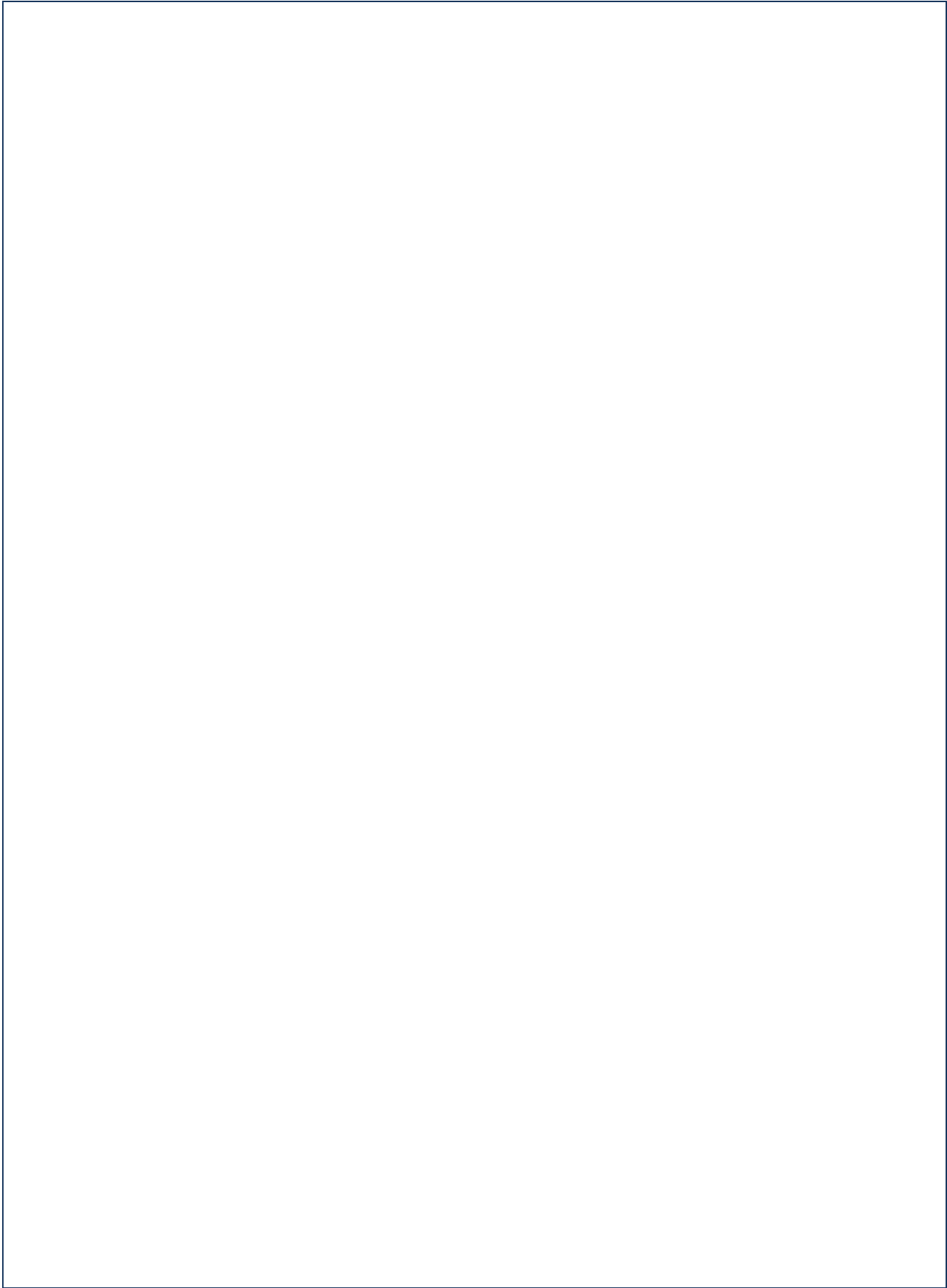


<p><b>A2.</b></p>	<p>For the case study provided in Appendix K, please describe what the users experience of the service would be. Your response should detail how you will meet the requirements laid in out in sections B10, C1, C7 and C13 of Part 2 Specification.</p>	<p>15.00%</p>
<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• How what is important to the user will be understood and adapted to from initial contact to discharge and follow up.</li> <li>• How you will support the user employing credible and proven evidence-based behaviour change approach(es).</li> <li>• What partnerships are key to achieving what is important to the user.</li> <li>• How you will know whether the support and intervention(s) provided have been successful and achieved positive health behaviour change.</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 4 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		



