

# INVITATION TO TENDER

**For the Provision of an Innovation Partnership to  
Co-Design and Deliver a Social Prescribing  
Network**

**Chest Contract Ref: DN368441**

**Return Date: - 12 noon on 24<sup>th</sup> January 2019**

**Contract Duration: 3 Years + 1 Year + 1 Year + 1  
Year**

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# 1 Section One – Instructions & Conditions

## 1.1 Introduction

Oldham Council, on behalf of the Oldham Cares Alliance, is embarking on a project to co-design, establish, deliver and further develop the Social Prescribing Network and are now looking to appoint a partner(s) to work collaboratively with Voluntary, Community, Faith and Social Enterprise sector (VCFSE) as well as Oldham Cares Alliance partners to innovatively co-design, establish, deliver and further develop the provision of social prescribing across the borough of Oldham.

Oldham Cares considers that:

- a) support/wellbeing/care/health services to residents in the Oldham borough may best be delivered with the establishment and operation of a well-designed, high quality, Social Prescribing Network, to provide direct social/wellbeing/care/health support and advice and to act as a pathway to other informal and formal support/wellbeing/care/health services;
- b) that the services required to establish, deliver and further develop such a Social Prescribing Network are not available currently, to Oldham Cares, as an existing service which delivers in a sufficiently integrated way;
- c) accordingly Oldham Cares needs to work in collaboration with an appropriate Innovation Partner(s) in a prior, integrated co-design phase and in further collaboration in the integrated establishment, delivery and further development of such a service;
- d) that such a commission is an optimal and cost-effective means of seeking to address societal challenges relating to the support/wellbeing/care/health needs of Oldham citizens by building resilience independence, in particular by relieving the demands on the health, care and wider system for better prioritising access informal and 'more than medical' care and health services in line with the principles of early intervention and prevention; and
- e) that both to ensure maximum integration between design and delivery phases of the project and to seek to attract an Innovation Partner of the required capability and with the required commitment to the project, a Light Touch Regime Innovation Partnership process is the appropriate procurement process.

Initial elements of a Social Prescribing Network are being delivered in an Oldham West Cluster and are in early development stages within Oldham East Cluster with outreach to North Cluster. As part of its Thriving Communities Programme, Oldham Cares intends to co-design and co-develop the required Social Prescribing Network further in an iterative way with all stakeholders, in collaboration with an Innovation Partner.

It is anticipated that the successful partnership will deliver the social prescribing network in all clusters (please see Section 2.6 for further details re including Cluster arrangements) whilst developing the pathways and systems in partnership with Oldham Cares in order to roll out the delivery across all of the clusters in the Borough.

The Council, as the lead procuring partner of Oldham Cares in this contract, will work collaboratively through an Innovation Partnership to co-design, establish, deliver and further develop the Social Prescribing Network. The partnership will be expected to demonstrate deliverability and success of the service against the agreed outcomes during the initial 3 year design and delivery contract period.

An open procurement process, following Light Touch Regime and Innovation Partnership principles, will be facilitated and governed by relevant EU Procurement Directives and implemented in English Law in the Public Contract Regulations 2015 (SI 2015 No.102) and such other UK regulations implementing its provisions as may be made from time to time.

This Invitation to Tender document is issued on the Due North Portal "The Chest".

## **1.2 Instructions to Tenderers**

### **Discrepancies, Omissions and Enquiries concerning the Tender Documents**

You will have received this document because you are registered on The Chest, the Council's web-based portal for the letting of tenders. Should the Tenderer find discrepancies in, or omissions from the Tender Documents, the Council's Procurement Officer shall immediately be notified by the Tenderer via the Question and Answer link on The Chest [www.the-chest.org.uk](http://www.the-chest.org.uk)

### **Circular Advices**

Any clarification by the Council prior to the Tender due date will be issued as a Circular Advice to all Tenderers via The Chest.

### **Clarification and Queries**

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries relating to the Tender Documents will be answered.

Tenderers shall communicate all Tender related queries via The Chest no later than **17<sup>th</sup> January 2019**.

Any questions about the procurement should be submitted via The Chest.

The Procurement Officer shall respond to all such queries by the issue of a Circular Advice to all Tenderers via The Chest, unless the clarification is confidential, in which case it will be restricted to the enquiring tenderer, and general clarification issued to other tenderers if appropriate.

Telephone or e-mail enquiries will **NOT** be accepted.

### **Technical Issues via The Chest**

Should any technical issues arise via The Chest, Tenderers are able to log issues via [ProcontractSuppliers@proactis.com](mailto:ProcontractSuppliers@proactis.com) or going directly to <http://proactis.kayako.com/default>.

For critical and time-sensitive issues (normally requiring resolution within 60 minutes), then please contact the Helpdesk on 0330 005 0352.

### **Study of Tender Documents**

The Tenderer is required to examine the Tender Documents and to obtain all information as it may require them to submit a Tender. The Tenderer shall be deemed to have satisfied itself as to the correctness and sufficiency of its Tender. No claims whatsoever shall be entertained arising out of the Tenderers failure to study and/or properly understand/interpret the Tender Documents.

### **Tender Submission**

Tenderers must complete and return all Sections of this ITT document.

Tenderers must complete and return all of the required information in the tender by the tender return time and date at **12 noon on 24<sup>th</sup> January 2019**.

An electronic Tender submission must be submitted via The Chest. The authority reserves the right to reject any Tender that fails to comply with the submission requirements set out in this ITT.

Tenderers are advised to keep a copy of their Tender submission for future reference.

The Council expressly reserves the right to require a potential supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this ITT.

Please do **NOT** e-mail your tender submission to the Council.

## Electronic Tender Submission via The Chest

This ITT Documentation has been obtained via The Chest. If further information is required or if there are any problems using The Chest, please contact the Strategic Sourcing Department on Tel: 0161 770 4887, Email: [strategic.sourcing@oldham.gov.uk](mailto:strategic.sourcing@oldham.gov.uk).

Tenderers must complete an electronic submission via The Chest. Details of how to do this will be made available to Tenderers on the portal, the address of which is [www.the-chest.org.uk](http://www.the-chest.org.uk)

Tenderers should note that the uploading process when submitting a Tender via The Chest may take some time. Tenderers should therefore start this process in sufficient time to allow for the complete uploading of their Tender submission by the tender return time and date.

## Tender Errors and Omissions

If the Council discovers errors or omissions in the Tender, the Tenderer may be required to justify the price/item(s) concerned. Any price adjustments to the Tender made by agreement between the Council and the Tenderer shall be confirmed in writing by the Tenderer to the Council before final acceptance by the Council.

## Procurement Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

Activity	Completion Date
Dispatch of ITT	14 <sup>th</sup> December 2018
Clarification Deadline	17 <sup>th</sup> January 2019
Return of ITT	24 <sup>th</sup> January 2019
Evaluation of ITT	31 <sup>st</sup> January 2019
Internal Governance	February 2019
Selection of successful Tenderer	March 2019
10 day standstill period ends	March 2019
Mobilisation (+TUPE)	March-May 2019
Service commencement	May 2019

The Council reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

The Council intends to award the Contract in March 2019 and reserves the right to award the Tender at such date or at a later date, or not at all.

## **Freedom of Information Act (2000)**

The Council is a public authority under the Freedom of Information Act 2000 (the “Act”).

As part of its duties under the Act, the Council may disclose information to a person making a request unless the information is covered by an exemption under the Act. The Council is required to determine whether the public interest in maintaining the exemption from disclosing it outweighs the public interest in disclosing it.

Suppliers must state in their ITT whether or not they consider the information supplied, if disclosed to a third party, would be prejudicial to their commercial interests and if so, the reasons for such a claim. Suppliers should be aware that although such claims and reasons will be taken into consideration by the Council when deciding whether to disclose information, the Council may still be required to disclose such information so that the Council’s statutory obligations are met.

Receipt by the Council of any material marked ‘confidential’ or equivalent should not be taken to mean that the Council accepts any duty of confidence by virtue of that marking. The Council shall not be responsible for any loss, damage, harm or other detriment however caused arising from the disclosure of any of the confidential information under the Freedom of Information Act or other similar legislation or code.

### **1.3 Tender Conditions**

#### **Acceptance of Tender**

The Tender shall constitute an irrevocable offer to perform the Service. The successful Tenderer shall conclude a formal Contract with the Council, which shall embody the Tenderer’s offer. No Tenderer may consider itself successful unless and until a formal Contract has been signed by a duly authorised representative of each party.

It is clearly understood that the ITT and the submission of the Tender shall not in any way bind the Council to enter into a contract with the Tenderer or involve the Council in any financial commitment whatsoever in this respect. The Tenderer is also advised that the Council do not bind themselves to accept the lowest, or any, Tender, but at the Council’s sole discretion may accept the whole or part of any Tender. The Council will make a reasonable assessment of the most economically advantageous tender, according to the best price/quality ratio (incorporating appropriate Social Value considerations). ”.

Any acceptance of a Tender by the Council shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall become binding on both parties and, notwithstanding that, the appointed contractor shall upon request of the Council execute a formal Contract in writing in the form of the Contract provided with the Tender Documents.

The Tender shall remain open for acceptance for a period of 6 months from the closing date for the receipt of Tenders.

#### **Rejection of Tender**

The Council may in its absolute discretion refrain from considering or reject any Tender if

The Tender is incomplete or vague or is submitted later than the prescribed date and time; or

It is not in accordance with the ITT and all other provisions of the Tender Documents or is in breach of any condition contained in the ITT;

Any Tender in respect of which the Tenderer:

Has directly or indirectly canvassed any official of the Council or obtained information from any other person who has been contracted to supply goods or provide services or works to the Council concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer; or

Fixes or adjusts the prices shown in the Pricing Schedule by or in accordance with any agreement or arrangement with any other person; or

Communicates to any person other than the Council the amount or approximate amount of the prices shown in the Pricing Schedule except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or for the purposes of insurance or financing; or

Enters into any agreement with any other person that such other person shall refrain from submitting a Form of Tender or shall limit or restrict the prices to be shown or referred to by another Tenderer; or

Offers to agree to pay to any person having direct connection with the ITT process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Tender, any act or omission; or

In connection with the award of the Contract commits an offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972,

Shall not be considered for acceptance and shall accordingly be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a Tenderer may attract.

### **Amendment to Tender Documents**

Should any additions or deletions to the Tender Documents be considered necessary prior to the date for submission of Tenders, these will be issued by the Council to Tenderers and will be deemed to then form part of the Tender Documents; the Council reserves the right to extend any date for submission of the Tenders accordingly.

### **Tenderers Responsibilities**

A Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the accuracy and sufficiency of the prices and rates as stated in any Pricing Schedule contained in that Tender which shall (except in so far as it is otherwise provided in the Contract) cover all obligations under the Contract and a Tenderer shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Tender.

The Tenderer is responsible for obtaining all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by a Tenderer in connection with the preparation and submission of a Tender shall be borne by the Tenderer.

### **Council Representatives**

No person in the Council's employ or other agent, except as so authorised by the Contact Officer, has any authority to make any representation or explanation to Tenderers as to the meaning of the Contract or any other Tender Document or as to anything to be done or not to be done by Tenderers or the successful Tenderer or as to these instructions or as to any other matter or thing so as to bind the Council.

### **Confidentiality**

All information supplied by the Council in connection with this ITT shall be treated as confidential by Tenderers except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties guarantees and quotations necessary for the preparation and submission of the Tender.



## **Tender Documents**

The documents which constitute the Tender Documents and all copies thereof are and shall remain the property of the Council and save for the purposes of the Tender, must not be copied or reproduced in whole or in part and must be returned to the Council upon demand.

## **Council's Warranties and Disclaimers**

The fact that a Tenderer has been invited to submit a Tender does not necessarily mean that the Tenderer has completely satisfied all the Council's criteria and the Council may require further information as appropriate and assess this as part of the Tender evaluation process.

The Tenderer shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) the Council shall not make any payments to the successful Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the Council to the Tenderer in respect of the Service by reason of the Specification being different to that envisaged by the Tenderer or otherwise.

Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the Council does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The Council does not make any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Tenderer or its professional advisors.

Each Tenderer to whom the ITT is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.

This ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into any other contractual agreement. Under no circumstances shall the Council be liable to a Tenderer in respect of any costs incurred by a Tenderer (whether directly or otherwise) in relation to the preparation or submission of a Tender.

