

July 2017

## UKPHR's Invitation to Tender (ITT)

|                      |  |
|----------------------|--|
| DATE                 | 31 July 2017   |
| DOCUMENT TYPE        | Invitation to tender:<br>Instructions & general guidance |
| TITLE                | Review of standards for practitioner registration        |
| ISSUED BY            | UK Public Health Register                                |
| DISTRIBUTION         | Website & mailing to stakeholders<br>See addressees *    |
| VALUE                | Up to £5,000   |
| DEADLINE FOR TENDERS | 10.00 HRS MON. 11 SEPTEMBER 2017                         |

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### SPECIFICATION OF REQUIREMENTS

*Requirement: Revise practitioner registration standards & guidance for practitioner registration*

*Deadline for ITT responses to be received by UKPHR: **10.00am on Monday 11<sup>th</sup> September 2017.***

*This procurement process will be conducted in a manner that ensures submissions are evaluated openly and fairly to determine the most economically advantageous tender. The ITT contains the specific requirements that bidders are invited to respond to, as well as setting out the Evaluation Criteria that will be applied to their responses.*

*This document is separated into two parts:*

*Part A: - This section provides background information on procurement, an outline of the organisation and how you, as an interested party, should submit your tender response. This section also outlines the timescales and criteria to be used.*

*Part B: - This is the most important section to you as a potential bidder, as it is the section that you will complete and return to UKPHR for evaluation. It is broken down into two sections:*

1. *Quality – how you propose to deliver the specification of requirements you are bidding for.*
2. *Price – your breakdown of costs to deliver the specification as required*

## **PART A: INSTRUCTION AND INFORMATION**

### **1. BACKGROUND**

- 1.1 This ITT has been created by UKPHR to invite proposals from a suitably experienced and qualified provider of Review of Standards Services, to help UKPHR revise its standards for the registration of public health practitioners. The provider will work with UKPHR's practitioner registration review task & finish group to revise the standards and help the group to revise the guidance which UKPHR publishes about the standards.
- 1.2 This process will establish a contract in accordance with the Specification within this document, and the terms and conditions will be set out in the contract. The contract shall have a term of **3 months and/or until successful completion of the work**.
- 1.3 The key objective of this process is to appoint a provider who offers the most advantageous option in terms of skill, expertise, quality and cost. It is therefore essential that you follow all instructions carefully, and ensure that you provide the necessary information for UKPHR to evaluate your tender effectively. Failure to comply with these instructions or to return any of the required documents or information may invalidate your submission, which must be submitted to UKPHR by the date and time stated.
- 1.4 If you have any general concerns or difficulties regarding these requirements please contact the lead for this procurement, this should be conducted in line with point 2.2:

***David Kidney***  
***Chief Executive, UKPHR***

### **2. GENERAL INFORMATION AND INSTRUCTIONS**

- 2.1 This section provides all the information you should need to formulate and return your tender. No changes or extra comments shall be allowed to any part of the ITT unless agreed by UKPHR.
- 2.2 Prudent bidders may wish to take advantage of the **clarification questions period** to deal with contractual queries or expand their understanding of the requirements.
- 2.3 Bidders are given the opportunity to submit questions or points for clarification by email only.
- 2.4 Any such clarifications must be received by **5.00pm on Friday 01 September 2017** to allow sufficient time to respond prior to the submission deadline. Responses provided by UKPHR to any such clarification questions may be notified to all bidders.
- 2.5 Queries raised for the purpose of gaining commercial advantage will not be responded to and may invalidate your submission.
- 2.6 Any queries should clearly reference the appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, UKPHR will respond to requests for clarification on any aspect of this ITT, provided they are received before the deadline in paragraph 2.4. Queries received after that deadline will not be answered.

- 2.7 Any eventual contract with the successful supplier will comprise:
- The documentation used within this procurement process (duly completed);
  - The specification of requirements, together with all documents submitted by the successful supplier(s) in support of their tender;
  - UKPHR's terms and conditions of contract.

*Documents must be returned in the format issued (e.g. if issued in Microsoft Word or Excel format, they must be returned as such). Failure to do so may invalidate your submission.*

### 3 CONTRACT TERMS & CONDITIONS

No extra terms and conditions shall be allowed unless agreed by both parties. Any final decision on the inclusion, exclusion or amendment of any clause rests with UKPHR.

UKPHR believes that the terms & conditions are reasonable and appropriate. If, however, an organisation has a specific difficulty with the proposed terms then this should be raised as a query (not as a tracked amendment) as part of the clarification question stage. UKPHR will respond to the queries in accordance with the timetable set out within this document.

Organisations should be aware that UKPHR is not bound to accept any suggested amendment nor can UKPHR accept any amendment to either the insurance, limitation of liability or Intellectual Property provision or anything that would result in a material change to the specification of requirements.

