



## **INVITATION TO TENDER**

**For**

**NHS Confederation: What should mental health & learning disabilities/autism support look like in 10 years' time?**

**Date: January 2022**

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## About the NHS Confederation

The NHS Confederation is the membership organisation that brings together, supports, and speaks for the whole healthcare system in England, Wales and Northern Ireland.

Integration and partnership working are the driving force of healthcare. We promote collaboration and partnership working as the key to improving population health, delivering high-quality care and reducing health inequalities.

The members we represent employ over 1.5 million staff, care for more than 1 million patients a day and control £150 billion of public expenditure.

We support our members in three main ways:

- We represent organisations and sectors, to ensure local organisations and systems work in the best interests of service users, citizens and staff.
- We connect the whole healthcare system, to boost system working and develop solutions to shared challenges.
- We support leaders to develop and hone their leadership skills, equipping leaders with tools, ideas and insights and connecting them with a community of leaders.

## Scope of the work

Mental health and learning disabilities/autism services are in the process of being transformed, but we know there is still a long way to go, as the level of unmet need remains high.

The Long-Term Plan commitments will end in 2023/24 and one aim of this work is to influence future policy commitments to mental health. For instance, the Government is in the early stages of developing a cross government mental health strategy, which is due to be published in October 2022.

We are tendering for a piece of work that will look at what we think mental health (MH) and learning disability/autism (LD/A) support should look like in 10 years' time and how we get there.

This work should consider:

- What is possible using existing evidence, funding, and workforce; and
- What could be possible with additional research and development, and resources?

It should:

- Cover all ages;
- Cover specialist MH and LD/A services in terms of service structures and pathways, including from a clinical perspective; and



- Look at the wider system within the NHS, local authorities, VCSE, independent sector, housing, education etc., and include informal support and self-care.

We expect that the work will be led by a Steering Group, with representation from across the NHS Confederation to bring in a system-wide perspective. The NHS Confederation's Mental Health Network (MHN) will help to convene this group.

The work will involve conducting interviews and roundtable meetings etc. to gather information from members from across the NHS Confederation, e.g., mental health trusts, ICSs, PCNs etc. and other system partners e.g., LGA, ADASS, to bring in a whole-system perspective. The MHN and the Steering Group will help to suggest contacts.

This work will involve people with lived experience, including those with caring responsibilities, to highlight the challenges and consider what 'good' looks like from their perspective.

The Mental Health Network is also working with partners in the learning disabilities/autism space to establish what good support looks like from the perspective of someone with lived experience and their carers. This can help inform the work being tendered for here.

## Products

- A final report, which includes an executive summary. This will be published by the NHS Confederation.
- The report should include:
  - Literature review to establish the evidence base and rationale for the work.
  - Case studies to highlight the innovative work of our members and their partners, but also the challenges they are facing.
  - Proposal of what services should look like, and recommendations for how to implement them.
- The successful organisation will be expected to present at NHS Confed Expo in mid-June 2022 or a separate webinar with reference to this work.
- The successful organisation will be expected to work with the NHS Confederation to write blogs which outline the key findings of the report, in support of its publication.

Ideally, we would like to launch this piece of work at NHS Confed Expo in mid-June 2022.

## Tender submission

Your tender submission should include the following:

### Company information

- Briefly outline your values, structure, size and capabilities in general
- Examples of similar tenders you have won and delivered
- List two not for profit clients that we can contact for reference purposes (references will be taken up for firms shortlisted), and

- Completion of the equalities questionnaire at schedule 1 (refer to guidance provided) – please highlight or delete as applicable)

### **Proposal for services**

- A summary project plan which includes:
  - Proposed methodology and activities for completion of the work, including how you will meet the key requirements set out in the brief above
  - Named individuals, including roles, who will be working on the project
  - Timescale for delivery, including whether it will be possible to complete this project by mid-June 2022.
  - Key risks and mitigating actions for the project
  - Your reason for wishing to complete the work, and the unique benefit you will bring to this work

### **Fee proposal**

- The total budget is £25k; with £15k in 2021/22 (end of March 2022) and an additional £10k in 2022/23. Higher value bids may be considered if adequate justification can be given for the additional amount.
- Your tender should detail the fee for each separate element of the tender exclusive of VAT, being:
  - Activities undertaken to deliver the work, including associated staff and non-staff costs to deliver these activities; and
  - Other project costs not included in above.

### **Terms of engagement**

You must share your terms and conditions with us as part of the tender submission.

### **Selection criteria**

We will rank tenders on the basis of:

1. Your approach to the project, including proposed methodology
2. Fit to requirements of the brief, including proposed outcomes
3. Value for money and ability to meet timeline
4. Your approach to identifying and managing risk
5. Your approach to equality, diversity and inclusion
6. Your unique value to deliver the project

## Key dates

Invitation to tender published	10 January 2022
Tender documents to be received by COP	7 February 2022
Confirmation of selection for shortlist (References will be taken up at this stage)	9 February 2022
Interviews with selection panel (Online)	14 -16 February 2022
Organisation chosen	17 February 2022
Contract negotiations complete and sign-off	25 February 2022
Project start date	28 February 2022

## Instructions for the return of the tenders

Tenders should be submitted by email to [contracting@nhsconfed.org](mailto:contracting@nhsconfed.org) and [p.lavis@nhsconfed.org](mailto:p.lavis@nhsconfed.org)

Tender ref: MHN.MH10Y.Dec21

Tenders must be received by 5pm on 7 February 2022. Tenders received after this date will not be considered.

It is incumbent on tenders to ensure they have all of the information required for the preparation of their tenders.