**Response:**

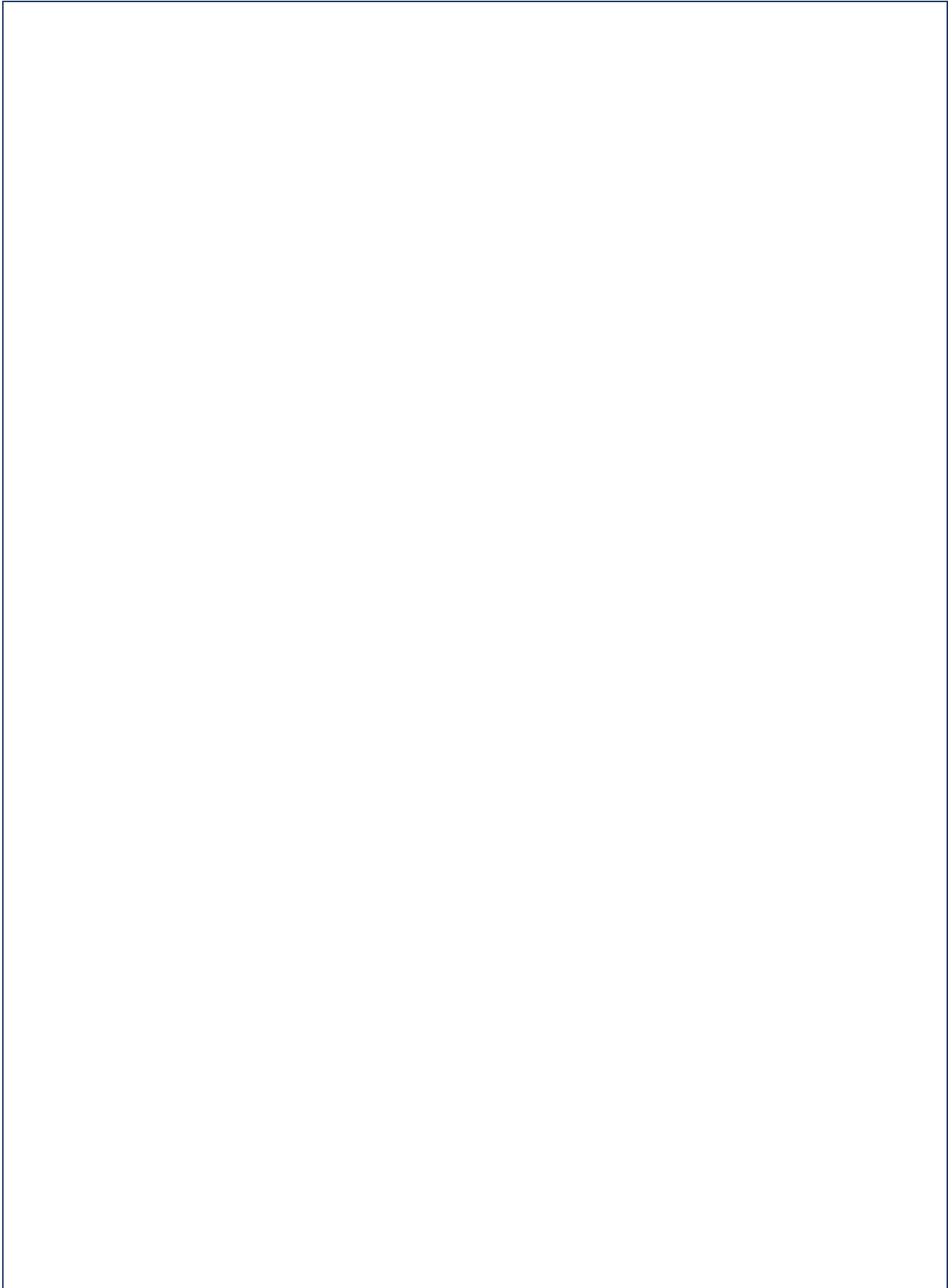


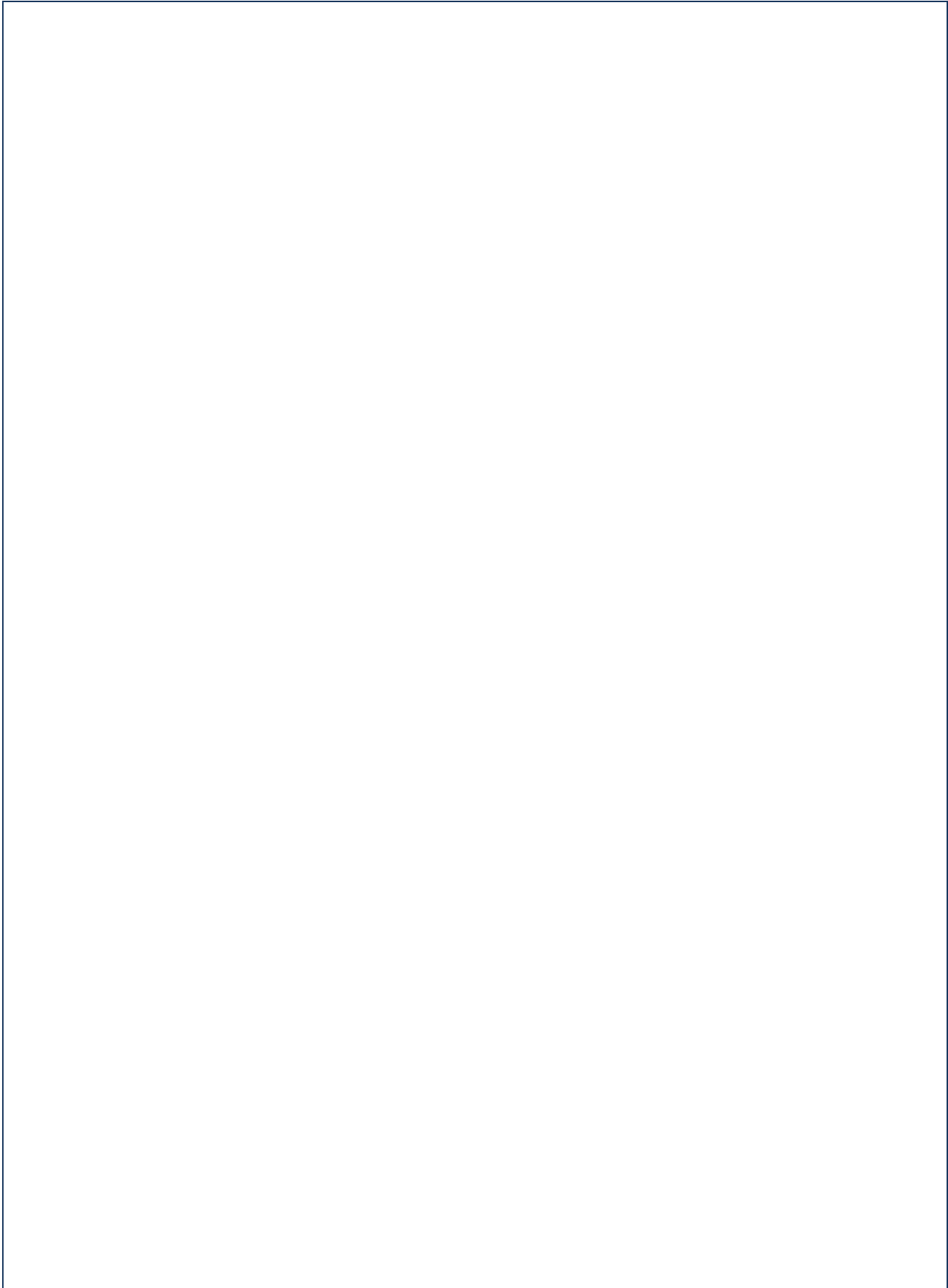




<p><b>A3.</b></p>	<p>Please describe how you will engage with, build relationships with, and deliver support and interventions to the target groups and areas listed within section C4 of Part 2 Specification. Your response should also detail how you will meet the requirements laid in out in sections C12 and C13 of Part 2 Specification.</p>	<p>15.00%</p>
<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• Your understanding of the needs and what is important to these target groups and areas</li> <li>• How you will engage and build relationships</li> <li>• What you foresee the challenges to be, and how you will address these</li> <li>• How you will approach the design, delivery, evaluation and improvement of support and interventions</li> <li>• How you will work in partnership, and who with</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 3 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		

