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**Market Engagement Questionnaire**

**Young People’s Substance Misuse Service**

**Closing Date for Return: 6 March 2020**

**MARKET ENGAGEMENT QUESTIONNAIRE**

**PLEASE NOTE THIS IS NOT A CALL FOR COMPETITION IT IS FOR INFORMATION ONLY**

**SECTION ONE**

**Introduction and purpose of this document**

Gateshead Council (the Council) is in the process of renewing its Contract for the Young People’s Substance Misuse Service, which is due to expire on 31 October 2020.

As part of this process the Council is conducting a Market Engagement Exercise to establish the level of interest in this opportunity, to gather information and improve our understanding of the market.

Suppliers are invited to consider the inquiries detailed within this Market Engagement Questionnaire and complete the questionnaire in Section Two.

Please note: this Market Engagement Questionnaire is **for information only** to assess the reaction of the market and inform the future procurement process to ensure it is more focused and efficient. Written responses to this Market Engagement Questionnaire will not be evaluated, scored or included in the assessment of any tenders submitted in any future procurement process.

There is no commercial advantage or disadvantage to your organisation as a result of being involved in this Market Engagement Exercise, however, responses to this Market Engagement Questionnaire are highly valued and will assist the Council in determining the most appropriate approach to the market and in creating a procurement process (if considered appropriate) which is well-framed, focused, feasible and likely to be of interest to the market.

The Council will consider all information supplied in response to this Market Engagement Exercise, however it cannot commit to using all the information and suggestions received to inform any future procurement.

**Confidentiality Statement**

The contents of this Market Engagement Questionnaire and of any other documentation sent to you in respect of this Market Engagement Exercise are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this Market Engagement Questionnaire and all associated documents immediately and not to retain any electronic or paper copies.

By registering an interest in this Market Engagement Exercise you agree to use this information solely for the purposes of responding to this Market Engagement Exercise.

Once this Market Engagement Exercise has concluded you agree to destroy this Market Engagement Questionnaire and all associated documentation save for one copy which may be held physically or electronically for a period of one year after the issue of any contract award notice in respect of this procurement and shall only be used in connection with the procurement by the Council.

Please be aware that the Council is subject to the disclosure requirements under the Freedom of Information Act and the Environmental Information Regulations. For this reason, the Council would strongly advise that any information you consider to be confidential is clearly labelled and marked as confidential.

Subject to the Council’s requirement to comply with the provisions of the Freedom Information Act / Environmental Information Regulations, any commercially-sensitive information provided to us as part of this process will be treated in confidence, used only for the purposes of this Market Engagement Exercise, and will not be disclosed to any other organisation.

The Council appreciates the time and effort taken to complete and submitting this questionnaire All responses will be treated as confidential and commercial in confidence and will not in any way be shared with or used in the later assessment of any proposals submitted by yourselves as part of a formal procurement process.

Thank you for completing this questionnaire and for your interest in working with us.