Organisations should also note that any response, which merely replaces UKPHR's terms and/or the specification of requirement with those of the supplier, will not be acceptable. UKPHR reserves the right to view such an action as a non-compliant bid and exclude the organisation from the remainder of the process.

#### 3.1 Tender Return (**PART B**)

This is the section that requires a response from you, and to be returned to UKPHR. You will be requested to complete:

- Company Information (All Bidders to complete)
- Response to the Specification (All Bidders to complete)
- Pricing Schedule (All Bidders to complete)

Please complete all tender return documents in English.

Please reference all costs within pricing schedules in Pounds Sterling (£GBP).

3.2 This ITT does not constitute an offer and UKPHR has the right to reject any tender in whole or in part, and does not have to accept any particular tender, or the lowest priced tender received.

3.3 Nothing within this ITT or any related correspondence is intended by UKPHR to guarantee any quantity or type of work/instructions to the successful supplier(s).

3.4 It is the individual provider's responsibility to ensure that all tender documents have been received, are understood, and are complete in all respects.

### 4. CONFIDENTIAL NATURE OF DOCUMENTS AND TENDERS

4.1 All information contained in this document is considered to be confidential and shall be treated as such. You are reminded of your obligation not to disclose information contained herein to any third party. UKPHR in turn assures confidentiality to all ITT respondents (subject to legislation and transparency in its procurement process).

- 4.2 Bidders shall not disclose that they have been invited to tender, nor discuss the submission that they intend to make; other than with professional advisers (e.g. insurance brokers) who need to be consulted. In particular, tenders shall not be canvassed or discussed with any other bidder, or member of staff within UKPHR.
- 4.3 Bidders shall not at any time, release any information concerning the ITT or any other process or its documentation to the media.
- 4.4 Bidders shall not enter into any inappropriate agreement with a third party to fix or disclose prices, or to agree to refrain from quoting or offer inducement.
- 4.5 If a bidder does not observe 4.1, 4.2, 4.3 or 4.4 UKPHR will reject the tender and may decide not to invite the supplier to tender for future work.
- 4.6 UKPHR's rejection of a tender will not prevent it from exercising appropriate civil remedies against a supplier.

## 5. PREPARATION OF TENDER

- 5.1 UKPHR will not consider any claims for extra work, variations, and adjustments or for additional work in consequence of any misunderstanding, error, lack of knowledge of the work or incorrect information. Any subsequent contract shall not be nullified as a consequence of any misunderstanding, error, lack of knowledge, or incorrect information.
- 5.2 If a provider decides it does not wish to complete the procurement process, please notify UKPHR immediately. Copies of ITT documents should be deleted/destroyed and if relevant, please notify the procurement lead of the reason for declining the ITT. (This latter point may provide feedback to UKPHR to support our continuous improvement).
- 5.3 If UKPHR considers that a cover price (i.e. a price that is not intended to be considered seriously) has been submitted, UKPHR may reject the ITT and may decide not to invite the supplier to tender for future work.
- 5.4 The response to queries/clarification which UKPHR considers as having a material impact on the tender process will be notified to all bidders.
- 5.5 Where UKPHR regards an amendment to the original tender documents is appropriate & significant, any such amendment will be notified to all prospective bidders and an extension of the closing date may, at UKPHR's sole discretion, be given to all bidders.
- 5.6 Bids shall not be qualified or accompanied by statements that might be construed as rendering the tender equivocal. UKPHR's decision as to whether or not a tender is in an acceptable format will be final.
- 5.7 A fully compliant tender must be submitted. ITT's not complying with any mandatory requirement will be rejected. UKPHR may not, however, be obliged to reject such a tender if the services required can be met by an acceptable alternative means.
- 5.8 Bidders must obtain for themselves, at their own responsibility & expense, all information necessary for the preparation of their tender.

- 5.9 Information supplied by UKPHR’s staff or contained in any UKPHR publication is supplied for general guidance in the preparation of your bid. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by UKPHR for any loss or damage of any kind, howsoever caused, arising from the use by bidders of such information.
- 5.10 Tenders and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation, performance and enforcement shall be subject to and in accordance with the laws of England.