## 1.4 Evaluation Criteria

The objective of the selection process is to assess the responses to the tenders submitted and to then select a preferred bidder with the intention to appoint, in line with the timetable indicated at **Section 1.2** of this document.

The tender evaluation exercise will seek to balance the issues of quality (incorporating appropriate Social Value considerations) and price to ensure that the bidder chosen offers the most economically advantageous option for the borough.

Upon receipt of formal tenders, the Council will be concerned to ensure that there has been full compliance with the ITT documents, and all necessary information has been supplied. The information supplied will be checked for completeness and compliance before responses are evaluated. The Council shall not be bound to accept the lowest price of any bid submitted.

**Section 5.1 – 5.17** will be marked on a pass/fail basis and will entail conducting a financial assessment and taking up of references.

If you need the opportunity to submit additional evidence that will clarify your financial standing, this should be submitted at question **5.8.1 (d)**

Where we are unable to verify that your organisation:

- Is a legitimate trading organisation;
- Has acceptable levels of financial standing;
- Promotes good practices in areas of employment, health & safety and environmental care & protection;

**Section 5.18** will be evaluated on the basis of **the most economically advantageous** tender to the Council. The evaluation criteria, and the associated weightings, which will be utilised in this assessment are:-

Award Criteria	Question Weighting	Section Weighting
<b>Technical Capacity</b> <ul style="list-style-type: none"><li>• Delivery</li><li>• Development</li><li>• Mobilisation</li><li>• Communication</li><li>• Ability to Manage and Adapt to Change</li><li>• Information Management and Technology</li><li>• Performance Management, Analysis and Evaluation</li></ul>	<ul style="list-style-type: none"><li>• 20% Weighting</li><li>• 20% Weighting</li><li>• 10% Weighting</li><li>• 5% Weighting</li><li>• 5% Weighting</li><li>• 5% Weighting</li><li>• 5% Weighting</li></ul>	<b>70% Weighting</b>
<b>Social Value</b> <ul style="list-style-type: none"><li>• Social Value Objectives</li></ul>	<ul style="list-style-type: none"><li>• 15% Weighting</li></ul>	<b>15% Weighting</b>

<b>Financial Model</b> <ul style="list-style-type: none"> <li>• Growth &amp; FMT</li> <li>• Sustainability</li> <li>• Value for Money</li> </ul>	<ul style="list-style-type: none"> <li>• 5% Weighting &amp; Pass/Fail</li> <li>• 5% Weighting</li> <li>• 5% Weighting</li> </ul>	<b>15% Weighting</b>
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Where a question requires a description answer with an award of 10 marks the following marking regime will be used:

Score	Acceptability	Criteria for awarding scores
0	Unacceptable	The information is either omitted or fundamentally unacceptable.
1 - 2	Poor	The information submitted has insufficient evidence that the specified requirements can be met and / or does not demonstrate acceptable level of quality of the proposed tender.
3 - 4	Somewhat Deficient	The information submitted has some minor omissions against the specified requirements and / or demonstrates only limited level of quality of the proposed tender.
5 – 6	Satisfactory	The information submitted meets the requirements and / or demonstrates an adequate level of quality of the proposed tender.
7 – 8	Very good	The information submitted provides good evidence that the specified requirements can be met and demonstrates a good level of quality of the proposed tender.
9 - 10	Outstanding	The information submitted provides strong evidence of best of sector capability to deliver the specified requirements.

Where a question requires a Yes / No answer an answer of No may result in the Authority taking the tender no further, unless it is demonstrated to the Authority's satisfaction that any amendments/ qualifications are strictly necessary to give effect any legal, regulatory or compliancy requirements of any related parties. The Authority reserves the right to reject any such amendments/ qualifications if they are deemed by the Authority not to be strictly necessary or contrary to the principles of the procurement procedure.

The Government has developed an approach to ensuring that previous poor performance by suppliers can be taken into account and robustly assessed prior to entering into certain new contracts (as described in "Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance". This will give the Government confidence, based on past performance, in the reliability of suppliers.

The policy is that, as part of any assessment of a supplier's technical and professional ability, contracting authorities should ensure that any failure by the supplier to provide satisfactory performance of previous principal contracts is taken into account in the assessment of whether specified minimum standards for reliability for such contracts are met.

Evidence will be collected from suppliers to enable this assessment to be made [and a random sample of the evidence collected may be verified].

In addition, under the policy, contracting authorities will re-assess reliability based on past performance before key points in the procurement process (i.e. short listing, preferred bidder status, conclusion of contract etc.). Suppliers will accordingly be asked to update the evidence they provide in relation to past performance to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

The tenderer waives any contractual right or other confidentiality obligation in connection with the customers mentioned in a list of contracts used to demonstrate evidence of past performance and agrees that these customers may provide information to Oldham Council in the form of certificates of performance and answer any clarifications that Oldham Council or anyone acting on behalf of Oldham Council in connection with this procurement may have. The tenderer confirms that save for any deceitful or maliciously false statements of fact or purported fact included in a certificate or subsequent clarification the customer will not owe the tenderer any duty of care for or otherwise have any legal liability to the tenderer in respect of any factual inaccuracies, whether innocent or negligent, and/or in respect of any expressions of opinion by the customer. This provision is for the benefit of each customer and may be relied on by them for the purposes of the Contracts (Rights of Third Parties) Act 1999.

The Crown Commercial Service may hold a copy of the certificate of performance on a central database and the content of any certificates of performance from a customer may be shared with Contracting Authorities, acting as part of the Crown.

If in breach of this provision any tenderer commences legal proceedings against a customer in relation to any certificate of performance or subsequent clarification in the courts of any jurisdiction the relevant entity agrees that the customer shall be entitled to bring proceedings against the tenderer in the English Courts to enforce the terms of this provision (regardless of whether it is enforceable in the jurisdiction where the proceedings are brought) and to be indemnified in full for any legal costs incurred in defending such proceedings and indemnified in respect of any compensation that the customer is ordered to pay to the tenderer as a result of such proceedings. This provision will not relate to any proceedings commenced in good faith for any liability that falls outside the scope of this provision.

Interviews may be conducted to gain understanding and clarification of tenders. It is not envisaged that every tenderer will, necessarily, be invited to interview. Those tenderers invited to attend interview will be invited on the basis of an appraisal of the tender pricing data and preliminary marking of the tender quality submissions. The procedure for interviews will be advised when required. For the avoidance of doubt interviews will not be evaluated although the quality evaluation marks may be revised on the basis of information presented if appropriate.

## **1.5 E-Auctions**

An e-auction will not form part of the evaluation process.

## 2 Section Two – Wider Context/ Background/ Overview

### 2.1 Introduction to Oldham

**This section (2) is wider context, the specification requirements are in section 3.**

Oldham is a metropolitan borough of Greater Manchester just 6.9 miles (11.1km) north east of the city of Manchester.

Our diverse, young, and growing population of 225,000 is made up of several towns and villages, with Oldham as the administrative centre.

The borough stretches 55 square miles from the Pennine moors and rural communities of Saddleworth to the urban areas of Failsworth and Hollinwood.

Our location between Manchester City Centre and the Peak District countryside makes Oldham an attractive place to live and work.

We are home to 6,000+ businesses spanning across key sectors such as health, advanced manufacturing, construction, retail, and financial and professional services.

Close proximity to the M60 and M62 motorways, and a Metrolink tram route to Manchester city centre, provides Oldham with easy and efficient access to national markets, and a population of 2.6 million within a 30 minute drive time.

There are several challenges to health and wellbeing in Oldham which are highlighted in JSNA.

[https://www.oldham.gov.uk/downloads/200936/joint\\_strategic\\_needs\\_assessment\\_jsna](https://www.oldham.gov.uk/downloads/200936/joint_strategic_needs_assessment_jsna)

### 2.2 The Oldham Model

The Oldham Partnership shares a collective vision ‘to make Oldham a place of ambition’. The Council, and its partners, are committed to a co-operative future for Oldham where ‘everyone does their bit and everybody benefits’ and the Partnership’s Oldham Plan 2017-22 sets out the Oldham Model for delivering tangible and sustained change through an integrated focus on 3 core components Inclusive Economy, Thriving Communities and Co-operative services which it is the responsibility of partner and everyone in the borough to address.



This model is complemented and supported by a focus on two key enablers – public service reform and empowering people and communities.

## 2.3 Oldham Cares – wider context

The Oldham Health and Social Care economy has signed up to a new and ambitious vision for care which looks to 'see the greatest and fastest possible improvement in the health and wellbeing of the Borough's residents by 2020' and beyond.

The vision will be achieved through delivery of a health and social care system that is built upon person-focussed models and financial viability, with integration at the heart of health and social care service delivery.

To support the vision we have brought together all the partners from across the borough. Including but not limited to; the Oldham VCFSE, Social Care, NHS - Pennine Acute Hospital Trust and Clinical Commissioning Group, MioCare, Primary Care and the Oldham Clinical Commissioning Group to create a new organisation – Oldham Cares.

Oldham Cares (an Integrated Commissioning Function and a Local Care Organisation (LCO) in the form of a developing Provider Alliance) is the new way health and social care services are working to improve the health and quality of life of Oldham's patients and residents, and delivering high quality, joined-up health and care services and pathways now and in the future.

At Oldham Cares we are focused on achieving positive outcomes for people with health and social care needs including:

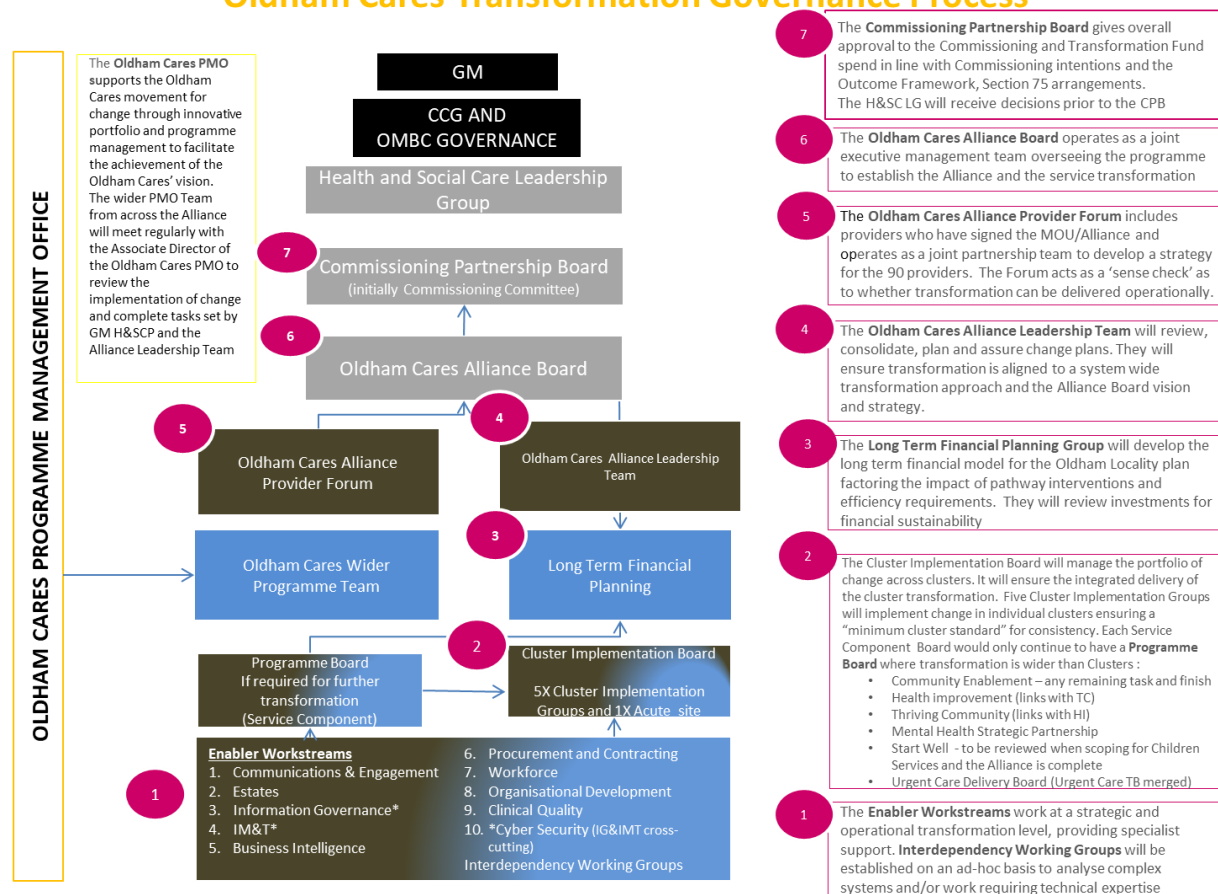
- Supporting people to be more in control of their lives
- Having a health and social care system that is geared towards wellbeing and the prevention of ill health
- Providing access to health services at home and in the community
- Providing social care that works with health and voluntary services to support people to look after themselves and each other

Thriving Communities is one of the key workstreams of the Oldham Cares Programme. The Thriving Communities programme supports three other transformation themes within the Oldham Locality Plan and specifically delivers against GM Transformation themes;

- Radical upgrade in population health using the principles of early intervention and prevention;
- Transforming community-based care and support;
- Enabling better care.