**Background and Context**

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| *Young people’s substance misuse service provision is an important area of public health. We wish to intervene early with young people where there is substance misuse to prevent escalating harms.*  *We are seeking a Provider to deliver innovative and effective approaches to address a range of vulnerabilities and needs, working in a collaborative and multi-agency approach with clear roles and responsibilities and clear lines of communication and accountability.*  *We recognise that there are many reasons why some young people use substances. Substance misuse in young people rarely occurs in isolation and is often symptomatic of wider problems in young people’s lives.*  *Many of the young people who access substance misuse services in Gateshead have a range of vulnerabilities including, but not limited to, using two or more substances, looked after child, not in education, employment or training, mental health treatment need, young offender. Young people with a range of vulnerabilities may be more likely to put themselves at risk through engaging in multiple risk-taking behaviours.*  *In recent years we have seen increasing numbers of young people who, due to their vulnerabilities and needs, have sometimes found it difficult to either engage or remain in substance misuse services. We would therefore like to consider a range of approaches/interventions to working with young people to ensure they get extra support to enable them to build relationships and their personal resilience. Interventions aimed at building relationships and resilience can be effective as they show demonstrable impact on increasing self-esteem and decision making skills, reducing stress or anxiety, poor health behaviours and violence.*  *We recognise that transition between young people’s and adult’s substance misuse services is not always straightforward. For a variety of reasons many young people leave young people’s substance misuse services at age 18, or earlier, and reappear in adult services a few years later. The current substance misuse service is commissioned to work with young people under the age of 18.*  *We would like to consider extending the age range of the service to under the age of 25 to reduce the chances, where possible, of young people needing to access adult substance misuse provision in later life. However, we recognise that some young people may need to access adult provision at an earlier age and therefore access to services should be based on need and which service is best placed to meet the young persons need, rather than age.*  *We should stress that extending the age range to under 25 will not involve the young people’s substance misuse service prescribing substitute medication or providing a needle exchange service. These interventions will still be accessed via the adult substance misuse service with support and case management from the young people’s service where appropriate.*  *The current contract specifies that the service delivery model involves key components which include education and training.and early intervention. Part of this involves working with all schools in Gateshead to offer general awareness and support/education with substance misuse and provide drop ins at secondary schools and pupil referral units.*  *Given the possible extension of the age limit of the service and the fixed budget we are keen to explore your views about the provision of substance misuse education in schools and school drop ins. We recognise that there is mixed evidence on exactly what drug education should entail and that it does seem to be more successful when part of a broader programme, for example developing social and life skills.*  *The current Contract is due for renewal and will expire on 31st October 2020.*  *The contract value is anticipated to be £290,000 per annum.*  *The intention is to award the contract for a 3-year duration with 3 further one year extensions subject to satisfactory performance and public health budget allocations.* |

**SECTION TWO**

**Request for Information for market engagement purposes**

We would like to gain your views through Completion of the Market Engagement Questionnaire included within this document.

1. **Indicative Timeline**

1.1 The indicative timetable for the Market Engagement Exercise is as follows :-

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| Issue Questionnaire | 13/2/2020 |
| Return of Questionnaire by | 6/3/2020 |

1. **How to Respond to the Market Engagement Questionnaire**

2.1 All responses should be provided by completing this questionnaire and uploading your responses via the NEPO e-tendering system <https://procontract.due-north.com> before the deadline set out in 1.1 above.

* 1. Please answer all questions as indicated. Please limit your responses to no more than 500 words per question or / one side of A4 per question. Brochures or other general market information should not be attached in addition to this.
  2. If you have any queries regarding the questionnaire or this exercise please send your enquiry using the NEPO e-tendering system.
  3. The Council will answer all enquiries regarding this Market Engagement Exercise via the NEPO e-tendering system. We will keep the source of any questions confidential and will circulate all questions and answers to all enquirers for information. The final deadline for queries is 2/3/2020
  4. Submission of your completed questionnaire together with any supporting documents (where requested) must be returned electronically via the NEPO e-tendering system before the deadline.
  5. The Council reserves the right to seek further clarification where this would assist in informing the process and developing appropriate and innovative service specifications.
  6. If you have any difficulties accessing the NEPO e-tendering system, then please contact:

Proactis Supplier Support Helpdesk Ticketing System (http://proactis.kayako.com) - To be used by Suppliers for non-time critical issues i.e. password resets / account queries, finding information, etc.

Email (ProContractSuppliers@proactis.com) - To be used in same way as ticketing system. Any emails to this address will auto-log a support ticket on Proactis Supplier Support Helpdesk

**QUESTIONNAIRE**

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| **ORGANISATION DETAILS** | |
| **Organisation Name** |  |
| **Contact Name** |  |
| **Position** |  |
| **Organisation Address** |  |
| **Organisation Telephone Number** |  |
| **Organisation email Address** |  |

**Questions**

**1.**

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| The Council are looking for informal expressions of interest in delivering the Young People’s Substance Misuse Service contract at this stage to establish the level of market interest.  Would your organisation be interested in bidding for this opportunity?  Yes / No (Please delete as appropriate)  If Yes,  If No, please provide an explanation as to why.  If you submit your response as a separate attachment, please label as Question 1. |

2.