## 6 NOTES FOR COMPLETION (General)

- 6.1 Please read this document completely and ensure all elements are clearly understood. Ensure you fully understand what, how and when you need to respond and plan sufficient time to complete and upload your response(s).
- 6.2 Suppliers submitting a bid in response to this procurement must answer every question. If a question does not apply to you, please write ‘N/A’
- 6.3 Procurement exercises of this kind may generate high levels of interest from potential suppliers, so please ensure that you complete the questions in the manner and format requested. This is to ensure fair and transparent evaluation. Failure to do so may result in the disqualification of your submission.
- 6.4 “You”, “Supplier”, “Provider” or “Bidder” means the business or company completing this document.
- 6.5 All supporting documentation must be included as part of your submission, and clearly referenced within appropriate appendices (e.g. certificates, statements, accreditations). Please do not include unnecessary marketing materials, company logos, or alter the font or formatting of the response documentation. UKPHR will not accept or evaluate generic marketing material or information not directly a response to a question. In addition, where responses to questions carry a maximum word or page limit (e.g. 500 words) any words beyond the word count shall not be evaluated.
- 6.6 You may also be asked to clarify your answers, or provide more details about certain issues at a later stage (e.g. this may involve a face to face clarification interview). You are therefore advised to ensure all information and responses included within your tender are accurate, and can be fully evidenced.
- 6.7 UKPHR expects bidders to act in good faith, and support the procurement process to the benefit of UKPHR, its registrants and the public. Services subsequently provided via this contract may directly support public health professionals in the delivery of public health strategies and interventions. Bidders are therefore asked to maintain focus on the sustainable benefits this contract may achieve.
- 6.8 Price submissions as part of this exercise must be sustainable for the term of the contract. Any tentative bids or those submitted solely to undermine competition may be rejected. To prevent such rejection, you should provide sufficient justification and evidence of pricing.
- 6.9 It is acknowledged that bidders may seek further clarification on a number of points within this document. Please therefore, refer to the section entitled ‘Communication Protocols’ for information on how queries can be raised.

## 7. RESPONSES TO SPECIFICATION

- 7.1 As part of the tender response, bidders must respond to the Specification in full. This allows bidders to explain and set out how they propose to carry out the provision of the service to meet the specific outputs and outcomes required for this contract. In turn, this will allow UKPHR to assess a bidder's understanding of the service required, by looking at the quality of their solution and plans for delivering the project requirements successfully.
- 7.2 The response to the Specification must be completed in the standard format supplied and any supplementary information must be clearly referenced in the document and attached as appropriate appendices where applicable.
- 7.3 Pricing schedules must also be completed in the standard format supplied & clearly identify (where applicable) any unit price, discount bandings or overall project cost as requested. UKPHR has not indicated the available budget for this project to promote competition and prevent any steer away from your most competition price. However, **UKPHR's financial commitment is expected to be up to £5,000.**

## 8. SUBMISSION OF TENDERS

- 8.1 All bidders must submit their completed submission, along with required pricing and any supporting documentation, in the format supplied.
- 8.2 Your tender should be returned by email. Submissions by any other means will not be considered by UKPHR unless written agreement has been sought from the procurement lead prior to the deadline for submissions.
- 8.3 The closing date for this process is **10.00am on Monday 11<sup>th</sup> September 2017**. When the closing date and time has passed, no further tenders will be accepted.
- 8.4 Written or scanned/image signatures will be accepted on documents returned electronically.
- 8.5 If there appears to be an error in a submission or supporting information, the procurement lead may seek clarification and shall, at his discretion, permit minor/manifest errors to be corrected; otherwise the bidder will be invited to confirm or withdraw the tender.
- 8.6 UKPHR reserves the right to request additional information from bidders if it considers, at its sole discretion, that such information is required to enable UKPHR to understand the submission and/or for the purpose of the evaluation process. At no point shall any request for additional information be used by a bidder to improve, upgrade or re-submit their bid in order to gain commercial advantage.
- 8.7 During the course of the evaluation process, bidders shall be required to make available key personnel who shall be authorised to respond on all matters relating to their tender, within 48 hours of receipt of a written query.

## 9. PROCUREMENT PROCESS

- 9.1 This procurement process will be conducted in a fair, open and transparent manner.
- 9.2 Detailed instructions concerning the submission of tenders are set out further within the documents. As this is an open procedure, bidders shall not be subject to an initial pre-qualification stage to determine capacity and capability.
- 9.3 All tenders received will be evaluated in accordance with the process described under section 'Scoring & Tender Evaluation Criteria' - which will look at the structure/suitability of your offer (i.e. your response to the specifications of requirement and proposed costs) and evaluate accordingly.
- 9.4 UKPHR reserves the right to interact with independent (non-affiliated and non-bidding) experts within any field, in order to respond effectively to technical or product/service related queries.
- 9.5 During the evaluation of tenders, bidders may be involved within a further phase of clarification in the form of an interview/presentation.
- 9.6 Following the evaluation of tenders and any subsequent clarification stage, acceptance and rejection of tenders shall be made by email. Any award shall be based on an effective combination of quality and price evaluations, outlining the most economically advantageous tender.
- 9.8 Once the successful bidder has been identified we anticipate operational meeting(s) to take place between UKPHR and the successful supplier in support of implementation. The expectation is that the contract will commence at an agreed date thereafter.
- 9.9 The following provides an outline of the timetable in relation to this tender process. Bidders should note these timescales and ensure their availability to respond accordingly. (Please note these dates may be subject to change):

| <b>Action Date/Timescales</b>        |                                  |
|--------------------------------------|----------------------------------|
| Invitation to Tender (ITT) Issued    | 31 July 2017                     |
| Deadline for Clarification Questions | 5.00pm Friday 01 September 2017  |
| Deadline for ITT Submissions         | 10.00am Monday 11 September 2017 |
| Evaluation of Tenders                | 12 September 2017 onwards        |
| Award of Contract                    | w/c 18 September 2017            |