**Further information about this tender can be obtained from:**

Name	<b>Paula Lavis</b>
Title	Policy Manager
Phone number	07769 907063
Email address	<a href="mailto:p.lavis@nhsconfed.org">p.lavis@nhsconfed.org</a>

### Equalities questionnaire

This questionnaire must be completed satisfactorily in order for any company to be considered to tender for this NHS Confederation contract. The equality legislation consists of the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion/Belief) Regulations 2003, all amendments to these Acts and all relevant regulations made under them.

1. Is it your policy as an employer and as a service provider to comply with your statutory obligations under the equality legislation, which applies to Great Britain, or equivalent legislation in the countries in which your firm employs staff?

Yes                      No

2. Accordingly, is it your practice not to discriminate directly or indirectly in breach of equality legislation which applies in Great Britain and legislation in the countries in which your firm employs staff:

• In relation to decisions to recruit, select, remunerate, train, transfer and promote employees?

Yes                      No

• In relation to delivering services?

Yes                      No

3. Do you have a written equality policy?

Yes                      No

4. Does your equality policy cover:

• Recruitment, selection, training, promotion, discipline and dismissal

Yes                      No

• Victimisation, discrimination and harassment making it clear that these are disciplinary offences

Yes                      No

• Identify the senior position for responsibility for the policy and its effective implementation

Yes                      No



5. Is your policy on equality set out:

- In documents available and communicated to employees, managers, recognised trade unions or other representative groups?

Yes                      No

- In recruitment advertisements or other literature?

Yes                      No

- In materials promoting your services?

Yes                      No

Please evidence all questions.

If you answered NO to any part of questions 4 or 5, can you provide (and if so, please do) other evidence to show how you promote equalities in employment and service delivery.

6. In the last three years, has any findings of unlawful discrimination been made against your firm by the Employment Tribunal, the Employment Appeal Tribunal or any other court or in comparable proceedings in any other jurisdiction?

Yes                      No

7. In the last three years, has any contract with your organisation been terminated on grounds of your failure to comply with:

- Legislation prohibiting discrimination; or

Yes                      No

- Contract conditions relating to equality in the provision of services

Yes                      No

8. In the last three years, has your firm been the subject of formal investigations by the Commission for Racial Equality, the Disability Rights Commission, The Equal Opportunities Commission or a comparable body, on grounds of alleged unlawful discrimination?

Yes                      No

9. If the answer to question 6 and 7 is YES, or, in relation to question 8, a finding adverse to your organisation has been made, what steps have you taken as a result of that finding? Please summarise the details below and provide full details as an attachment.

10. If you are not currently subject to UK employment law, please supply details of your experience in complying with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity. List any attached documents.

## **Guidance in answering the equality questionnaire**

When completing the questionnaire, all companies must answer each question fully and supply any documentary evidence requested. Failure to fully answer each question or failure to submit any documentary evidence required may lead the NHS Confederation to consider the answer unsatisfactory.

### **Question 1 and 2**

If your firm has implemented an effective equality policy, you will be able to answer yes to these questions. You will be able to confirm your answers by submitting your equality policy and supporting evidence as for as part of this section.

### **Question 3 and 4**

You will need to submit a copy of your firm's equality policy. You will need to ensure that your policy covers:

- Recruitment, selection, training, promotion, discipline and dismissal
- Victimisation, discrimination and harassment
- Identifies the senior position responsibly for the policy

### **Question 5**

Documents available and method of communication to staff. You will be required to submit examples of any documents which explain your firm's policies in respect of recruitment, selection, remuneration, training and promotion outside of the equality policy asked for in Question 3 and 4.

You will also need evidence of how your firm has communicated this document to staff i.e. notice boards or issue individual employees with a copy. There is no prescribed evidence here. You will need to submit whatever documents your firm uses for these purposes.

With regards to recruitment advertisements or other literature, you will need to submit evidence that makes public your firm's commitment to equality in employment and service delivery.

Small firms may not have detailed procedures, but you must ensure that evidence is provided which demonstrates that personnel operate in accordance with a written equality policy that includes:

- Open recruitment practices such as using job centres and local newspapers to advertise vacancies
- Instructions about how the firm ensures that all job applicants are treated fairly.

With regards to material promoting your services, this relates to how your firm provides information in materials promoting your services e.g., in different languages, making information accessible to people with hearing and visual impairment and physical access for disabled users.

### **Question 6**

This question's concern is whether any court or industrial tribunal has found your firm guilty of unlawful discrimination in the last three years. It is important to be honest with your answers. The NHS Confederation may check your responses. If the answer is yes, you may wish to insert additional information which details the actions your firm has undertaken to prevent a repeat occurrence.

Answering yes will not automatically mean that you do not get the contract; you need to ensure that the NHS Confederation feels confident that you have sufficient measures put in place to prevent a re-occurrence.

**Question 7**

This question's concern is whether your firm has ever had a contract terminated for noncompliance with equality legislation or equality contract conditions. If the answer is yes, your firm may wish to submit additional information will details the actions they have taken to prevent a repeat occurrence.

**Question 8**

This question asks whether your firm has had any investigation carried out, whatever the outcome. The NHS Confederation can check a contractor's answer from lists that the CRE and EOC produce, so please be honest. The NHS Confederation is aware that if a firm has been investigated, this does not mean that it is guilty of discrimination. The result of the investigation will be taken into account when assessing your firm's answers to the questionnaire.

**Question 9**

If your firm has been found guilty of unlawful discrimination, you will need to provide evidence that details the steps your firm has taken to correct the situation. The Court, Industrial Tribunal or CRE will have made recommendations about steps your firm should take to eliminate the discrimination. If no action or inadequate action has been taken in this respect, only then will your firm be considered refusal onto the tender list.

**Question 10**

If your firm is not subject to UK employment law, you must ensure that you supply details of equivalent legislation that you adhere to.