## Oldham Cares Governance – wider context

### Oldham Cares Transformation Governance Process



## 2.4 Social Value

As a Co-operative Council we are committed to acting in a socially responsible way and to influencing others with whom we work with to do the same. In accordance with the Social Value Act 2012 we must consider social value in all our decisions; about how we capitalise on social value delivered to residents through our partnerships, contracts and supply chain and in addition to ensure that the organisation we choose to work with have the potential to make a major contribution to improving the lives of our residents.

It is increasingly important to secure the maximum possible value from every pound of public money that we spend. This means taking into account the cost of each contract, but it also encompasses a broader evaluation of the value of each contract – including the wider social, economic and environmental outcomes each contract can deliver into Oldham and for the good of its residents.

**Some of the social value foundations we would expect our suppliers to underpin;**

- Building capacity and sustainability of the VCFSE e.g. supporting their growth in skills and capability, drawing in or contributing to new funding, supporting or enhancing their service delivery
- Promoting employment and economic sustainability by actively facilitating skills development and progression both within the organisation and through suppliers / contractors.
- Providing access to local jobs and employment opportunities for Oldham residents.



- Promoting environmental sustainability by helping to build the low carbon and environmental business sector in Oldham.
- Actively seeking community participation and engagement in the procurement, commissioning and delivery aspects by enabling and equipping communities and individuals with the skills and resources to play an active role in service co-design, decision making and delivery.
- Making a positive contribution towards Oldham's ambitions for health outcomes, healthy homes, green spaces and local amenities.
- Ensuring continuous improvement in the delivery of services and compliance with statutory obligations under section 3 Local Government Act 1999.

For more information on Social Value, please see the Social Value Framework document attached.



Oldham Social  
Value Procurement I

### **Evaluated Question**

In order for the Council to be satisfied of any prospective bidder's commitment to supporting the Council in implementing its Social Value principles, can you please include in your tender submission, a response to the question on Social Values included in the evaluated section of this ITT.

Oldham Council is seeking accreditation with the Living Wage Foundation (LWF). This is the organisation which manages and verifies the accreditation process by which organisations can be awarded with the mark as a Living Wage Employer, and so entitled to use this as part of its publicity. This is a voluntary accreditation process.

The Living Wage Foundation Rate (LWFR) is the hourly rate paid to all employee aged 18 and over, at the rate advocated by the Living Wage Foundation. This is updated annually according to the basic cost of living as calculated by the Centre for Research in social policy at Loughborough University.

For the avoidance of doubt, the Living Wage Foundation is not to be confused with the National Living Wage – the information below should help provide clarity regarding this;

### **Living Wage Foundation (LWF)**

- This is an organisation which manages and verifies the accreditation process
- Organisations can be awarded the Living Wage Employer mark
- This is a **voluntary** accreditation process
- The hourly rate is paid to all employees aged 18+
- The hourly rate is updated annually
- More information is available via <http://www.livingwage.org.uk>

### **National Living Wage**

- This is a **statutory** requirement
- The hourly rate is paid to all employers aged 25+
- The hourly rate is updated annually

## 2.5 Thriving Communities Programme – the programme within which the Social Prescribing Network will sit

**Vision: People and communities to have the power to be healthy, happy, able to make the right choices around their health and wellbeing support, growing the community capacity to support people earlier in the pathway in line with the core principles of early intervention and prevention.**

The programme focuses on building upon our community strengths and support groups to help people earlier in the care pathway and shift the emphasis to earlier intervention and prevention by helping Oldham residents make better life choices and not progress into higher levels of need. The programme will generate £9m+ of released demand in the health and care system in the establishment of Oldham Cares, of which Social Prescribing is a core element.

Thriving Communities Programme Objectives:

- To deliver direct improvement to the health and wellbeing of all people living in Oldham and in doing so help address health inequality;
- To adopt an asset based approach to commissioning that draws upon the strengths of individuals, families and communities and supports a thriving Voluntary, Community, Faith and Social Enterprise (VCFSE) sector across the borough;
- To work with the VCFSE to develop a sustainable approach to funding of the sector;
- To further connect and maximise the impact of the VCFSE and help align it to the needs of residents;
- To maintain and grow community capacity across the borough;
- To engage people and communities in the design and delivery of services;
- To develop an approach to social prescribing that supports the whole of the Oldham Cares system and bridge dependencies with other elements of reform such as place based integration;
- To support early intervention and prevention;
- To support the building of the Oldham brand and attract investment to the borough;
- To ensure that the resources of the wider social care system are directed towards places and the people that need it most and enable positive demand management.

### The Thriving Communities Programme



Wider Engagement, Attracting Funding, System Learning

## **Workstream Summary;**

1. **Insight** - The insight workstream uses key tools like the Thriving Communities Index to segment Oldham into 115 areas and pull in 21 indicators to give us insight at the hyper local level. The workstream describes existing community assets, builds good practice, captures evidence of impact and change, conducts further research through innovative approaches and in doing so, establishes a detailed, rich and dynamic intelligence resource for the programme with a much wider relevance for other programmes and work streams.
2. **Leadership & workforce** – The leadership and workforce workstream will help reshape the way leadership and workforce development is undertaken across the borough to enable our staff and leaders to more consistently adopt a strength and place based approach and operate in a system that supports that. This will complement the wider GM Leaders work and establishment of the co-operative workforce aspired to in the Oldham Plan. The collective impact of such a workforce which includes public sector, VCFSE, semi medical (e.g. dentists, optometrists, pharmacists) and the workers who meet our residents most in need of support (e.g. takeaway, hairdressers, off- licences). This has the potential to drive design, innovation and change at a scale and pace not previously achieved.
3. **Social Action & Infrastructure** – The delivery workstream of Thriving Communities, this will create the conditions and opportunities for people to improve their lives through social prescribing supported by Asset Based Community Development work. The Social Action Fund and Fast Grants will support, enable and inspire ideas and opportunities that make real and lasting change for people and their communities. This will be evidenced through how individuals interact with and are supported by formal, informal services and each other. The Oldham Leadership Board
4. **Thriving Communities Hub** - Leaving a legacy of system change which transforms the way the VSCFE and public services interact and the commissioning balance. Drawing in the best in academic research to attract funding to the borough and drive innovation and transformation in how we deliver care across the health can care system with an emphasis on moving to earlier community support models.

## **Looking Ahead**

There is an enhanced drive nationally and within Oldham to build more capacity and focus around Early Intervention and Prevention and grow community capacity long term. This impetus is owing to both the positive overall effect on residents' life quality and life expectancy and the wider system benefit (there is an anticipated >7 to 1 ratio of system benefit for every pound spent in Early Intervention and Prevention as opposed to more acute or complex interventions of care).

This may result in new or more integrated Early Intervention and Prevention services which have common goals, scope or potential synergies being prototyped within this Innovation Partnership in the future (in line with appropriate resource changes and underpinned by the contractual terms and conditions).

## 2.6 Place Based Model of Delivery – wider context

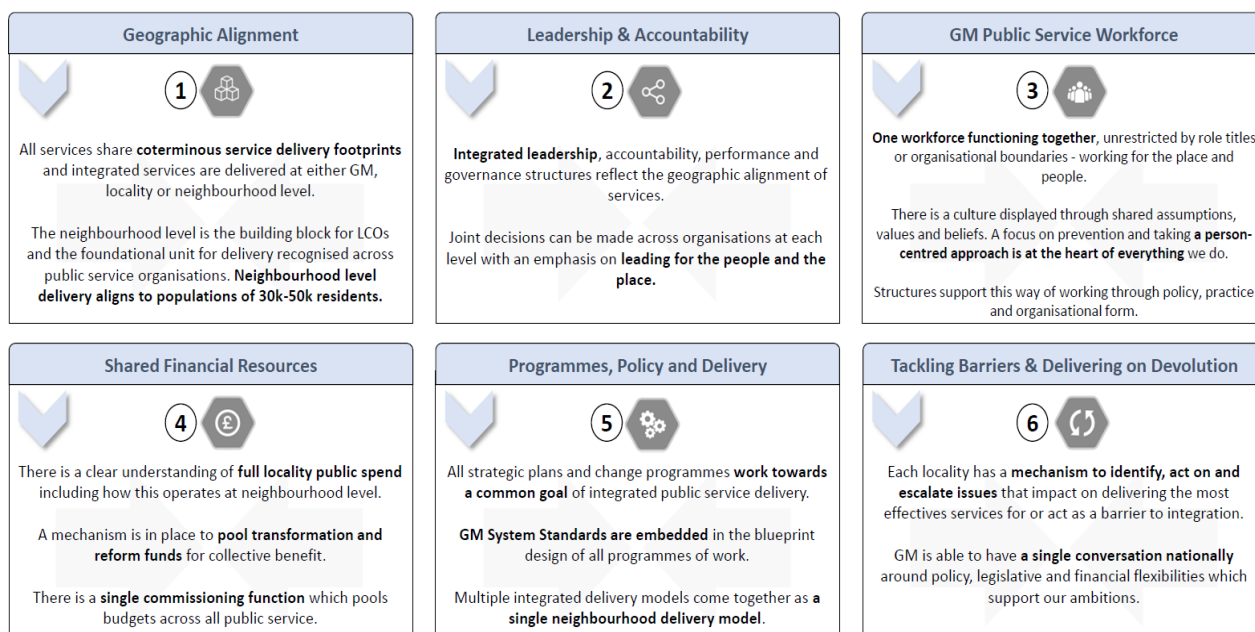
Oldham is moving towards whole system geographical alignment, with common 30k-50k population footprints, where we will have integration across Health and Social Care, Public Sector Reform and communities.

Oldham has contributed to the development of and supports the Greater Manchester vision for Place Based Integration which is:

*Integrated services that effectively respond to, and reduce, demand at the Neighbourhood level in a citizen-centred way that builds on the assets of the community.*

The Greater Manchester direction in place delivery at a universal footprint promotes an integrated delivery model delivered to populations of 30k-50k residents via Integrated Neighbourhood Services that are made up of the necessary skills, knowledge and experience required to deal effectively with demand across that area.

These principles are as follows:



In Oldham, we are working to draw together different elements of change activity in to one coherent model made up of the following:

### GP Clusters

During the establishment of Oldham Cares, a primary care cluster system was established across the locality, and Oldham CCG grouped GPs in Oldham within geographical bounds with an average population size of 30,000 - 50,000 patients.

The figure below shows the geographical footprint of both the GP Clusters and the Districts:



## **Health and Social Care Clusters and IMDTs**

As part of Oldham Cares, each area of Oldham has its own geographical health and social care cluster. Each cluster comprises GPs, district nurses, social workers, senior practitioners and workers from Age UK who work together in an Integrated Multi-Disciplinary Team (IMDT).

The integrated teams work from the same building so that knowledge, skills and resources can be shared easily and they are able to deliver a cross-specialism response to meet patients' needs and enable better health and care outcomes.

The Health and Social Care clusters are aligned to the GP clusters.