**Response:**

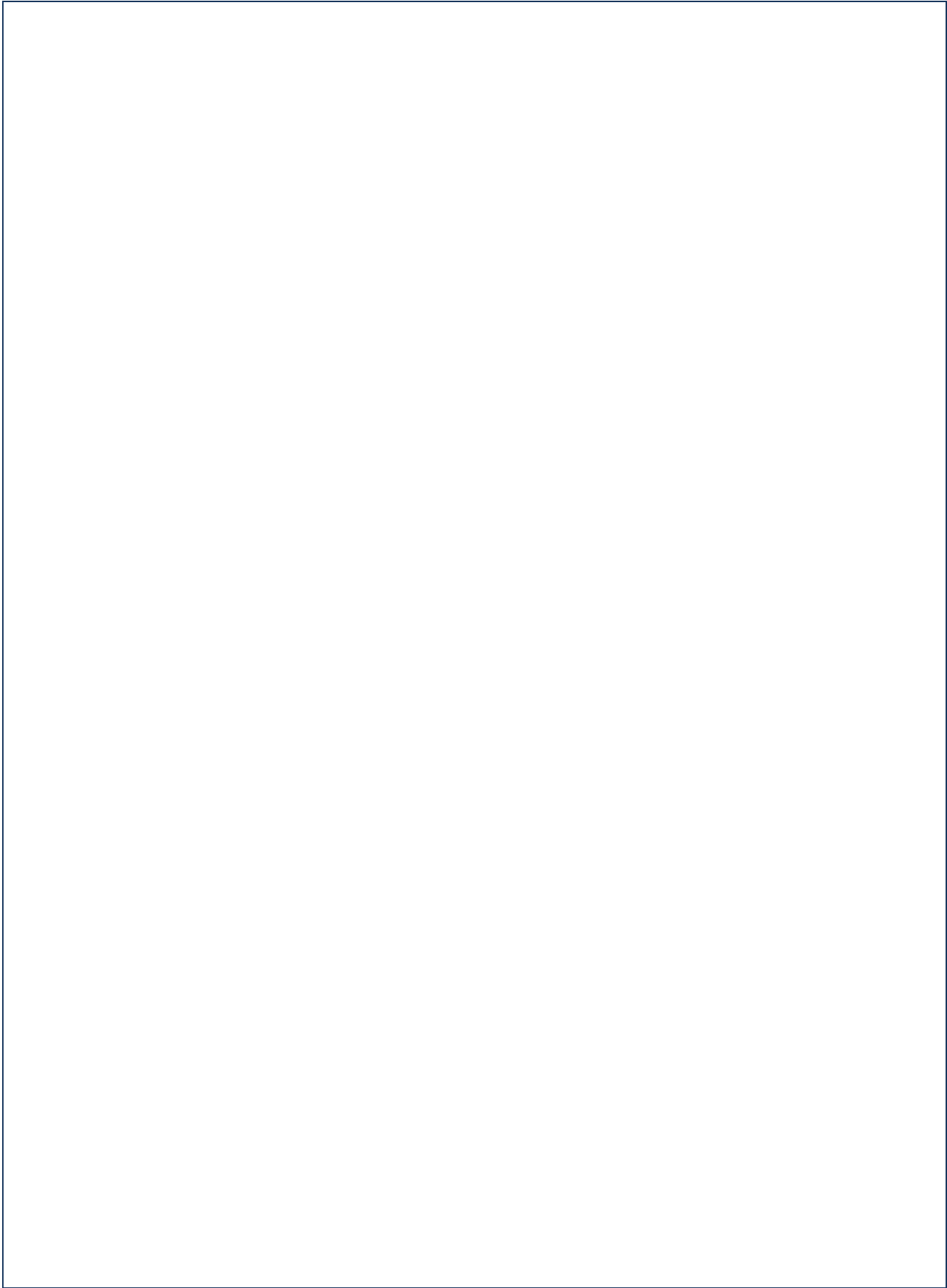






<b>A4.</b>	Please describe how you will deliver the system leadership requirements laid in out in sections C1, C8 and C9 of Part 2 Specification.	10.00%
<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• How you will identify key stakeholders and work with them to take a collaborative commissioning approach to this Service.</li> <li>• What system leadership means to you and how you will deliver this.</li> <li>• What the key drivers, markers of success and barriers to successful system leadership are.</li> <li>• How you will develop and improve the Service and how you will measure success</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 3 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>		

**Response:**





<p><b>A5.</b></p>	<p>Please describe your theory of change approach to working holistically with families in Torbay to improve health behaviours. Your response should detail how you will meet the requirements laid in out in sections B10, B13, C1, C7 and C13 of Part 2 Specification.</p>	<p>5.00%</p>
<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• The impact and risks of adult’s health behaviours on children</li> <li>• How you will develop service provision and interventions to support healthy behaviours in families and in the home.</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		

**Response:**



<p><b>A6.</b></p>	<p>Please describe the behaviour change methodology you will use in delivering the Service. Your response should detail how you will meet the requirements laid in out in sections B10, C1, C6, C7 and C12 of Part 2 Specification.</p>	<p>5.00%</p>
<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• Evidence based behaviour change approach</li> <li>• How you operationalise this</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <ul style="list-style-type: none"> <li>• The inclusion of Appendices and Supplementary Information is not permitted</li> </ul>		

