HEREFORD COUNCIL

Tender Evaluation Report

For

Stop Smoking Service

and

NHS Health Checks
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1. Executive Summary

1.1. The procurement strategy for the project was to ensure that sufficient suitably qualified Providers were invited to tender to meet the requirements of the Council. This is an Any Qualified Provider contract that is designed to support the development of Stop Smoking Services and NHS Health Checks in Herefordshire. The services were separated into two Lots:

**Lot 1** – Stop Smoking Services (general and pregnant smokers)

**Lot 2** – NHS Health Checks

1.2. The contract is anticipated to run for a 3 year period from 1st April 2015 to 31st March 2018. Further Tender applications will be accepted on a six monthly basis, up until twelve months from the end of the contract e.g. Tender reopens in October 2015 & April 2016, offering further prospective Tenderers the opportunity to provide a service for the remainder of the contract duration.

1.3. Providers will be paid a set tariff rate on completion of key milestones as outlined in the tender document for the stop Smoking Service and for completed Health Checks.

1.4. This was an Open invitation to tender process whereby potential providers would be required to pass Stage 1 – the business qualification element, in order to be assessed on their response to Stage 2 – the service specific questions.

1.5. Twelve Tender Responses were received at 12 noon on 30th January 2015. Of the Twelve responses received, all Twelve providers were interested in providing a service for Lot 1 - Stop Smoking Service (including pregnant smokers), and eight providers indicated that they were interested in Lot 2 - NHS Health Checks.

1.6. Of those tenders received, 11 providers submitted a compliant tender response. One tender was assessed and deemed as non compliant in accordance with the tender evaluation criteria and was therefore rejected.

1.7. Tenders were evaluated in accordance with the approved Evaluation Process and Methodology. The evaluation was undertaken using a traditional paper based evaluation as outlined in the Invitation to Tender. A copy of the Evaluation Process and Methodology documents are available on request from Category Manager, Carrie Deeley, 01432 383565 carrie.deeley@Herefordshire.gov.uk.

1.8. The results of the evaluation are as follows:

<table>
<thead>
<tr>
<th>Supplier No</th>
<th>Question 1-11 (Pass/Fail)</th>
<th>Stop Smoking Quality 12.1 and 12.2:</th>
<th>Health Checks Quality 13.1 and 13.2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01 -</td>
<td>Pass</td>
<td>Total Score (out of 8)</td>
<td>Total Score (out of 8)</td>
</tr>
<tr>
<td>S02 -</td>
<td>Pass</td>
<td>6</td>
<td>5</td>
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<td></td>
<td>8</td>
<td>5</td>
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1.9. Recommendations

That:

a. The Director for Adult’s Wellbeing approves the award of contract to the following providers, subject to contractual terms being satisfactorily agreed:

Lot 1 – Stop Smoking Service:

1) Asda Store
2) Books UK
3) Day Lewis Pharmacy
4) HG Clewer Pharmacy
5) Help 2 Change
6) ICE Creates
7) Matrix Primary Healthcare
8) Nestor Primecare Services
9) North 51 Ltd
10) Rowlands Pharmacy
11) Taurus Healthcare

Lot 2 – NHS Health Checks:

1) Asda Store
2) Books UK
3) Day Lewis Pharmacy
4) Help 2 Change
5) ICE Creates
6) Nestor Primecare Services
7) Taurus Healthcare

<table>
<thead>
<tr>
<th>Lot</th>
<th>Provider 1</th>
<th>Provider 2</th>
<th>Provider 3</th>
<th>Provider 4</th>
<th>Provider 5</th>
<th>Provider 6</th>
<th>Provider 7</th>
<th>Provider 8</th>
<th>Provider 9</th>
<th>Provider 10</th>
<th>Provider 11</th>
<th>Provider 12</th>
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<tr>
<td>S03</td>
<td>Pass</td>
<td>6</td>
<td>5</td>
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<td>S06</td>
<td>Pass</td>
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<td>S07</td>
<td>Pass</td>
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<tr>
<td>S08</td>
<td>Risk</td>
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<td>S09</td>
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<tr>
<td>S10</td>
<td>Pass</td>
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<tr>
<td>S11</td>
<td>Pass</td>
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b. Subject to approval, a standard notification of award decision letter will be issued to the Successful Tenderer and the Unsuccessful Tenderer will be informed of the result. All Suppliers who submitted a tender (unless informed otherwise) will be provided with the opportunity to receive a debrief in accordance with the Public Contract Regulations.