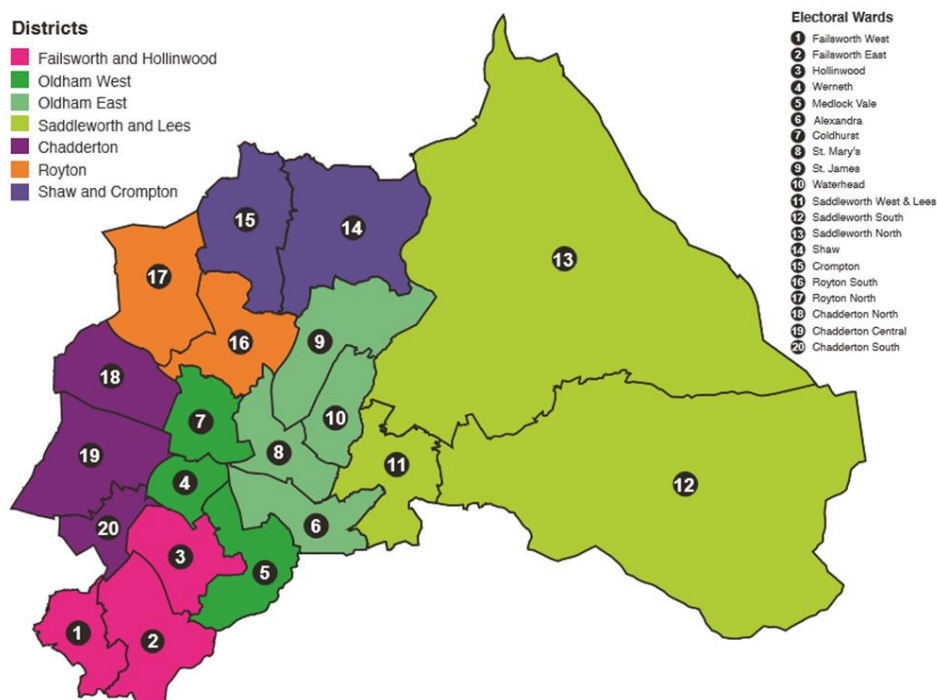
The Health and Social Care clusters:

- Central Team: Failsworth Keppel Building Ashton Road West, Failsworth, Manchester, M35 0AD
- West Team: Werneth Primary Care Centre, Featherstall Road South, Chadderton, Oldham, OL9 7AY
- East Team: Horton House, Southlink Business Park, 4 Hamilton Street, Oldham, OL4 1DE
- South Team: Glodwick Primary Care Centre, 137 Glodwick Road, Oldham, OL4 1YN
- North Team, Royton Health and Wellbeing Centre, Park Street, Royton, Oldham, OL2 6QW

## **Districts**

Oldham contains 20 electoral wards, which are split in to 7 Districts (Neighbourhoods). Each District has a District Executive that operates as a formal decision making elements within the area working framework and comprises all Elected Members from the wards contained within the District.

The current arrangements for Districts are as follows:



Further detail regarding the priorities for each neighbourhood can be found at:

<https://www.oldham.gov.uk/info/neighbourhoods>

### **Place Based Integration (PBI)**

We now have four sites based in some of our most deprived communities and involving 14 services and agencies:

- **Holts and Lees:** Formal GM PBI Early Adopter operational since October 2016. Chosen due to high levels of demand, particularly in Holts.
- **Limehurst and Hollinwood:** Multi-agency team led by Regenda established at St. Chad's Centre in 2017 but place base working has been in operation since 5 years ago and is part of the Limehurst 10 year agreement.
- **Hathershaw** - The team was set up in 2017 to address specific issues around community cohesion. It is Police and Council led but has pulled in more agencies on an informal basis as it has progressed.
- **Westwood and North Chadderton** - The new team that covers the Westwood and North/North East Chadderton area was launched in May following extensive consultation and engagement and currently works together 1 day a week.

We are currently developing our framework for place based integration for Oldham that will articulate how Oldham will adopt the 6 key principles of place based integration and reform in the borough and scale up our model across the whole system.

Importantly this work includes developing an understand about how PBI teams will work or align with Integrated Health and Social Care teams in clusters and systematically connect with the emerging social prescribing model.

The successful social prescribing innovation partnership will need to be able to work successfully with multi-disciplinary partners across all of the existing and future boundaries within the borough.

There is a commitment to engage our cluster stakeholders wherever possible in team selection or recruitment for social prescribing.



## 3 Section Three – Section Four – Requirements

### 3.1 Project – Social Prescribing Innovation Partnership

**Aim: To connect residents with the community activity and support offer in order to reduce the demand on the health and social care system and improve the lives of residents, whilst helping people and communities to take control of their own health, become more resilient and improve their life chances and consequently decrease demand on the health and social care system.**

Social prescribing is a means of enabling health and social professionals (with an initial focus on Primary Care) to refer people to a range of local, 'more than medical' services within the community instead of offering only medicalised solutions or to accompany and compliment medicalised approaches. Building this part of the care pathway with the 43 GP surgeries across Oldham is critical to the success of the Social Prescribing network.

The Social Prescribing Innovation Partnership will support the Oldham Cares vision to 'see the greatest and fastest possible improvement in the health and wellbeing of the borough's residents by 2020'. It focuses on wellbeing which will contribute to the prevention of ill health.

It is envisioned that Oldham's Social Prescribing Partnership will help to achieve significantly improved outcomes for residents of the borough by ensuring they remain healthier and have generally improved wellbeing meaning that they do not require as much support from traditional services or can manage without such support for longer periods of time with a consequential impact on key indicators in the future such as quality of life and life expectancy.

The Social Prescribing Innovation Partnership will take a strengths based approach by promoting and building the skills, abilities and knowledge within our community so that residents can both offer and access the right support when required in a timely and streamlined way and community resilience is supported and strengthened in that process.

**More than medical support** - We estimate there are more than 500 community groups and asset across Oldham who will want to work with the network, delivering in excess of 1000 activities and events (the number is anticipated to be higher). By growing this we can help our residents to make better life choices and this 'more than medical' care is now positively changing people's lives and the programme will eventually change the commissioning balance to make more of this.

#### Goals and objectives:

- Deliver care and support earlier in the care pathway
- Build links and develop the social prescribing pathways from the following settings in to community capacity:
  - Primary care (priority)And also;
  - Acute care
  - Clinical professionals
  - Non-clinical professionals
  - Integrated Multi-Disciplinary Teams (IMDT)
  - Social Care
  - Mental Health
  - Direct/self-referrals
  - Non-medical settings
  - Other statutory services
- Work with the community to identify gaps and support the development of the services that residents need

- Build community resilience and grow community capacity. Develop the asset map for Oldham
- Signpost residents who will benefit from community support to the appropriate community assets via a single referral route and build on the wider network already delivering social prescribing in Oldham and other services which can benefit the network
- Empower those who have benefitted to then contribute to the transformation of their communities

The Social Prescribing Innovation Partnership will support the following non-medical issues through signposting and activation:

- Loneliness and/or social isolation and/or exclusion
- Physical activity and healthy lifestyle choices
- Low level or early signs of emotional wellbeing and mental health issues
- Loss of confidence or purpose
- People experiencing social problems and inequalities, including the impact of poverty
- Making connections to the community
- Self-care issues
- Changes of circumstance: a significant life event and a change in how a person's support needs are met
- Frequent flyers who come to primary and urgent care, and other forms of Health and Social Care, for non-medical contact and support

The Social Prescribing Innovation Partnership will build on the existing and valued services and organisations working across Oldham, and will develop and support closer collaboration and connectivity across agencies and organisations for the benefit of Oldham residents.

It is recognised that there are already elements of complimentary support in the system as well as informal referral pathways between some Oldham partners providing Social Prescribing. However, it is acknowledged that building upon these strengths and assets and drawing them together to create a mutually beneficial way of working will leverage the full impact and benefit for the whole health and care system.

The Thriving Communities programme has worked with key partners to help co-design the Social Prescribing pathway that is currently being used in Oldham West Cluster (via grant funding up to March 2019 and being delivered by Action Together) and is also in the development stages within the Oldham East Cluster with some activity in North via trailblazing GP's prototyping the service. The Thriving Communities Programme is now looking to co-develop the social prescribing network further in an iterative way with all partners.

The successful social prescribing partnership would develop the Social Prescribing pathways further in the current clusters and then roll out across the remaining clusters working with health and social care partners, residents and other settings (as outlined above) to strengthen pathways and deliver a holistic approach which reduces the need for medicalised intervention and demand on more costly services. The Partnership will deliver the Social Prescribing network over all 5 Oldham Clusters as well as testing the Care Champion model in Cluster East (further details below).

### **3.2 Oldham West – current position**

Components of the existing social prescribing model, delivered by Action Together, in Oldham West include:

- Community asset mapping
- Social prescribing
- Community connecting and signposting
- Activation and additional support where possible and appropriate
- Community development and capacity building in collaboration with partners



## **Community asset mapping**

Centrally coordinated by Action Together, all partner agencies and organisations have shared their asset data and contributed to the development of a future shared public facing service directory. Information governance and data sharing protocols have been developed and agreed in line with GDPR – but further work will be needed to develop this in into a manageable product which enables people to self-serve whilst managing capacity within the system and also maximising the access to other support services (local, regional or national).

## **Social prescribing**

Frontline workers and volunteers across the system are trained and empowered to socially prescribe.

A strength-based conversation approach is used by the 'social prescriber' to identify where the person is in relation to their health and wellbeing (Physical, mental and emotional and social) and to identify their interests and personal assets. A bespoke but light touch community offer of activities and support is then developed for that individual.

## **Community Connecting and Signposting**

Once opportunities are identified, the 'social prescriber' makes an introduction with the community group lead or peer supporter who will set up a mutually agreed introduction as per the pre-agreed processes with the group or organisation to which the connection is being made.

## **Activation and Additional Support**

Additional support is available for people who have multiple, more complex needs and additional vulnerabilities, and a keyworker is allocated to support them to access a planned range of support and to check back with them regarding engagement and if the support is meeting their needs.

## **Community Development and Capacity Building**

The model uses a community development approach to support and develop existing VCFSE groups and organisations (within reason and budget whilst also building upon the existing offer wherever possible) to:

- Access a tailored workforce development offer to build confidence and skills around a range of themes including, supporting vulnerable people, mental health, addiction and recovery, helping people in crisis, facilitating peer support.
- Access to support with applying for funding, including access to local investment to sustain, strengthen and develop the offer.
- Support to strengthen governance, business planning, volunteering and partnerships and networks.
- Harness opportunities to involve members in voice and influence and co-designing services.
- Develop partnerships across the 'social prescribing network' including access to mentoring and support from larger VCFSE specialist organisations
- To use a strength-based approach to respond to potential gaps in the wider community offer

The model also includes a community development approach to support active residents and develop volunteering models around peer support.

- To support people with ideas to become more active and set up informal groups and activities.
- To work with Patient Participation Groups (PPGs) to develop a community champion/volunteer model within primary care settings.
- To harness 'lived experience' and develop peer support

### 3.3 Oldham East – Proposed Care Champion Model

Cluster East are looking to develop a sustainable intervention that will build capacity within primary care to support people:

- With long-term conditions (LTC)
- At risk of loneliness and isolation
- Suffering from anxiety and old age
- At risk of frailty

Working closely with Thriving Communities, East Cluster would like to develop volunteer health champions, within Primary Care. This will dovetail with the wider Social Prescribing offer within the Borough. Health Champions will:

- Link with existing groups and help to establish a wide range of social interventions (e.g. new parenting group) as well as build on current assets, adopting a strength based approach.
- Link to peer support (e.g. health champions who have had similar diagnosis)
- Signpost to existing community assets (e.g. Citizens Advice for benefit, housing and debt advice) and linking to wider thriving community initiatives e.g. thriving communities index.
- Produce a Wellness Prescription that will link with the Oldham referral form for social prescribing.
- Where a gap exists within community, health champions, will work with the Cluster Navigator/community development officers to develop an offer. Additional funds will be available to create the required support.

The initiative offers:

- The opportunity to free up GP time as health champions increase capacity within the practice
- A reduction in prescribing costs as patients are referred into wellbeing
- A stepping stone to embedding focused care in our practices
- Enhancing the Thriving Community, social prescribing offer.
- East transformation manager would then help to cascade the model across the other 4 clusters to maximise impact and keep costs to a minimum.

The project is a collaborative model that will include key members of staff from a practice to recruit health champions from the population the practice serves. The cluster and GP practices will link closely with the work thriving communities are leading on, seeing this as an enhanced social prescribing offer.

As a collective the following outcomes will be achieved:

- Delivery of a range of non-medical interventions e.g. activities/groups to support wellbeing
- Creating a stronger link between the practice and community
- Improving staff morale
- Amplifying and connect to what's out there already
- Embedding culture change within GP practices
- Assisting patients to better understand how to use services
- Supporting patients to live well with long term conditions
- Enabling clinicians to spend more time on medical needs

The project will build the capacity of a GP practice. The capacity will be in the form of volunteer health champions who will provide a range of non-medical interventions e.g. activities/groups/peer support and create a strong link between the practice and community.