- 9.10 UKPHR may if necessary, extend the period for completing any stage of this process, including the award stage. As such, pricing will remain open for acceptance for a minimum of ninety (90) days.
- 9.11 All bidders shall be notified by UKPHR of the outcome of the process as soon as possible after any decision has been made.
- 9.12 Bidders must not undertake any work in association with this ITT, until they have received written notification that they have been appointed and are required to start work.
- 9.13 Acceptance of any tender by UKPHR shall be in writing and shall be communicated to the successful bidder's designated contact by email.

- 9.14 Upon acceptance, the contract shall be constituted and become binding on both parties (subject to any formalities detailed within the appointment notice). In addition to this, the supplier shall sign a formal contract with UKPHR. The terms of this formal contract shall not be further negotiated apart from minor points that will not have a material impact on the process, or in respect of the requirements within the ITT documentation. Upon such execution, the successful supplier will then be contracted to UKPHR for the agreed term. (Please note that contract issue, acceptance and signature are carried out electronically).
- 9.15 UKPHR reserves the right to cancel the procurement process at any point. Neither UKPHR nor its advisors are liable for any costs resulting from any cancellation of this process, nor for any other costs incurred by those expressing interest in, negotiating or bidding for this contract opportunity.

## 10. BIDDERS' WARRANTIES

- 10.1 In submitting a tender, the bidder warrants, represents and undertakes to UKPHR that:
- 10.1.1 All information, representations and other matters of fact communicated (whether in writing or otherwise) to UKPHR by the bidder, its staff or agents in connection with, or arising out of the tender are true, complete and accurate in all respects; both at the date communicated and at the date of submission;
  - 10.1.2 It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the tender and that it has not submitted the tender and will not be entering into the contract (if successfully awarded to the bidder by UKPHR) in reliance upon any information, representation or assumption which may have been made by or on behalf of UKPHR;
  - 10.1.3 It has full power and authority to enter into the contract and perform the obligations specified in any eventual contract documents and will, if requested, produce on-going evidence of such to UKPHR;
  - 10.1.4 It has read, understands and accepts that this process is conducted under, and will be subject to, UKPHR's contract terms and conditions and any eventual contract shall be based on these terms;
  - 10.1.5 It is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the contract documents.
- 10.2 No bidder will at any time during its appointment under the contract documents or at any time thereafter, claim or seek to enforce for the purposes of this contract any lien, charge or other encumbrance over property of whatever nature owned or controlled by UKPHR and which is for the time being in possession of the bidder.

## 11 COMMUNICATION PROTOCOL

- 11.1 The communication protocol has been developed to ensure that all bidders are treated in a fair, equitable and open manner. Communication with UKPHR by bidders is to be carried out in this structured manner in order to contribute to the probity of UKPHR's procurement process, and provide comfort to UKPHR and bidders that relevant legislative and good practice guidelines are followed.
- 11.2 There is to be no direct communication with UKPHR (at any level) outside of this protocol. Any bidders found to have done so may be disqualified from the process.
- 11.3 All ITT submissions and communication regarding this process shall be submitted to UKPHR in electronic format by email.
- 11.4 All tender responses should be typed directly into the ITT document, saved and submitted to UKPHR electronically in this format. They must not be converted into PDF format, nor produced in hard copy and mailed to UKPHR.
- 11.5 Any queries by bidders can only be raised and dealt with by email. Guidance on the question process is available as detailed above. Please note that responses to questions that relate to the procurement process that may impart additional information will be distributed to all participating bidders to ensure transparent and fair competition. (Please note - the identity of any bidder raising a query shall be kept anonymous).

## 12. SCORING & TENDER EVALUATION CRITERIA

- 12.1 Evaluation of the tenders received will be carried out by UKPHR overseen by the procurement lead.
- 12.2 Any eventual contract will be awarded to the most advantageous tender with regard to both quality and price.
- 12.3 Scores will be given to each response in your submission based on an evaluation of the proposals, using the matrix detailed below.

### **Evaluation Criteria**

*Stage One: Quality (70%)*

The scoring for each response is identified below:

**Table 1: Scores**

| Points | Grade     | Commentary  |
|--------|-----------|---|
| 10     | Excellent | Exceptional demonstration by the provider of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the services   |
| 8      | Good      | Above average demonstration by the provider of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the services |

|   |              |  |
|---|--------------|--|
| 6 | Satisfactory | Demonstration by the provider of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the services.   |
| 4 | Fair         | Some minor reservations of the provider's ability, understanding, experience, skills, resources and quality measures required to provide the services.   |
| 2 | Poor         | Serious reservations of the provider's ability, understanding, experience, skills, resources and quality measures required to provide the services.  |
| 0 | Unacceptable | Does not meet the requirement. Does not comply and/or no relevant information has been provided to demonstrate that the provider has the ability, understanding, experience, skills, resource and quality measures to provide the service. |

The score granted for each question shall be multiplied by the predetermined weighting.