2. Purpose

2.1. The purpose of this document is to present a recommendation to the Director for Adult’s Wellbeing consideration and approval. The recommendation is based on the results of the Tender Evaluation carried out by the Tender Evaluation Team on the responses to the Stop Smoking Service and NHS Health Checks Invitation to Tender.

3. Introduction

3.1. This report has been compiled on behalf of the Stop Smoking and NHS Health Check Tender Evaluation Team following completion of the evaluation of responses received.

3.2. This document contains information that is Commercial in Confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.

3.3. An Executive Summary has been provided. Any further information or points of clarification should be addressed to the Category Manager, Carrie Deeley.

4. Background

4.1. The procurement strategy for the project was to ensure that sufficient suitably qualified Providers were invited to tender to meet the requirements of the Council. This is an Any Qualified Provider contract that is designed to support the development of Stop Smoking Services and NHS Health Checks in Herefordshire. The services were separated into two Lots:

Lot 1 – Stop Smoking Services (general and pregnant smokers)

Lot 2 – NHS Health Checks

Potential providers were asked to indicate which Lots they were interested in providing a service for as part of their tender response.

4.2. The contract is anticipated to run for a 3 year period from 1st April 2015 to 31st March 2018. Further Tender applications will be accepted on a six monthly basis, up until twelve months from the end of the contract e.g. Tender reopens in October 2015 & April 2016, offering further prospective Tenderers the opportunity to provide a service for the remainder of the contract duration.

4.3. Providers are paid a set tariff rate on completion of key milestones as outlined in the tender document for the stop Smoking Service and for completed Health Checks.
4.4. This was an Open invitation to tender process whereby potential providers would be required to pass Stage 1 – the business qualification element, in order to be assessed on their response to Stage 2 – the service specific questions.

4.5. The tender opportunity was advertised through the Official Journal of the European Union (OJEU) on 17th December 2014. Contract information and documents were made available to providers via the Council’s e-Tendering portal – Proactis, on 19th December 2014.

4.6. Providers were able to seek clarification on the Tender documentation during the procurement phase.

4.7. Eleven providers submitted completed tender documentation.

5. Evaluation Process

5.1. The closing date for receipt of tenders was 12:00 noon on the 30th January 2015.

5.2. Compliance Checks were undertaken by the Category Manager, Carrie Deeley.

5.3. The Quality Assessment was carried out by representatives of the Public Health Team (Gwen Ellison, Temi Folayan and Ian Anderson).

5.4. Clarification of 8 provider bids was sought between Friday 13th February and Wednesday 18th February.

6. Evaluation Results

6.1 The overall result of the evaluations are as follows:-

   a. Twelve tender submissions were received – Eleven bids were compliant and met the accreditation requirements set out in the tender documentation. One bid failed to meet the requirements and was therefore rejected.
   b. A high level summary sheet was completed and can be found at Appendix A. A full evaluation matrix is available on request from Category Manager, Carrie Deeley - carrie.deeley@herefordshire.gov.uk

7. Recommendation

That:

   a. The Director for Adult's Wellbeing approves the award of contract to the following providers, subject to contractual terms being satisfactorily agreed:

      Lot 1 – Stop Smoking Service:

      1) Asda Store
      2) Books UK
      3) Day Lewis Pharmacy
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Lot 2 – NHS Health Checks:

1) Asda Store
2) Books UK
3) Day Lewis Pharmacy
4) Help 2 Change
5) ICE Creates
6) Nestor Primecare Services
7) Taurus Healthcare

b. Subject to approval, a standard notification of award decision letter will be issued to the Successful Tenderer and the Unsuccessful Tenderer will be informed of the result. All Suppliers who submitted a tender (unless informed otherwise) will be provided with the opportunity to receive a debrief in accordance with the Public Contract Regulations.

Appendix A:

Tender Evaluation Summary.xlsx