It supports a cultural change within GP practices where interventions have often been primarily in a medical model. The aim is to link the GP practice with assets in the community and vice versa.

The GPs and other staff will refer direct to Health Champions, who will offer a range of interventions:

- Peer support
- In-house solutions (e.g. social groups that have evolved out of the practice)
- Utilise links to wider community interventions via the thriving communities Social Prescribing Officers/District teams (more formally established groups) or Action Together.

### **3.4 The Innovation Partnership**

The Council are looking at establishing an Innovation Partnership in anticipation of the need to co-design the establishment, consolidation and development of a Social Prescribing Network, incorporating the current social prescribing elements in the Oldham borough and delivering and further developing the designed Social Prescribing Network in line with the priorities of Oldham Cares and as links with Primary Care, Acute Care, Mental Health, Social Care and other VCFSE partners develop. This arrangement will also allow the flexibility to grow and shape the Social Prescribing Network in line with future commissioning intentions – which would be underpinned by appropriate resource.

The Innovation Partnership focuses on co-design and co-production. It is the expectation that the successful Social Prescribing Partnership will develop and evolve the systems and pathways, and roll out the Social Prescribing Network across the borough, whilst progressively delivering.

The requirements for design of the Social Prescribing Network and the establishment, progressive delivery and development of that newly designed service, mean the process of providing design and delivery services under the Innovation Partnership Contract will involve the Innovation Partner working in close collaboration with the Council and the other member organisations within the Oldham Cares consortium and community stakeholders. This will involve applying the principles of and responding to and building upon, in an integrated, creative and productive manner, the various established, planned and envisaged initiatives within the scope of: the Oldham Cares Transformation Governance Process Partnership; the Thriving Communities Programme; the Health and Social Care Clusters and Integrated Multi-Disciplinary Teams and the Place Based Working and Integration, as outlined in Section 2.

This will be necessarily an iterative process, with a high level of co-operation, collaboration, co-design and co-production and the project specification will necessarily develop, by agreement, over the period of the design and delivery contract. This Invitation to Tender therefore, principally constitutes an invitation to prospective Innovation Partners to demonstrate:

- expertise in social prescribing and its interrelation with community support and wellbeing and informal and formal care and health services;
- a capacity and capability to play a leading role, within a broad community partnership, in project design and delivery;
- a serious commitment to the societal objectives of the project;
- a viable, sustainable outline proposition for the design and delivery of the Social Prescribing Network;
- the proposed approach, methodology and resources to be applied to the design and delivery of services and the multiple requisite collaborative engagements.

The Innovation Partnership Contract will establish the working relationship between the Innovation Partner and the Commissioning Authority and the wider Oldham Cares consortium and the processes and procedures by which the specification of the design and delivery services to be provided by the Innovation Partner will be progressively agreed and detailed.

### 3.5 Outcomes and Key Performance Indicators

#### The Outcomes Framework for Oldham Cares

A. Healthy Population	B. Effective prevention, treatment and care	C. Service quality/health of the system
A1. Children have the best start in life	B1. Fewer people dying early from preventable causes	C1. Access to the right care at the right time.
A2. Thriving communities which promote, support and enable good physical and mental health and wellbeing.	B2. Find and treat people with undiagnosed conditions	C2. Individuals and families have the best experience possible when using services.
A3. Individuals and families are empowered to take control of their health.	B3. Support people to self-manage and self-care where appropriate	C3. Individuals and families have access to high quality treatment and care.
A4. Everyone has the opportunity and support to improve their health and wellbeing, including the most disadvantaged.	B4. Mental health is central to good health and as important as physical health	C4. Health and care system is financially sustainable.

The social prescribing business case is based on deflections. The target cohort for social prescribing attend the GP between 10-13 times per year and attend Accident and Emergency on average 3 times each year with several non-elective (unplanned) overnights stays. In terms of measuring A and E attendance and non-elective overnight hospital stays, this is to be self-reported.

Thriving Communities has also given commitment (via the Investment Agreement) to 6 key outcome areas. The areas to which the Thriving Communities programme will partly contribute are outlined in the table below – these outcomes are contributed to by several of the Oldham Cares programmes.

Outcome	Oldham Cares Outcome Area	Thriving Communities Contribution ( <i>not wholly responsible</i> )
Reduction in waiting times at A&E	Get back on track with access standards for A&E in line with STF trajectories and ensuring that more than 95 percent of patients wait no more than four hours in A&E, including making progress in implementing the urgent and emergency care review. 75 percent of Category A <b>ambulance calls</b> responded to within 8 minutes.	Thriving Communities will support by growing community capacity and helping support individuals and communities to be more resilient.
Improvement in Mental Health Support	Achieve and maintain the <b>mental health access standards</b> : more than 50 per cent of people experiencing a first episode of psychosis will commence treatment with a NICE approved care package within two weeks of referral;  75 per cent of people with common mental health conditions referred to the Improved Access to Psychological Therapies (IAPT) programme will be treated within six weeks of referral, with 95 per cent treated within 18 weeks.	From a preventative perspective the Thriving Communities Programme will help establish the register of Community Assets which will support a range of patients including those with mental health needs to access community assets such as walking clubs, befriending and socialisation groups using formal and informal signposting where appropriate helping to support IAPT and reduced pressure on non-community services.
Reduction in Child Obesity	Measurable reduction in <b>child obesity</b> as part of the Government's childhood obesity strategy. Contribute to the agreed child obesity implementation plan, including wider action to achieve year on year improvement trajectory for the percentage of children who are overweight or obese.	Part of this transformation bid relates to funding a Thriving Communities programme which will start to understand where the areas are we need to focus by developing a Thriving Communities index, and also addresses positive behaviour change within our population.  The engagement of individuals and communities in the programme coupled with fast action and social grants will see delivery of initiatives and offers that will help tackle child obesity. Food growing, cooking, playable spaces etc
Diabetes Prevention	Achieve full local implementation of the national <b>Diabetes Prevention Programme</b> , 100,000 people supported to reduce their risk of diabetes through the Diabetes Prevention Programme and a measurable reduction in variation in management and care for people with diabetes.	Part of this transformation bid relates to funding a Thriving Communities programme which will start to address behaviour change within our population by developing the referral routes from Primary and Social Care into community assets and services.
Improved Maternity Provision and choice	Implement agreed recommendations of the National <b>Maternity</b> Review in relation to safety, support progress on delivering and significantly improve patient choice.	Part of this transformation bid relates to funding a Thriving Communities programme which will start to address behaviour change within our population.
Improved out of hospital care	To improve <b>out-of-hospital care</b> with new models of care and general practice <ul style="list-style-type: none"> <li>100 percent of population has access to weekend/evening <b>routine GP appointments</b>.</li> <li>Measurable reduction in <b>age standardised emergency admission rates and emergency inpatient bed-day rates</b>; more significant reductions through the New Care Model programme covering at least 50 percent of population.</li> </ul>	We are developing further approaches to demand management through our Thriving Communities programme, for example by linking the referral process from primary care to community services in areas such as self-care.

Outcomes specific to Social Prescribing (as specified in the Investment Agreement) are as follows and this is the minimum expectation from the successful provider(s):

<b>Social Prescribing Referrals across the network</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
IMDT (based on profiling up to 10 referrals per month)	37	74	120
Primary Care (based on profiling up to 20 referrals per month per cluster)	175	600	1200
Clinical Professionals (growth by 30% each year from 18/19)	15	20	25
Non clinical professionals (growth by 20% each year from 18/19)	10	12	14
Social care (growth by 20% each year from 18/19)	20	24	29
Mental health (growth by 20% each year from 18/19)	10	12	14
Self-referral (growth by 40% each year from 18/19)	25	35	49
<b>Totals</b>	<b>292</b>	<b>777</b>	<b>1452</b>

Based on similar models in other areas that are Oldham's statistical neighbours, the numbers above are feasible and within reasonable ratios of delivery.

To date, there have been 85 referrals received from the one pilot cluster (Oldham West), the majority of which have been received following Summer 2018 as a result of revised referral processes and increased clinical engagement. The referrals reflect the demographic make-up of Oldham. Reasons for referrals have also been very diverse but there have been some common themes including welfare, wellbeing, physical activities, loneliness, housing, family support around life-long conditions, community activities and mental health. Most of the individuals have presented with multiple difficulties/concerns that need a multi-agency approach combining community and professional support. It is anticipated that this velocity will be repeated across all 5 clusters and as such it would be reasonable for the successful provider(s) to achieve the above targets as a minimum.

### **Benefits of Social Prescribing**

It is anticipated that the provision of a fit for purpose Social Prescribing Network in Oldham will help to achieve significantly improved outcomes for residents of the borough by ensuring they remain healthier and have improved levels of wellbeing and as such they do not require support from traditional services or are able to manage without such support for longer periods of time.

Many of the people who would be supported via this Social Prescribing Network could potentially have presented elsewhere in the system. The table below illustrates what that benefit on activity could look like based on conservative estimates.

*Benefit to other parts of the system:*

Benefit to existing system pressure - activity type	18/19	19/20	20/21	Cumulative
GP appointments freed up (1.5 visits for each person supported through social prescribing)	438	1,165	2,178	<b>3781</b>
A&E attendance freed up (reducing this cohort of people by 1 visit per year)	292	777	1,452	<b>2521</b>
Non Elective Bed days freed up (12% of cohort with have non elective bed day with a length of stay of 3 figures advised by Pennine Acute trust )	105	280	523	<b>908</b>

The above activity figures are moderate estimates and it is expected that if the Social Prescribing model is effectively co-designed and delivered then the effects could be felt not only in larger numbers in these areas but could also spread much more widely across the system stretching into areas like police, mental health, housing, benefits and education.

### **3.6 Electronic Referral Systems**

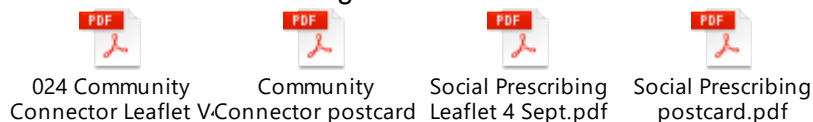
It is anticipated that the Social Prescribing Partnership will utilise or integrate with EMIS Health to allow healthcare professionals to make and record information and share appropriate information securely. Alternatively and if necessary a bespoke electronic referral system will be developed that has EMIS interface or integration and there will be support from a business analysts to help develop the business requirements for this. The Partnership will need to engage and support this process to ensure that the system is effectively deployed, integrated and utilised.

### 3.7 Current products

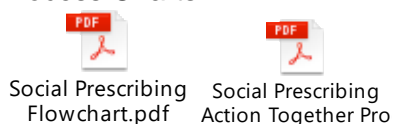
Current outputs used in the existing Oldham Social Prescribing network include the following. However, it is expected that the Social Prescribing Innovation Partnership will further develop and build upon these as part of the roll-out of delivery across the borough.

**These are shared here to ensure that there is full disclosure of information to all bidders to ensure complete parity and fairness in the tender process. The Innovation Partnership model focuses on the advancement of such products and approaches.**

- Comms and Marketing:



- Process Charts



- Referral Forms



- Data Flow Chart





## 4 Section Four - Pricing Schedule

- 4.1 Please read carefully the instructions in this section regarding the completion of the Pricing Schedule.
- 4.2 Tenderers should ensure that all required costs are included within the Schedule: These costs will form the basis of the Tender submission.
- 4.3 All costs should be completed in pounds STERLING (£), EXCLUSIVE of VAT.
- 4.4 The standard terms and conditions of Oldham Council will apply to all orders placed as a consequence of this process. For the avoidance of doubt, the Council's standard payment terms are thirty (30) days from receipt of valid and undisputed invoice: all submissions must be based upon these terms.

### **Financial Envelope**

The Social Prescribing split is indicative over the 3 years and if your organisation feel the work needs to be front or rear loaded – we are open to this in your financial and resource model via the FMT.

The Cluster East community champion model funding is more prescriptive and needs to be kept to within a reasonable tolerance with a view to sustainability by the end of year 2.

The Community Development allocations are intended to support community groups and grassroots assets – deviation from this will be considered but would need to have justification and buy-in from all parties and commissioners.