Using the scoring outlined above in Table 1, the results will indicate the score shown in the example given in Table 2:

**Table 2: Results (Example)**

|           |                    |    |
|-----------|--------------------|----|
|           | Question Number    | 1  |
|           | Weighting          | 2  |
| Company A | Enter score here   | 6  |
|           | Weighted sub-total | 12 |

Finally, all the weighted scores will be added together to provide an overall total score for the Quality element of the tender.

*Stage Two: Price (30%)*

This stage of the evaluation primarily focusses on the whole cost of the services throughout the term of the contract and/or on the completion of project milestones/stages. As part of the bid process, bidders are asked to provide an inclusive total cost for delivering the service. Providers shall not be permitted to escalate or add costs at a later date.

To get a greater understanding of the price in relation to the service being offered, UKPHR may ask for costs to be separately identified and broken down across the lifetime of the contract and for additional evidence.

The tender with the lowest overall cost will be assigned the full available marks within the Pricing element (30% for this procurement). All other tenders will be calculated as a percentage of this.

The final evaluation score will then be calculated for each tender by adding together the totals for Stage One (Quality) and Stage Two (Price) and producing final ranking positions.

### *Stage Three: Presentation and Interview*

UKPHR may also feel it necessary to carry out a third stage and an evaluation panel may decide to invite the top 2-3 or the first ranked supplier to make a presentation of their proposal, which may also include an interview, presentation and/or discussion. If this stage is required, organisations invited to attend this stage of the process will be notified in advance. Any interview is most likely to take place at UKPHR's Birmingham Office. This will be confirmed as part of any prior notification.

The presentation and interview will be used as a means of clarifying tender submissions and gauging a greater understanding of the organisation's knowledge and proposed methodology for delivering the requirement. Following the presentations and interviews UKPHR may revisit the evaluation scores and confirm or make manifest adjustments where necessary in light of any information given and answers provided.

## PART – B

To open and complete Part B in a separate document please click on the link below.

[ITT Part B](#)

### TENDER RETURN DOCUMENT

This is the most important section to you as a potential bidder, as it is the section that you will complete and return to UKPHR for evaluation. It is broken down into two sections:

1. **Quality** – how you propose to deliver the specification of requirements you are bidding for. The available marks for this section are 70%
2. **Price** – your breakdown of costs to deliver the specification as required. This may take the form of a scenario/project to be priced, or cost per product/service. The available marks for this section are 30%.

## A - Company Information (Pass/Fail)

In this section we require basic information about your organisation, if any of this information changes after you submit your tender please inform us straight away.  
Failure to provide this information may invalidate your tender.

|           |   |  |
|-----------|---|--|
| <b>A1</b> | Name of organisation completing the Tender: |  |
|-----------|---|--|

|           |                                       |  |
|-----------|---------------------------------------|--|
| <b>A2</b> | Trading name if different from above: |  |
|-----------|---------------------------------------|--|

|           |   |  |
|-----------|---|--|
| <b>A3</b> | Contact details:                                    |  |
|           | Name:   |  |
|           | Position within the organisation:                   |  |
|           | Address:  |  |
|           | Telephone number:                                   |  |
|           | Mobile phone number:                                |  |
|           | Email address:                                      |  |
|           | Web address:  |  |
|           | Dun & Bradstreet (D-U-N-S®) Number                  |  |
|           | <a href="#">IG Toolkit</a> Organisation Code Number |  |
|           | VAT Registration Number (if registered)             |  |

|           |  |  |
|-----------|--|--|
| <b>A4</b> | Registered office (if different from above): |  |
|-----------|--|--|

|           |                                    |                          |
|-----------|------------------------------------|--------------------------|
| <b>A5</b> | Are you or is your organisation a: |                          |
|           | Sole Trader?                       | <input type="checkbox"/> |
|           | Partnership?                       | <input type="checkbox"/> |
|           | Private Limited Company?           | <input type="checkbox"/> |
|           | Public Limited Company?            | <input type="checkbox"/> |
|           | Registered Charity?                | <input type="checkbox"/> |
|           | Other? Please specify:             |                          |