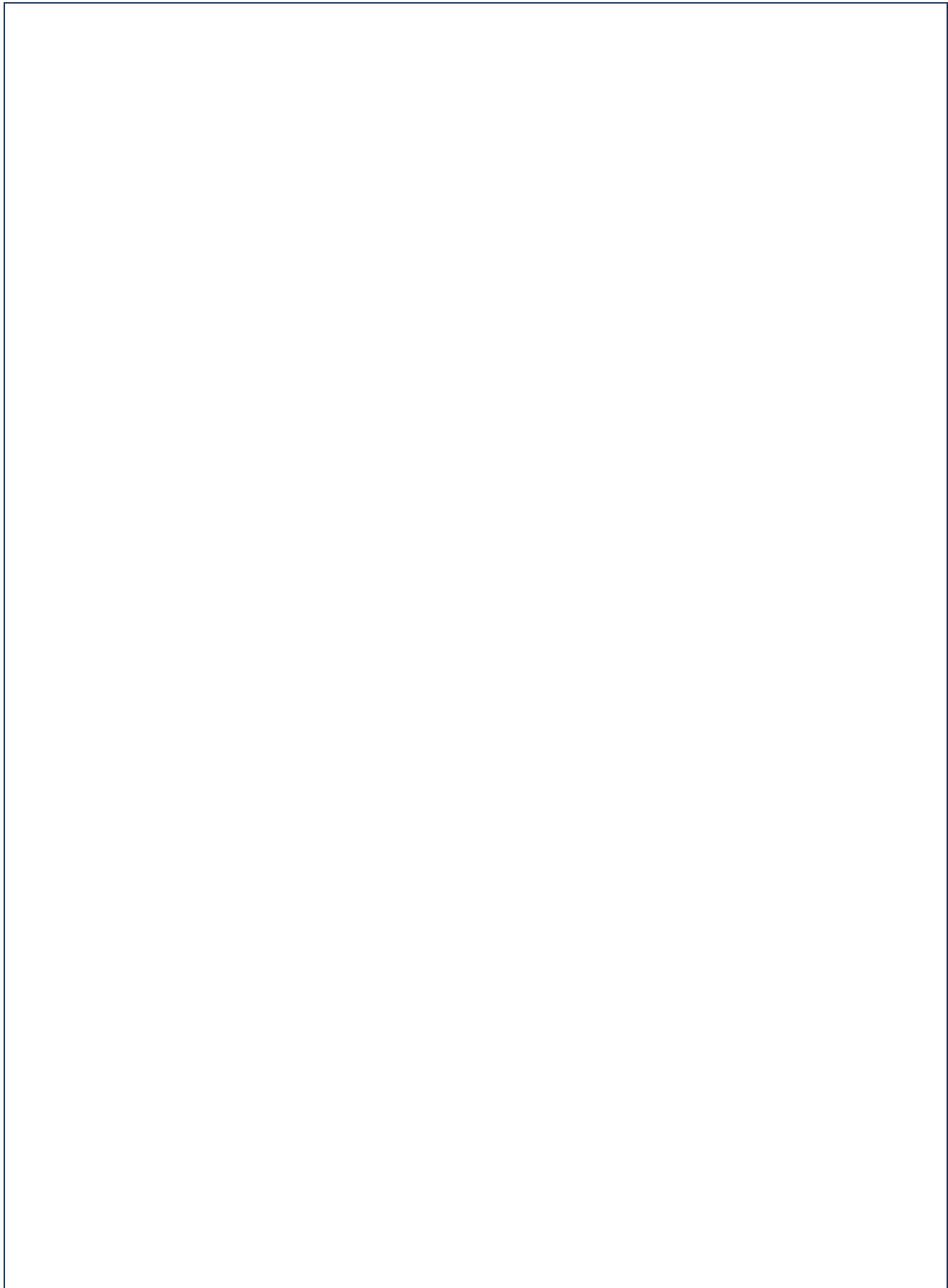


**Response:**



<b>A7.</b>	Please describe your understanding of how to deliver a specialist stop smoking service. Your response should detail how you will meet the requirements laid in out in sections B10, B13, and C8 of Part 2 Specification.	5.00%
<p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• Staff training</li> <li>• Delivery standards</li> <li>• Competencies required and how these will be monitored and reported against</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>		

**Response:**



## Section B. Technical Questions

Applicants are required to submit their responses to the following Technical Questions. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Technical Question Number	Technical Question	% Score
B1.	<p>Please explain how you will ensure the Service can commence on the 01 April 2023. Your response should include your plans for implementation/transition from the point of contract award to contract commencement date.</p> <p><b>Response guidance</b></p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p><b>Minimum requirement</b></p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> <li>• Planned activities, timescales and milestones</li> <li>• Stakeholder involvement</li> <li>• Risks and proposed mitigations</li> <li>• Contingency plan</li> </ul> <p><b>Evaluation criteria</b></p> <p>Your response will be evaluated using the zero to five scoring system (please refer to Part 1 for more information).</p> <p><b>Page / Word Limit:</b> Maximum 2 pages A4 in Arial 12</p> <p><b>Permitted Appendices and Supplementary Information</b></p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> <li>• Implementation plan</li> </ul>	5.00%

**Response:**





<p><b>B2</b></p>	<p><b><u>For information purposes only</u> – but all Applicants <b>MUST</b> please provide a response:</b></p> <p>Please provide supporting narrative to the Pricing Schedule explaining how you propose to split the funding between the different service elements described in Part 2.</p>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant responds to this question and in their response covers:</p> <ul style="list-style-type: none"> <li>• Staff cost per service element (e.g., costs apportioned to delivery of weight management, specialist stop smoking etc).</li> <li>• And/or staff cost that are applied over multiple service delivery elements</li> <li>• How you arrived at these costs</li> </ul> <p><b>Evaluation Criteria</b></p> <p>The question and response are provided <b>for information</b> purposes only and will not be scored as part of the evaluation.</p> <p><b>Page / Word Limit:</b> Maximum 1 page A4 in Arial 12</p>

**Response:**