	Indicative split			
Activities	Year 1	Year 2	Year 3	Total
Social Prescribing Network	£ 304,073	£304,073	£304,073	£ 912,218
Community Development fund for supporting social prescribing groups and volunteers	£ 13,666	£13,667	£13,667	£41,000
Cluster East Year 1 - community champions	£ 80,000			£80,000
Cluster East Year 2 - community champions		£25,000		£25,000
Cluster East community development funding	£20,000			£20,000
	£417,739	£342,739	£317,739	<b>£ 1,078,218</b>

### **Payment Routes**

Payments will be made via a Staged Payments method. Performance and KPIs will be monitored regularly as part of the contract monitoring arrangements. It is expected that there will be adequate progress made against KPIs and suitable mitigations in place to minimise any risks that could impact on performance, however, payments will not be awarded on a Payment by Results basis.

## **Performance Management**

As this is an Innovation Partnership the approach to performance management is collaborative and focussed on problem solving. There are some points to deliver against;

- There are performance measures which at a minimum we must deliver against, corrective action can be enacted with the partnership if there is significant deviation from targets
- The current targets are set around deflections from health and social care modelled up from referrals, the quality and efficacy of these deflections and management information and narrative supporting it must be accurate and timely
- Regular operational groups will be held with the successful bidder – currently set at bi weekly with a problem solving focus
- Reporting formally into the governance structure at Thriving Communities Delivery Group level and into Oldham Cares governance as needed

## **TUPE**

This Contract is subject to TUPE. If successful and awarded this Contract, your organisation will need to undertake the obligations required under TUPE Law.

The TUPE information is attached as Appendix 1 to the ITT.

## 5 Section Five - Company and Policy Information

**Please note:** All members of any proposed consortium bid will be required to provide the information required in all sections of this SQ as part of a single composite response. Please see additional guidance for Section 5.15 (highlighted in red).

### 5.1 Supplier details

Full name of the Supplier completing the ITT		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) <sup>1</sup>	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

## 5.2 Bidding Model

Please mark 'X' in the relevant box to indicate whether you are;	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself.	<input type="checkbox"/> Yes
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services.  <b>IF YES</b> , please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for	<input type="checkbox"/> Yes
c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services.  <b>IF YES</b> , please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	<input type="checkbox"/> Yes
d) Bidding as a consortium but not proposing to create a new legal entity.  <b>IF YES</b> , please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	<input type="checkbox"/> Yes  <u><b>Consortium members</b></u>  <u><b>Lead member</b></u>
e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  <b>IF YES</b> , please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.	<input type="checkbox"/> Yes  <u><b>Consortium members</b></u>  <u><b>Current lead member</b></u>  <u><b>Name of Special Purpose Vehicle</b></u>

### 5.3 Contact details

Supplier contact details for enquiries about this ITT	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

### 5.4 Licensing and registration (please mark 'X' in the relevant box)

5.4.1	<p>Registration with a professional body</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide the registration number in this box.</p>
5.4.2	<p>Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.</p>

## 5.5 Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 5.5.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

5.5.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
(c) the common law offence of bribery;		
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		

(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<u>Non-payment of taxes</u>  <b>5.5.2</b> Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
	<b>Yes</b>	<b>No</b>
If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?		

## 5.6 Grounds for Discretionary Exclusion

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

<b>5.6.1</b> Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
	<b>Yes</b>	<b>No</b>
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed to the Public Contracts Directive as amended from time to time;		



(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		
(h) your organisation— (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

## 5.7 Modern Slavery

<b>5.7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>5.7.1</b>	<p>Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more ("relevant commercial organisations") have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act.</p> <p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes/No N/A</p>
<p>If you have answered yes to question 5.7.1, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p>		<p>Yes Please provide the relevant URL to the statement:</p> <p>No Please provide an explanation in the box</p>

## **Conflicts of interest**

In accordance with question 5.6 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

## **Taking Account of Bidders' Past Performance**

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

## **'Self-cleaning'**

Any Supplier that answers 'Yes' to questions 5.5.1, 5.5.2 and 5.6.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Suppliers who self-certify for these modules will be required to provide evidence of this if they are selected as the Preferred Supplier.

Please indicate your answer by marking 'X' in the relevant boxes.

## 5.8 Economic and Financial Standing

FINANCIAL INFORMATION									
5.8.1	<p><b>Please confirm which of the following you can provide (if requested) to demonstrate your economic/financial standing;</b></p> <p>Please indicate your answer with an 'X' in the relevant box.</p> <table border="1"> <tr> <td>(a) A copy of the audited accounts for the most recent two years</td> <td></td> </tr> <tr> <td>(b) A statement of the turnover, profit &amp; loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> <tr> <td>(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years		(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation		(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position		(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
(a) A copy of the audited accounts for the most recent two years									
(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation									
(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position									
(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).									
5.8.2	<p>Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this ITT, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.</p> <div style="text-align: right;"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </div>								
5.8.3	<p><b>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b></p> <p>If yes, please provide the name below:</p> <table border="1"> <tr> <td>Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Supplier completing the ITT</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p> <div style="text-align: right;"> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> No         </div>	Name of the organisation		Relationship to the Supplier completing the ITT					
Name of the organisation									
Relationship to the Supplier completing the ITT									

## 5.9 Insurance

5.9.1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10m Public Liability Insurance = £10m Professional Indemnity Insurance = £5m</p> <p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
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## 5.10 Compliance with Equality Legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
5.10.1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
5.10.2	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
5.10.3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.10.4	Does your organisation ensure fair employment, both as a direct employer and in the organisations in your supply chain by, for example:	



## 5.11 Health and Safety

5.11.1	Please self-certify that your organisation has a health and safety policy that complies with current legislative requirements and that you will be able to provide a copy of this policy to the Council in advance of entering into the contract should your organisation be successful.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.11.2	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.11.3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5.12 Data Protection and Information Security

5.12.1	<p>Please certify that your organisation is Notified with the Information Commissioner's Office in relation to the Data Protection Act 2018 and provide your ICO Registration Number:</p> <p><i>If not applicable, explain what exemption applies:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.12.2	<p>Please confirm that your organisation complies with the Data Protection Act 2018?</p> <p><b><i>Indication of supporting evidence to be provided should you be selected as the Preferred Supplier(s).</i></b></p> <ul style="list-style-type: none"> <li><i>A statement setting out the technical and organisational security measures that you will put in place to ensure that the processing activities undertaken on behalf of Oldham Council will be in full compliance with the Data Protection Act 2018.</i></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.12.3	<p>Are you required by Law as per legislation to produce a Record of Processing Activities (ROPA)?</p> <p>See link for further information.</p> <p><a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-">https://ico.org.uk/for-organisations/guide-to-the-general-data-</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<a href="#">protection-regulation-gdpr/accountability-and-governance/documentation/</a>  <b>Indication of supporting evidence to be provided should you be selected as the Preferred Supplier(s).</b> <ul style="list-style-type: none"> <li>How you will maintain an up to date and accurate register of your processing activities in relation to this contract and the steps you will take to ensure compliance of any sub-processors used by your organisation.</li> </ul> <p>If not required by Law as per legislation to produce a Record of Processing Activities (ROPA), please provide reasons below:</p>	
5.12.4	<p>Are you required by Law as per legislation to have a data protection officer?</p> <p>See link for further information.</p> <p><a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/</a></p> <b>Indication of supporting evidence to be provided should you be selected as the Preferred Supplier(s).</b> <ul style="list-style-type: none"> <li>Detail of your arrangements.</li> </ul> <p>If not required by Law to have a data protection officer, please provide reasons below:</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
5.12.5	<p>Please confirm that you undertake robust security assessments of all personnel including new and existing permanent staff, temporary employees and contractors, with access to personal data.</p> <b>Indication of supporting evidence to be provided should you be selected as the Preferred Supplier(s).</b> <ul style="list-style-type: none"> <li>Detail of your arrangements.</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
5.12.6	<p>Provide confirm that you have Business Continuity and Disaster Recovery planning and procedures in place.</p> <b>Indication of supporting evidence to be provided should you be selected as the Preferred Supplier(s).</b> <ul style="list-style-type: none"> <li>Detail of your arrangements.</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
5.12.7	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement action for breaching the Data Protection Act 1998 in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement action and give details of any remedial action or changes to procedures you have made as a result.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No



	The authority will exclude bidder(s) that have been in receipt of enforcement action orders unless the bidder(s) can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	
5.12.8	If you use sub-contractors, do you have processes in place to check that these organisations conform to the above assurances?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 5.13 Safeguarding

5.13.1	Please self-certify that your organisation has a safeguarding policy and that you will be able to provide a copy of this policy to the Council in advance of entering into the contract should your organisation be successful.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.13.2	Please confirm that your organisation ensures all checks with the Independent Safeguarding Authority (ISA) are undertaken on staff prior to working directly with vulnerable people?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.13.3	Please confirm that your organisation undertakes DBS (Disclosure and Barring Service) checks on individual staff members at least every 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.13.4	Please confirm all staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 5.14 Environment and Sustainability

5.14.1	Please self-certify that your organisation has an environment and sustainability policy, and that you will be able to provide a copy of this policy to the Council, in advance of entering into the contract, should your organisation be successful.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.14.2	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If answering "Yes", please provide details of the conviction or notice and details of any remedial action or changes your organisation has made as a result of conviction or notices served.</p> <p>The Council will not select Applicants that have been prosecuted or served notice under environmental legislation in the last three (3) years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.14.3	If your organisation uses sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## 5.15 References

5.15.1	<p style="text-align: center;"><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement.</p> <p><b>Information provided should clearly demonstrate your experience in the following:</b></p> <ul style="list-style-type: none"> <li>• capacity for and commitment to the design, development and delivery of innovative solutions to societal challenges in relation to wellbeing, care and health (social prescribing or similar);</li> <li>• track record of working successfully with multi-disciplinary partners;</li> <li>• working with a strengths based approach to achieve health and wellbeing outcomes;</li> <li>• working with Primary Care to reduce the need for medicalised interventions;</li> <li>• working with communities to develop systems and pathways and to develop community assets to increase resilience;</li> <li>• working on large scale programmes/as part of a large scale transformation programme environment</li> <li>• developing and managing a referral processes which has had a positive impact on the wider health and social care system (deflections);</li> </ul> <p>Contracts for supplies or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years, and VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below.</p> <p><b>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements together, or as aligned members with relationships or as organisations individually and be clear about the history of working together; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</b></p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p> <p>Please note that you must contact your referees prior to giving their contact details to ensure that they are aware and consent to be contacted with regards to this tender.</p> <p>You must ensure that their information is current and up to date, as not doing so will significantly delay the tender process.</p>
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	<p>References will not be scored as part of the tender process but will be used to confirm the standing of tenderers. Any queries arising from the reference may be checked with the relevant organisation and should Oldham Council be unsatisfied with a reference then it reserves the right to discount the supplier from the process.</p> <p><b>Applicants who have shown poor performance on previous contracts as evidenced by information provided in any [Certificate of Past Performance] [Reference] may receive a "Fail" for this question.</b></p>		
	Contract 1	Contract 2	Contract 3
Name of customer organisation:			
Point of contact in customer organisation: Position in the organisation: E-mail address:			
Contract start date: Contract completion date: Estimated Contract Value:			
In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
<p>If you cannot provide at least one example, please provide an explanation for this e.g. your organisation is a new start-up. (in no more than 500 words)</p>			
<p>Where you intend to subcontract a proportion of the contract, please demonstrate below how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>			

## 5.16 Certificate of Past Performance

The Government has developed an approach to take into account a suppliers' past performance when awarding contracts.

As part of your submission, please contact two organisations to which you currently supply **Social Prescribing Services** of a similar nature to those being procured. If you currently supply goods and/or services to Oldham Council, then you must use this as one of your references.

The "Certificate of Past Performance" table below must be **completed by both referees and returned to you (the supplier) to include as part of your tender submission. An additional copy must also be sent from you to Crown Commercial Services via [pastperformance@crownccommercial.gov.uk](mailto:pastperformance@crownccommercial.gov.uk).**

The "Performance Certificate – Covering Information" table below must be **completed by you and submitted along with the Certificate of Past Performance as part of your tender submission.**

References will not be scored as part of the tender process but will be used to confirm the standing of tenderers. Any queries arising from the reference may be checked with the relevant organisation and should Oldham Council be unsatisfied with a reference then it reserves the right to discount the supplier from the process.