|   |  |                      |                      |
|---|--|----------------------|----------------------|
| <b>A6</b>   | Please state the company's date of incorporation and registration number under the Companies Act 1985.                     | <b>Date</b>          | <input type="text"/> |
|   |  | <b>Number</b>        | <input type="text"/> |
|   | <u>OR</u>  |                      |                      |
|   |  |                      |                      |
|   | Date of registration and the company's registration number under the Industrial and Provident Societies Acts 1965 to 1978. | <b>Date</b>          | <input type="text"/> |
|   |  | <b>Number</b>        | <input type="text"/> |
| <u>OR</u>   |  |                      |                      |
|   |  |                      |                      |
| Date when sole trader or partnership commenced trading. | <b>Date</b>  | <input type="text"/> |                      |
|   |  |                      |                      |

|  |  |  |             |                          |                          |                          |
|--|--|--|-------------|--------------------------|--------------------------|--------------------------|
| <b>A7</b>  | Has/does any person involved in the management of the Company:   |  |             |                          |                          |                          |
|  | Been a member of or employed by UKPHR at a senior level within the last 3 years?   | <table border="1"> <tr> <td><b>Yes:</b></td> <td><b>No:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <b>Yes:</b> | <b>No:</b>               | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <b>Yes:</b>  | <b>No:</b>   |             |                          |                          |                          |
|  | <input type="checkbox"/>   | <input type="checkbox"/>   |             |                          |                          |                          |
| Have a relative or close friend who is either a member of or is employed by UKPHR at a senior level? | <table border="1"> <tr> <td><b>Yes:</b></td> <td><b>No:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <b>Yes:</b>  | <b>No:</b>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <b>Yes:</b>  | <b>No:</b>   |  |             |                          |                          |                          |
| <input type="checkbox"/>   | <input type="checkbox"/>   |  |             |                          |                          |                          |
| Have any involvement in other firms that provide services to UKPHR                                   | <table border="1"> <tr> <td><b>Yes:</b></td> <td><b>No:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <b>Yes:</b>  | <b>No:</b>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <b>Yes:</b>  | <b>No:</b>   |  |             |                          |                          |                          |
| <input type="checkbox"/>   | <input type="checkbox"/>   |  |             |                          |                          |                          |
|  | Have any involvement in other firms that provide similar services to those for which you are bidding?  | <table border="1"> <tr> <td><b>Yes:</b></td> <td><b>No:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <b>Yes:</b> | <b>No:</b>               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Yes:</b>  | <b>No:</b>   |  |             |                          |                          |                          |
| <input type="checkbox"/>   | <input type="checkbox"/>   |  |             |                          |                          |                          |

|           |  |                       |                      |
|-----------|--|-----------------------|----------------------|
| <b>A8</b> | If your organisation is a member of a group of companies or a subsidiary please give the names and company numbers of the holding company and associated companies, clearly stating the relationship with your organisation. |                       |                      |
|           | <b>Company Name</b>  | <b>Company Number</b> | <b>Relationship</b>  |
|           | <input type="text"/>   | <input type="text"/>  | <input type="text"/> |

|           |  |
|-----------|--|
| <b>A9</b> | If applicable, would your group or ultimate holding company be prepared to guarantee/underwrite your performance and obligations under any eventual contract (as a subsidiary or otherwise)? |
|           |  |

|            |  |  |  |  |   |
|------------|--|--|--|--|---|
| <b>A10</b> | Please indicate the annual turnover of your Firm over the last three years. If your organisation is part of a group, please supply the figures for both your own firm and the group. |  |  |  |   |
|            | <b>Annual Turnover<br/>£</b>   |  | <b>For year ending:<br/>(month/year)</b> |  | <b>Proportion specific to this activity/service<br/>%</b> |
|            | <b>Annual Turnover<br/>£</b>   |  | <b>For year ending:<br/>(month/year)</b> |  | <b>Proportion specific to this activity/service<br/>%</b> |
|            | <b>Annual Turnover<br/>£</b>   |  | <b>For year ending:<br/>(month/year)</b> |  | <b>Proportion specific to this activity/service<br/>%</b> |

|            |   |
|------------|---|
| <b>A11</b> | Please confirm that accounts (audited if applicable) for the last two financial years (or for the period of your incorporation if trading less than two years) are available on request to support the above information. |
|            | If you have answered 'No' please provide further details:   |

|            |   |
|------------|---|
| <b>A12</b> | If you have been trading for less than a year please provide either of the following:-<br>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position<br>Alternative means of demonstrating financial status |
|            |   |

|            |  |         |               |                 |             |
|------------|--|---------|---------------|-----------------|-------------|
| <b>A13</b> | Please give details of insurance cover currently in force as indicated below. Please supply in each case a copy of the certificate held in relation to that insurance. |         |               |                 |             |
|            |  | Insurer | Policy Number | Extent of Cover | Expiry Date |
|            | Employers Liability  |         |               |                 |             |
|            | Public Liability (Third Party)   |         |               |                 |             |
|            | Professional Indemnity   |         |               |                 |             |

|            |  |
|------------|--|
| <b>A14</b> | Have any claims been made under your organisations Employers, Public or Professional indemnity policy within the last three (3) years? |
|            | If you have answered 'Yes' please provide further details:   |

# Specification of Requirements

Note: Please read all sections carefully to ensure you understand the requirements UKPHR wishes to procure. These documents, in addition to your response; will form part of any eventual contract.

