



Nottingham
City Council

INFORMATION AND INSTRUCTIONS

To Applicants for the provision of:

**Primary Care
Locally Commissioned Public Health Services
(LCPHS)**

Pharmacies

REFERENCE: CPU 3534

ACCREDITATION DOCUMENT

The Accreditation documentation comprises the following:

- Information and Instructions for Applicants (this document)
- Accreditation Application Form (for completion and return)
- Contract Terms
- PGD Templates (for signature and return as applicable)

Lot 1 – Appendix 1 Service Specification – Chlamydia Screening and Treatment (for females aged 15 to 24 years residing in Nottingham City)

Lot 2 – Appendix 2 Service Specification – Chlamydia Treatment

Lot 3 - Appendix 3 Service Specification – Supply of Emergency Hormonal Contraception (EHC) (Nottingham City residents aged 14-24 years only)

INFORMATION TO APPLICANTS

Introduction

Nottingham City Council is responsible for commissioning Public Health services to improve the health of citizens living within the City boundaries, including a comprehensive range of sexual health services.

The Council is inviting applications from suitably qualified and experienced primary care providers to deliver community based Locally Commissioned Public Health Services (LCPHS) in sexual health for the 3 year period from 1st April 2022 with potential contract extensions of a further 3+3 years.

The key aim of these sexual health LCPHSs is to ensure primary care can offer patients access a range of sexual health services including contraception and asymptomatic sexually transmitted infections (STI) testing.

Services to be delivered

The Council is undertaking an accreditation process to ensure that Providers have the necessary skills and competencies, outlined by the General Pharmaceutical Council, to provide these sexual health LCPHS.

Nottingham City Council is refreshing the accreditation process in order to identify and appoint a number of primary care services to providers to deliver a range of community based sexual health LCPHS.

Providers that wish to be considered to deliver community based sexual health LCPHS with Nottingham City Council must be accredited by completing and returning the Application Form. Where the criteria are met, applicants will be appointed to an approved list of accredited providers to deliver these services.

Services to be delivered

The Council is inviting suitably qualified and experienced primary health care providers to submit applications for the delivery of LCPHS to improve the sexual health outcomes of local citizens.

The following LCPHS are required to be delivered and are divided into the following lots;

Lot 1 Chlamydia Screening and Treatment See Appendix 1 – Service Specification

Lot 2 Chlamydia Treatment See Appendix 2 – Service Specification

Lot 3 Supply of Emergency Hormonal Contraception (EHC) See Appendix 3 – Service Specification

Full details of the individual services can be found in the specifications for each Lot – see Appendices 1-3 Service Specifications

Applicants are invited to apply for one or more Lots as appropriate.

Providers accepted onto the Accredited List are required to be regulated by the General Pharmaceutical Council (GPhC) and continue to do so throughout the duration of the Contract.

Value of services to be delivered

Providers accepted onto the accreditation list will be required to make quarterly payment claims for the activity undertaken. The appended specifications contain full details of the payment rates applicable for each service.

Applicants should note that whilst there are no limits placed on the level of activity, the budgets will be subject to annual review and these amounts may change. If activity levels exceed the available budgets, Nottingham City Council reserves the right to impose limits on activity.

Applicants are advised that inclusion in the Accreditation does not represent a guarantee of business. The Council does not guarantee any volume of work being placed under this Accreditation.

Duration

Contracts for the delivery of LCPHS will commence on 1 April 2022 for a 3 year period with potential extensions of 3+3 years.

Review / Refresh of the Accreditation List

Providers accepted on to the list of Accredited Providers will be subject to ongoing performance monitoring, as specified in the service specification and contract documentation.

A review will be undertaken to provide a mechanism to:

- Remove organisations from the Accreditation List that no longer wish to provide these services.
- Enable Providers to apply to refresh their offering, i.e. Pharmacies may apply to deliver additional LCPHS
- Ensure that information concerning Providers on the Accreditation List is up to date e.g. the correct information is held for all providers.

INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Potential Applicants must be explicit and comprehensive in their responses to this Application Form as this will be the single source of information on which applications will be assessed. Potential Applicants are advised not to make any assumptions about their past or current supplier relationships with the Council, nor to assume that such prior relationships will be taken into account in the evaluation procedure.