### Certificate of Past Performance

Performance Certificate under Procurement Policy Note 04/15 as requested by:	Oldham Council
Requested under Contract Notice:	[OJEU Contract Notice e.g. 2011/S 239-387260]
Name of Entity Providing Certificate:	[Customer or Supplier for Self Certification]
<b>Performance Certificate - Contract Header Information (details of the contract to be certified)</b>	
Name of Contract Customer ("Customer"):	[Registered Name]
Name of Contracted Supplier ("Supplier"):	[Registered Name]
Contract Title ("Contract"):	[Agreed Contract Name for Contract]
FOR PUBLIC SECTOR CONTRACTS ONLY - OJEU Award Notice Reference:	[OJEU reference e.g. 2011/S 239-387260]
<b>Person Submitting this Certificate - Contact Details (with whom further queries, if any, can be raised)</b>	
Source Contact Name:	[Name of source authorised by entity providing Certificate]
Source Contact Address:	[Authorised source business address]

Source Contact Direct Line:	<i>[Authorised source direct telephone line]</i>
Source Contact Email:	<i>[Authorised source email]</i>
<b>Further Contract Detail</b>	
Description of the goods and/or services:	<i>[Brief description max 50 words]</i>
Consideration received:	<i>[Monetary value or equivalent]</i>
Goods/Services provision start date:	<i>[dd/mm/yyyy]</i>
Goods/Services provision end date:	<i>[dd/mm/yyyy]</i>
<b>Performance (Please submit either Option A or B)</b>	
<b>OPTION A:</b>	
We hereby certify that, to the best of our knowledge and belief, the Supplier has satisfactorily supplied the goods and/or services described in the table above in accordance with the Contract.	
<b>OR</b>	
<b>OPTION B:</b>	
We are unable to certify that the Supplier has satisfactorily supplied the goods and/or services described in the table above in accordance with the Contract for the following reasons:	<i>Reason 1; etc.</i>
<b>By submitting this information ("Certificate") you are agreeing that it will be added to the central database held by the CCS and may be made available to other Crown bodies.</b>	
Liability of any Customer certifying Whilst the information in this Certificate has been provided in good faith in the belief that it is truthful and accurate, the Customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this Certificate. The Customer shall not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the Certificate and its content, to the fullest extent permitted by law. Nothing in this Certificate shall affect, or constitute a waiver of, the Customer's rights or remedies in relation to the Contract.	
<b>Guidance for Entities providing Certificates</b>	
If you are unable to certify that the Supplier has satisfactorily supplied the goods and/or services in accordance with the Contract, please provide the reason or reasons why performance was not in accordance with the Contract. These may include the following or other reasons: 1. delays in supplying the goods and/or services; 2. failures to supply all the goods and/or services in accordance with the scope set out in the Contract; 3. failures to meet any service levels and/or supply the goods and/or services in accordance with quality standards; 4. any other failure by the Supplier to comply with its obligations under the Contract.	

### **Performance Certificate – Covering Information**

Performance Certificate - Supplier Submission Covering Information	
Name of Supplier:	<i>[Registered Name]</i>
Submitted for Contract Notice:	<i>[OJEU Contract Notice e.g. 2011/S 239-387260]</i>
Performance Certificate Contract Title:	<i>[The "Contract" field from the Performance Certificate]</i>
For Public Sector Contracts Only - OJEU Award Notice Reference:	<i>[OJEU Award ref e.g. 2011/S 239-387260]</i>
<b>Supplier Representative Submitting the Performance Certificate - Contact Details (with whom further queries, if any, can be raised)</b>	
Supplier Contact Name:	<i>[Name of authorised representative forwarding Certificate]</i>
Supplier Contact Address:	<i>[Authorised representative business address]</i>
Supplier Contact Direct Line:	<i>[Authorised representative direct telephone line]</i>
Supplier Contact Email:	<i>[Authorised representative email]</i>
<b>Supplier's Additional Information</b> (please provide details of the Supplier's response to the content of the Performance Certificate or such other information as the Supplier wishes to be made known in the section below. If the Supplier does not have anything to add please state 'no additional information to be provided'):	

- ☐ Please tick to confirm that you have also submitted your form to Crown Commercial Services via [pastperformance@crowncommercial.gov.uk](mailto:pastperformance@crowncommercial.gov.uk)

## 5.18 Evaluation Questions

**Section 5.18** will be evaluated on the basis of **the most economically advantageous** tender to the Council. The evaluation criteria, and the associated weightings, which will be utilised in this assessment are:-

Award Criteria	Question Weighting	Section Weighting
<b>Technical Capacity</b> <ul style="list-style-type: none"> <li>• Delivery</li> <li>• Development</li> <li>• Mobilisation</li> <li>• Communication</li> <li>• Ability to Manage and Adapt to Change</li> <li>• Information Management and Technology</li> <li>• Performance Management, Analysis and Evaluation</li> </ul>	20% Weighting 20% Weighting 10% Weighting 5% Weighting 5% Weighting 5% Weighting 5% Weighting	<b>70% Weighting</b>
<b>Social Value</b> <ul style="list-style-type: none"> <li>• Social Value Objectives</li> </ul>	15% Weighting	<b>15% Weighting</b>
<b>Financial Model</b> <ul style="list-style-type: none"> <li>• Growth &amp; FMT</li> <li>• Sustainability</li> <li>• Value for Money</li> </ul>	5% Weighting & Pass/Fail 5% Weighting 5% Weighting	<b>15% Weighting</b>

Your submission should take into account the weightings as outlined in the above tables and will be marked in accordance with the marking regime outlined in Section 1.4 – Evaluation Criteria.

Please **do not** copy large documents from websites or use overly complex documents – these will not be evaluated. No appendices or attachments will be reviewed or marked unless specifically allowed for in the question instructions.

## **Technical Capacity**

*(70% weighting for this section – individual question weightings as indicated)*

### **Delivery Model – 20% weighting**

1. Please describe how you will build upon, redesign or enhance the current delivery model of Social Prescribing for the prototype developed in Oldham West (with outreach into North and East cluster) whilst maintaining delivery of referrals and consequential deflections.

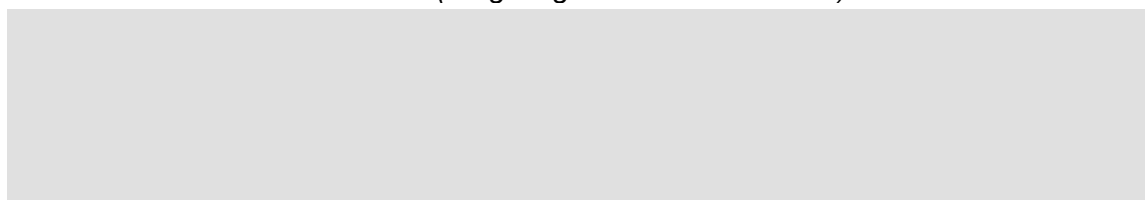
As a minimum, your response should include but not be limited to:

- Your viable, sustainable outline proposition for the delivery of the Social Prescribing Network;
- Your proposed approach, methodology and resources to be applied to the delivery of services and the multiple requisite collaborative engagements;
- How you are going to work with the health and care system, and wider public services system, to deliver the Social Prescribing Network and ensure continuity of service;
- How you are going to build on existing relationships with the following:
  - Primary Care (priority)

And also:

- Acute care
- Clinical professionals
- Non-clinical professionals
- Integrated Multi-Disciplinary Teams (IMDT)
- Social Care
- Mental Health
- Direct/self-referrals
- Non-medical settings
- Other statutory services
- How you are going to build on existing relationships between the Oldham Voluntary, Community, Faith and Social Enterprise Sector and community assets that have been established as part of the current social prescribing provision;
- How you are going to further develop community capacity;
- How you are going to further develop the existing processes, systems and pathways in Oldham West;
- How you will ensure that the service continues, throughout the duration of the contract, to be visible, equitable, and accessible to all stakeholders in the target groups.

**Maximum Points Available: 10** *(weighting = 20% of total score)*



### **Development Model – 20% weighting**

2. Please describe your proposed approach to co-designing and developing your Social Prescribing model across the remaining clusters.

As a minimum, your response should include but not be limited to:

- Your viable, sustainable outline proposition for the co-design and development of the Social Prescribing Network;
- Your understanding of any challenges or nuances that some clusters may present;



- Your proposed approach, method and resources to be applied to the co-design and development of services and the multiple requisite collaborative engagements;
- How you are going to work with the health and care system, and wider public services system, to develop the Social Prescribing Network;
- How you are going to engage with the following settings:
  - Primary Care (priority)
 And also:
  - Acute Care
  - Clinical professionals
  - Non-clinical professionals
  - Integrated Multi-Disciplinary Teams (IMDT)
  - Social Care
  - Mental Health
  - Direct/self-referrals
  - Non-medical settings
  - Other statutory services
- How you are going to engage the existing VCFSE and grassroots assets?
- How your model will build community capacity and enable community development?
- How your model will enable activation into activities and who would you target for such work?

**Maximum Points Available: 10** (*weighting = 20% of total score*)

### **Mobilisation and Implementation – 10% weighting**

3. Please outline your mobilisation/implementation approach and plan from the date of contract award to service commencement.

As a minimum, your response should include but not be limited to:

- Existing staff resource available, including staff of any partner organisation and/or sub-contractors if applicable;
- Details of recruitment and induction processes;
- Arrangements for involvement of key stakeholders within the Oldham clusters and which groups you would identify at this stage;
- Please attach the following:
  - Implementation Plan, detailing key milestones, responsibilities and timescales;
  - An organisational chart showing internal structures, the interfaces with any partner organisations, and the lines of responsibility, together with details of where key personnel would be based.

**Maximum Points Available: 10** (*weighting = 10% of total score*)

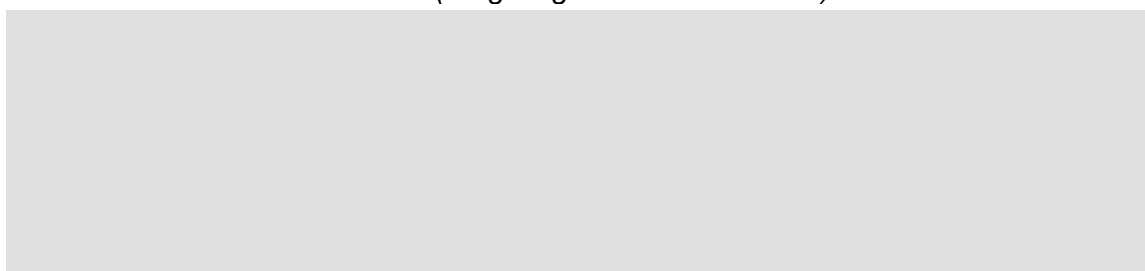
### Communication - 5% weighting

4. Please describe your communication plan/strategy including how you will manage communications with all key stakeholders to ensure a smooth and controlled transition period.

As a minimum, your response should include but not be limited to:

- Who are the key stakeholder groups you would focus on;
- How you will manage communications with said stakeholder groups;
- Details of how you will develop and implement an appropriate engagement strategy, ensuring that all stakeholders understand what the service offer;
- How you will prioritise your communication activity to ensure that the transition period and any subsequent roll out periods minimise impact on service delivery and ensure that residents and communities' needs are met;
- Details of any anticipated risks and how you will mitigate them;
- How will you engage clinicians to foster culture change;

**Maximum Points Available: 10** (*weighting = 5% of total score*)



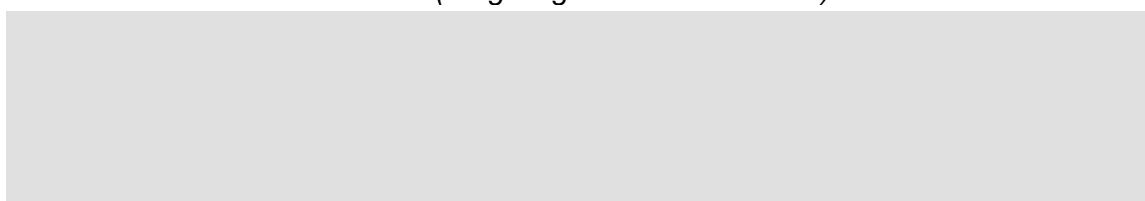
### Ability to Manage and Adapt to Change – 5% weighting

5. Please describe your approach to managing changes in delivery focus, outcomes and priorities (as a result of changes in the wider local health economy) that may require additional resource and/or flex in your proposed model.