## 1. Introduction

UKPHR is inviting proposals from a suitably experienced and qualified provider of Review of Standards Services, to assist UKPHR revise its practitioner registration standards and support UKPHR in producing amended guidance. In revising the standards, the provider will have regard to:

- (1) UKPHR's current standards;
- (2) The content of the reports of Scotland's Public Health Review, Public Health England's 2016 Fit for the future report, HEE's deep dive study and Allison Thorpe's UKPHR report
- (3) The revised 2015 Public Health Specialty Training Programme Curriculum
- (4) The 2016 revised Public Health Skills & Knowledge Framework; and
- (5) Information supplied by UKPHR's practitioner registration review task & finish group.

The provider will produce revised standards and indicate consequential changes UKPHR will need to make to supporting guidance.

The provider will work with and report to the task & finish group established by UKPHR and any sub-group appointed by the task & finish group to support the contractor.

The purpose of this task & finish group is:

*To examine options, plan and make recommendations to the Education & Training Committee, and through it to UKPHR's Board, for aligning all UKPHR's standards, practices and processes with developments in relation to public health practitioners since the current arrangements were settled (in 2010).*

The task & finish group is examining options for alignment, innovation, development and simplification which UKPHR can undertake alone or in partnership with other organisations.

The provider is only concerned with revision of the practitioner registration standards.

The provider will have regard, where relevant, to relevant developments in public health practice and practitioner registration since 2011 when practitioner registration commenced. These developments include, but are not limited to:

- > Review of the Public Health Skills & Knowledge Framework
- > Use of e-portfolios and DH's proposal for a skills passport
- > Experience of operating practitioner registration including evaluations of local registration schemes
- > HEE's deep dive study report and HEE's response to the report
- > Allison Thorpe's report to UKPHR
- > PHE's report Fit for the Future – Public Health People
- > Scottish Government's Review of Public Health
- > Welsh Health Professional Education Investment Review
- > In Northern Ireland, Making Life Better and Transforming Your Care.

## **2. Timescales**

Work needs to start as soon as possible and as agreed with UKPHR. The majority of the standards revision needs to be completed in draft form by end-2017.

## **3. Context**

UKPHR is the independent regulator for public health professionals in the UK. Public health professionals comprise the core public health workforce in the UK and include specialists, Specialty Registrars and practitioners. UKPHR is accredited by the Professional Standards Authority for its Accredited Register of members of the multi-disciplinary public health workforce.

Professional regulation is important to protect the public, individually and collectively, from bad, harmful and professionally unacceptable public health practice. The main purpose of the regulation of public health professionals therefore, is to “protect, promote and maintain the health and safety of the public”.

UKPHR fulfils its purpose of protecting the public by delivering on its three key objectives:

1. Working with partners setting and promoting standards for admission to the register and for remaining on the register (including continued professional development and regular revalidation)
2. Identifying and removing from practice those individual registrants working in public health whose practice either fails to meet the necessary standards required (incompetent) or is unethical,
3. Publishing a register of competent public health professionals

UKPHR achieves its objectives by ensuring professionals meet requisite standards of competence, knowledge and experience and adhere to agreed standards of ethical practice. For those working towards registration, UKPHR sets standards for requisite knowledge, understanding and application. At the stage of application for registration UKPHR satisfies itself that the applicant has the requisite competence.

After initial registration, UKPHR sets standards for all registrants to maintain and improve competence, for example through setting CPD requirements and through regular re-registration (which will soon be reformed as a revalidation scheme).

UKPHR also works towards identifying and re-developing the practice of individuals which is slipping below the required standard and sharing and promoting the sharing of knowledge that will improve public health practice.

The NHS 5 Year Forward View (October 2014) makes it clear that public health prevention and promotion are key priorities for our society. UKPHR therefore works with public health organisations and other stakeholders to promote good public health practice aimed at improving the public's health and wellbeing and reducing inequalities. In health and social care there is a need for the core public health workforce and the wider workforce to work proactively on health promotion, prevention of ill-health and health protection as well as making sure that there is equitable access to good quality healthcare services.

## **4. Public Health practitioners**

Public health practitioners form the large majority of the core public health workforce. They work in a wide variety of settings, including work with individuals and with communities. Their job titles vary considerably. They work in teams and in partnership with others. They may be managers and commissioners of services. Some progress their public health careers into leadership roles as public health specialists. They are multidisciplinary.

The public health workforce has recently undergone a radical reorganisation, in England especially, and the Centre for Workforce Intelligence has produced reports of estimates of their numbers in England and in Scotland. Understanding the requirements of the current and future specialist workforce is complex as the public health workforce is increasingly fragmented and employed not only in different NHS organisations but also in Local Authorities and various community settings.