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| Do you have previous experience of tendering for contracts with Gateshead Council? If so please state how this process was undertaken i.e., e-mail, e-tendering system etc and if you feel any improvements could be made to that tendering process.  If you submit your response as a separate attachment, please label as Question 2. |

3.

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| Do you have any other public-sector clients at present? If so please state the names of the organisations and a brief outline of the young people’s substance misuse service you have provided to them along with approximate value.  If you submit your response as a separate attachment, please label as Question 3. |

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| What risks, issues or concerns do you envisage with the procurement of the proposed Contract and what could the Council do to minimise these?  If you submit your response as a separate attachment, please label as Question 4. |

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| a) Do you think the age range of the young people’s substance misuse service should be extended to cover “under the age of 25”?  b) If yes please describe how you would support young people over the age of 18 in the service.  c) If no why not?  d) Do you see any issues with extending the age range to under 25?  If you submit your response as a separate attachment, please label as Question 5 |
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| a) Please describe how your organisation would work with those young people who have multiple vulnerabilities and need  b Please describe any barriers you think there may be when working with young people who have multiple vulnerabilities and needs (please also consider any wider barriers such as other service provision)  If you submit your response as a separate attachment, please label as Question 6 |

7.

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| a) Do you think drug education in schools should be delivered by the young people’s substance misuse service?  b) If yes please advise why  c) If no please advise why not  d) What are your views on young people’s substance misuse service delivering “drop ins” at schools  If you submit your response as a separate attachment, please label as Question 7 |

5.

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| The Council has made a number of pledges which will become central to all contracts that we procure. The Council pledges to:   * Put people and families at the heart of everything we do * Tackle inequality so people have a fair chance * Support our communities to support themselves and each other * Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough * Work together and fight for a better future for Gateshead   To help us understand how able our supply chain is to sign up to our pledges, we have developed a Corporate Social Responsibility Pledge Questionnaire (please see Appendix 1). By completing this questionnaire, you will be assisting the Council in building a better picture of supply chains, encouraging good business practice, determining minimum standards for specific contracts, and helping us to identify what additional support you may need.  Please complete and return the questionnaire to procurement@gateshead.gov.uk. |

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| **General Data Protection Regulation (GDPR)**   1. Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.   ***Yes / No (delete as appropriate)***  B. Please answer the following questions in respect of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects:  (i) Do you have systems/process/measures in place that provide ongoing confidentiality, integrity, availability and resilience of processing systems and services;  ***Fully / Partially / Not at all (delete as appropriate)***  (ii) Do you have systems/process/measures in place to ensure you comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;  ***Fully / Partially / Not at all (delete as appropriate)***  (iii) Do you have systems/process/measures in place to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;  ***Fully / Partially / Not at all (delete as appropriate)***  (iv) Do you have legal safeguards in place to legitimise transfers of personal data outside the EU (if such transfers will take place);  ***Fully / Partially / Not at all (delete as appropriate)***  (v) Do you maintain records of personal data processing activities;  ***Fully / Partially / Not at all (delete as appropriate)***  (vi) Do you regularly test, assess and evaluate the effectiveness of the above measures;  ***Fully / Partially / Not at all (delete as appropriate)***  If you submit your response as a separate attachment, please label as Question 6. |

Please return your completed Market Engagement Questionnaire by **12 noon on 6/3/2020**

**APPENDIX 1 - GATESHEAD CORPORATE SOCIAL RESPONSIBILITY PLEDGE QUESTIONNAIRE**

(See separate attachment)