As a minimum, your response should include but not be limited to:

- How you would anticipate and manage any changes in anticipated focus;
  - Changes in targets based on managing down demand or pressure in areas of the health and care system;
- How you would manage any changes in outcomes and priorities as a result to changes in the priorities of the wider Oldham Cares programme or local health economy;
  - How you would manage any potential conflicting priorities;
- How you would manage any changes to partners within the innovation partnership arrangements and/or wider health and care system or the focus of delivery'
  - What approach you would take to engage and manage those new stakeholder relationships whilst maintaining existing relationships or fostering new relationships.

**Maximum Points Available: 10** (*weighting = 5% of total score*)



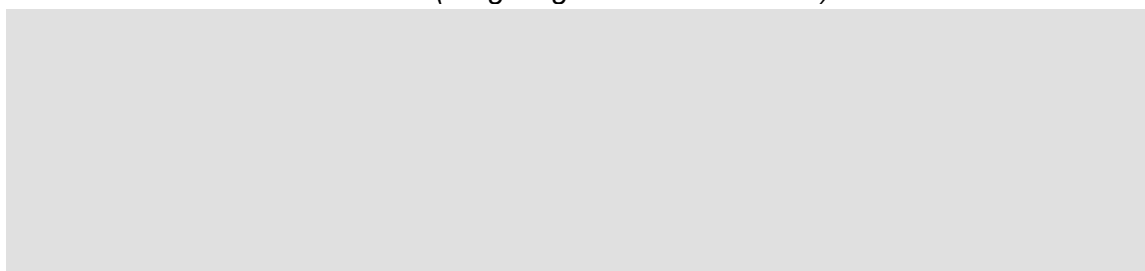
### **Information Management and Technology – 5% weighting**

6. Please describe your approach to information management and utilisation of technology as an enabler.

As a minimum, your response should include but not be limited to:

- An outline of your approach to using systems and integrating with existing systems;
- Any tools you may wish to apply to capture system benefit and track residents/patients;
- How your approach would handle the information governance concerns of dealing with statutory and non-statutory services;
- What information governance issues you foresee and how you would tackle them.

**Maximum Points Available: 10** (*weighting = 5% of total score*)



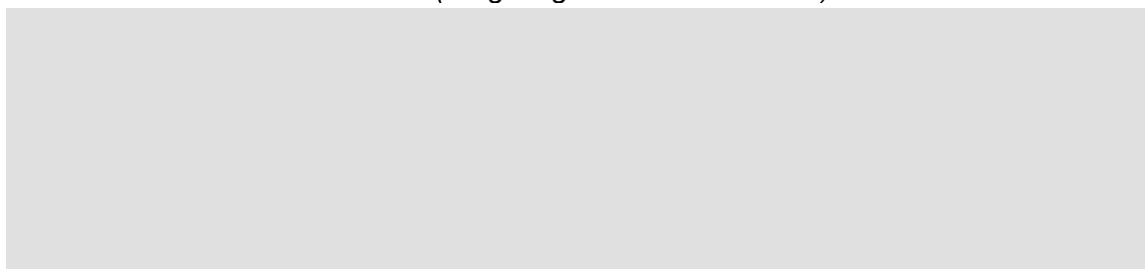
### **Performance Management, Analysis and Evaluation – 5% weighting**

7. Please outline your approach to performance management (in accordance with the outcomes framework and key performance indicators) and how you will employ data analysis and evaluation to demonstrate impact, benefits and sustainability.

As a minimum, your response should include but not be limited to:

- How your approach would ensure robust evaluation which proves or disproves sustainability;
- How you would approach any potential under delivery of targets you may see a risk of and corrective action which could be applied;
- How your approach would capture the benefits of residents engaging at an earlier point in the health and care system and how you would share that information

**Maximum Points Available: 10** (*weighting = 5% of total score*)



## **Social Value**

*(15% weighting for this section)*

8. How would you ensure that you achieve the social value objectives set out in the Social Value Framework to make Oldham 'a place of ambition where people and communities flourish'?

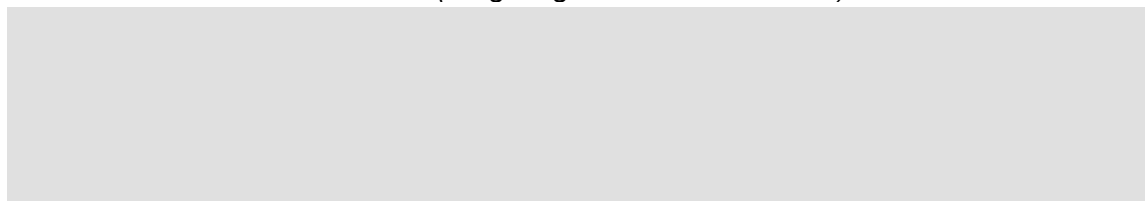
Please provide examples of how you will innovatively prioritise our social value themes:

- Investment, skills and good quality jobs
- Resilient and co-operative people and communities who flourish and cope with change
- Healthy, happy and confident people and communities

As a minimum, your response should include but not be limited to:

- Your approach to the empowerment of communities and the cultivation of personal and community self-support;
- Your approach to building capacity, resilience and sustainability of the voluntary and community sector within Oldham;
- Your approach to ensuring community participation and engagement to ensure genuine consultation and co-production in relation to service design, decision making and delivery;
- Your approach to promoting good quality employment opportunities, skills development and progression to contribute to an inclusive economy and economic stability which are referenced in the Oldham Model (an inclusive economy);

**Maximum Points Available: 10** *(weighting = 15% of total score)*



## **Financial Model**

*(15% weighting for this section – individual question weightings as indicated)*

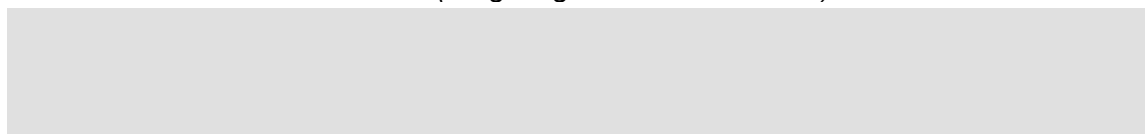
### **Growth (including Financial Model Template (FMT) – 5% weighting and pass/fail**

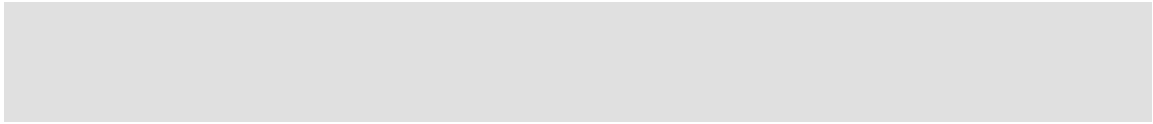
(Pass/Fail applies to the FMT being within the stated budget for years 1-3. A 2.50% weighting is then applied to the highest realistic figure of funding contributions and 2.50% to the information provided around your methods and ability to secure the contributions.

9. Please complete the Financial Model Template at Appendix 2.

- Consideration will be given to your proposal regarding other funding contributions you anticipate could be invested during the term of the contract (capacity, resource or new funding sources) and how this will contribute to the growth of the social prescribing network;
- Please describe your methods and ability to securing the funding contributions stated within your completed FMT and the assurances you can provide to securing the contributions.

**Maximum Points Available: 10** *(weighting = 5% of total score)*





### **Sustainability - 5% weighting**

10. As we are designing and delivering a new integrated service to compliment the foundations laid, there is a pressure to prove the service will be financially sustainable to the system in order to trigger any potential contract extension. Please articulate your ambition to achieving financial sustainability and outline your anticipated sources of funding and overall approach beyond that already committed in your FMT for years 1, 2, and 3.

As a minimum, your response should include but not be limited to:

- Your vision of the service in year 3 and its mature state which would be sustainable and trigger the decision to continue
- The funding sources beyond Oldham - consideration of internal vs external funding and how this will be accessed
- Building the case for change and communicating this vision
- Your approach to enable this and the effect on different parts of the wider health and social care system

**Maximum Points Available: 10** (*weighting = 5% of total score*)

### **Value for money - 5% weighting**

11. Please articulate the value and impact of your proposed staffing and resource model and the benefits this approach will deliver?

As a minimum, your response should include but not be limited to:

- An overview of the proposed roles and staffing configuration in relation to the challenge articulated in the context and specification
- The rationale for resource and staffing configuration
- The impact and value of each role type

**Maximum Points Available: 10** (*weighting = 5% of total score*)

## 6 Section Six – Tender Checklist & Supporting Documents

### 6.1 Tender Checklist

Please confirm that the following information has been included in your Tender response. If the information has not been included, please ensure that the reason why it is not is provided either by the original questions in the Tender Document or below in the space provided.

Section No.	Document	Please tick if enclosed
Section 5.0	Company and Policy Information/Selection Questionnaire	
5.15	References/Certificate of Past Performance Performance Certificate	
5.18	Evaluation Question Responses	
6.0	Supporting Documentation	
7.0	Signed Form of Tender	
8.0	Signed Certificate against Canvassing	
9.0	Signed Non-Collusive Tendering Certificate	
Appendix 2	FMT	
Please provide details of why any information has not been provided.		

6.2 Supporting Documentation

Please detail any supporting documentation provided with the Tender response. Each document **MUST** clearly reference the question it related to.

Question Number	Details of Document Attached

## 7 Section Seven - Form of Tender

### **TENDER FOR: Innovation Partnership to Co-Design and Deliver a Social Prescribing Network**

#### **TO: OLDHAM COUNCIL**

- Having read the Tender Documents relating to the above I undertake and agree as follows:-
- to deliver the required products and/or services on being notified of acceptance of my/our Tender in whole or in part;
- having examined the Tender Documents for the delivery and performance of the above services, we offer to deliver/carry out the said services in conformity therewith for the sum/sums enclosed in Section 5 of this Tender response;
- that my/our prices will not be divulged to any person, firm or company before the hour and date specified for the return of Tender submissions;
- not to withdraw the offer contained herein nor to refuse to execute or seal a formal agreement within 28 days of being called upon to do so and I/we clearly understand that any failure on my/our behalf to comply with the foregoing provisions may lead to my/our being disqualified from tendering for a minimum period of three years;
- we understand you are not bound to accept the lowest Tender or any Tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender;
- I/we understand and agree that any breach, non-observance or non-performance of the foregoing or any of these entitles the Council to cancel any agreement then existing between me/us and to recover from me/us the amount of any loss sustained by users in consequence thereof;

Signed:

Full Name:

Duly authorised to sign for and on behalf of:

Position Held:

Company Name:

Address:

Company stamp:

E-mail:

Fax No:

Mobile No:

Tel No:

Date:



## 8 Section Eight – Certificate against Canvassing

**TENDER FOR: Innovation Partnership to Co-Design and Deliver a Social Prescribing Network**

**TO: OLDHAM COUNCIL**

**WE CERTIFY THAT:**

We have not canvassed or solicited any Member, Officer or employee of Oldham Council, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.

We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of Oldham Council, in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.

**IN THIS CERTIFICATE**

‘Person’ includes any person or anybody or association.

‘Any canvassing or soliciting’ includes any direct or indirect canvassing or any attempts to obtain information by any means.

Signed:

Full Name:

Duly authorised to sign for and on behalf of:

Company Name:

Position Held:

Address:

E-mail:

Fax No:

Mobile No:

Tel No:

Date:

Company stamp:

## 9 Section Nine – Non-Collusive Tendering Certificate

**TENDER FOR: Innovation Partnership to Co-Design and Deliver a Social Prescribing Network**

**TO: OLDHAM COUNCIL**

In recognition of the principle that the essence of tendering is that Oldham Council shall receive bona fide competitive tenders from all those tendering.

**WE CERTIFY THAT:**

The tender submitted herewith is a bona fide tender that is intended to be competitive.

We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.

We have not done and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts:

- communicate to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
- enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted and;
- offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender any act or thing of the sort described above.

**IN THIS CERTIFICATE**

'Person' includes any person or anybody or association.

'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Signed:

Full Name:

Duly authorised to sign for and on behalf of:

Position Held:

Company Name:

Address:

Company stamp:

E-mail:

Fax No:

Mobile No:

Tel No:

Date:

## 10 Section Ten - Conditions of Contract

Please refer to separate attachment "Oldham Council Conditions of Contract".