UKPHR has operated a voluntary register of public health specialists since 2003. It also began operating voluntary registration of public health practitioners from 2011 onwards. Although a voluntary register, UKPHR's register is accredited by the Professional Standards Authority under a statutory Accredited Registers programme.

As the HEE deep dive study report and Allison Thorpe's report explain, practitioner registration is organised around local schemes and as a result coverage is not 100% across the UK. This leads to inequity of access as the deep dive study report discusses. An important challenge for UKPHR is to extend coverage in order to eliminate this inequity.

## 5. Aims and Purpose

The primary aims of UKPHR's revision of its standards for practitioner registration are:

- Update UKPHR's standards to take account of **developments in wider public health standards** of education, training and competence, many of which have changed greatly since UKPHR and other public health organisations set the practitioner registration standards in 2010;
- **Respond to these** specific changes: revised Public Health Skills & Knowledge Framework, widespread use of e-portfolios for practitioner registration and structural change in England in consequence of the Health & Social Care Act 2012 and the 2016 Fit for the Future report by Public Health England; and
- Provide **clarity** on education, qualifications, training and experience, including **currency** of evidence of the same, required for practitioner registration and contribute to clear **career pathways** for those seeking a career in public health.

The provider will assist UKPHR by revising the practitioner registration standards and indicating what changes UKPHR will need to make in consequence to supporting guidance.

## 6. Requirement

UKPHR wishes to appoint a provider with a proven track record in Review of standards Services, with particular reference to public health workforce development.

The provider must consider current good practice and to what extent it is possible to "future proof" the standards.

## 7. Scope of Contractor's work

- Revise UKPHR's practitioner registration standards in accordance with guidance given to the provider by UKPHR and its practitioner registration review task & finish group;
- Indicate to UKPHR any consequential changes that the revision will necessitate to UKPHR's supporting guidance; and
- Fortnightly updates of progress to UKPHR's task & finish group (via the sub-group if appointed).

## Supplier Response to Specification - (continue to complete all sections below)

### **a. Quality – 70%**

#### *Method Statements*

Based on the specification outlined above, bidders are requested to outline how they will deliver the review of standards and guidance to meet the aims and purpose set out above.

As a minimum, bidders are requested to provide a section on each of:

- An overview of their methods of operation;
- Project management and management of risk;
- Approach to ensuring appropriate skills and standards are maintained;
- Evidence of experience in delivering similar services in health and social care;
- Qualifications and accreditations relevant to the services provided;
- Available resources to be allocated to delivering the contracted services.

#### **Method Statement – 70%**

##### **QUESTION 1**

Based on the specification outlined above, and with specific reference to the demonstration of your skills, competency and experience – please provide a method statement clearly outlining how you will deliver the required services to UKPHR. (**weighting: 1**)

##### **QUESTION 2**

Describe the respective work programmes for (a) you to carry out the contracted work and (b) UKPHR and its task & finish group to support your work (**weighting: 1.5**)

**Response - (Expand as required)**



|          |  |  |  |  |  |
|----------|--|--|--|--|--|
|          |  |  |  |  |  |
| <b>3</b> |  |  |  |  |  |
| <b>4</b> |  |  |  |  |  |

## Signature and Declaration

Providers should note that UKPHR would only consider trading with companies that meet the following criteria as legal proof of eligibility to participate in the procurement process.

In submitting your response to this procurement process and signature of the declaration below, you/your organisation declare and confirm that the information provided is:

- Complete and accurate;
- Submitted in good faith to support the aims & objectives of UKPHR;
- A bona fide proposal, to be evaluated and considered for acceptance;
- A sustainable proposal for the full term of any eventual contract;
- submitted under and in acceptance of UKPHR's terms & conditions of contract

Furthermore, in submitting your response to this procurement process and signature of the declaration below, you/your organisation declare and confirm that:

- Your company or any of its directors, partners, or proprietors has not been convicted of the following offences:
  - a) Involvement in organised crime;
  - b) Corruption;
  - c) Bribery (as determined by the Bribery Act 2010);
  - d) Fraud;
  - e) Money laundering.
- Your company:
  - a) Is not in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
  - b) Has not been convicted of a criminal offence related to business or professional conduct;
  - c) Has not committed an act of grave misconduct in the course of business;
  - d) Has fulfilled obligations relating to payment of social security contributions;
  - e) Has fulfilled obligations relating to payment of tax;
  - f) Is not guilty of serious misrepresentation in supplying information or services.

|                          |  |
|--------------------------|--|
| NAME                     |  |
| POSITION IN ORGANISATION |  |
| NAME OF ORGANISATION     |  |
| SIGNATURE (print name)   |  |
| DATE                     |  |

*(Please note – that any eventual contract will also be drafted, issued, accepted and signed electronically)*