- Please complete all of the sections included within this Application Form
- Applicants are requested to answer all questions. If questions are not applicable, the applicant should state 'not applicable'.
- Questions should be answered as accurately and concisely as possible. Where a question is not relevant to your organisation, this should be indicated with an explanation.
- Supporting documents submitted as part of your Application should be clearly marked with the name of your organisation and the number of the question to which they refer.
- All questions should be answered specifically for your organisation, not for the group if you are part of a group of companies.
- If you have any queries regarding how to complete this Application Form please address them through the 'Clarifications Request' stage of this process.
- Failure to provide the required information, make a satisfactory response to a question, or supply documentation referred to in responses within the specified timescale may lead to your Application being rejected.
- The application submitted in response to this accreditation should include all the information which your organisation considers necessary for an accurate and equitable evaluation of your application.

Responses to questions will be checked for completeness and compliance

EVALUATION APPROACH

All completed applications received will be evaluated by Officers of Nottingham City Council as appropriate. Throughout the evaluation process, the right is reserved to seek clarifications from applicants where this is considered necessary to achieve a full understanding of proposals received.

Responses to the questions in Parts A&B will be assessed in accordance with the **Scoring Principles** detailed below. The provision of false information may disqualify organisations from further consideration.

Scoring Principles	
Required Data	The data is required for management purposes only and will not be scored / assessed. If the information requested is not provided the bid will be judged non-compliant unless there is an acceptable reason for its omission.
Pass	The information / evidence has been assessed and judged to be acceptable.
Fail	No information / evidence has been provided. The standard of information / evidence provided is unacceptable.

Additional Information

Nottingham City Council may require the Applicant to provide additional information supplementing or clarifying any of the information provided in this Application Form. The Council may seek advice to validate information declared, or to assist in the evaluation.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the timescale given, may mean that your organisation will not be considered further.

APPLICATION PROCESS

Submission of Application Form

Applicants must complete all required sections and should follow the guidance provided in the Application Form.

Completed applications must be submitted via email to:-
SexualHealth@nottinghamcity.gov.uk

Please Note:- for continuation of service delivery and to ensure payment of invoices are authorised, existing contracted pharmacies should ensure that they apply as soon as possible for award of contract from 1 April 2022 to avoid any gaps in service delivery.

The information supplied in the Application Form will be used to evaluate the application.

Please ensure that the Declaration on page 16 of the Application Form is signed by director(s) or other manager(s) authorised for that purpose.

To facilitate rapid and equitable evaluation of their applications, applicants are asked to present the information requested, following the structure and sequence set out in the Application Form.

Applications which are not submitted in the required format will not be considered.

No alteration shall be made by providers / organisations to the Accreditation documents except where expressly allowed.

Please Note: The Council reserves the right to make changes to any of the accreditation documentation at any time prior to the return date and such changes will be notified to all providers / organisations in writing via email.

Clarification Requests

Clarification requests should be submitted through the messaging system via email to:- SexualHealth@nottinghamcity.gov.uk

Queries relating to the specification and functionality of the proposed service should be clearly stated. Responses to any such request shall be sent by return through the system and will be received as an email notification to the enquirer. If appropriate responses shall be copied anonymously to all other applicants registered for this tender.

Costs

All costs associated with the preparation of the responses to this Accreditation, shall be borne in full by the applicants. The Council will not be liable, under any circumstance, for any costs or charges incurred by applicants arising from any aspect of the Accreditation process, nor for any costs or charges incurred by successful applicants relating to the preparation and completion of the formal contract documentation.

Confidentiality

All information supplied by Nottingham City Council (NCC) in connection with this Accreditation shall be treated as confidential.

NCC and all applicants agree that insofar as permitted by the Freedom of Information Act 2000 each shall keep confidential all information which has either been designated as confidential by either party in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of the other party (and the other party's contractors, service providers, agents and representatives) and all information which either party receives or obtains as a result of its involvement in the accreditation.

All information provided (including all copies) to the Provider / Organisation remains the property of NCC and applicants and their advisers must return or destroy all such information, including copies, as and when required, in writing, by NCC.

Non-consideration of bid

The Council may in its absolute discretion refrain from considering any response.

For example if:

1. It is not in accordance with the Application Form and Instructions to Applicants.
2. The supplier makes or attempts to make any variation or alteration to the terms of the Instructions to Applicants, the Contract Terms and Conditions, or the Specification except where a variation or alteration is invited or permitted in accordance with the terms of all or any of the Tender, the Contract Terms and Conditions and the Specification; or
3. The supplier does not provide all the information required by the Council.

Contract Award

The Council expects to notify providers/organisations of the outcome of the accreditation process and make a provisional award of contract within 28 days of the closing date for submission of applications.

The Council is not bound to accept any application.