

# TENDER SPECIFICATION

January 2020

TENDER TITLE: Summative assessment position for MedTech NAVIGATOR programme

ERDF PROJECT: MedTech NAVIGATOR

Issue of Specification	01
Deadline for Responses	05 February 2020 @17:00
Reference Code	NAV-TS-003

Responses are to be emailed to Dr Evangelia Vezouviou at [Evangelia.Vezouviou@hee.co.uk](mailto:Evangelia.Vezouviou@hee.co.uk) before the specified deadline.

**This document comprises the following sections:**

**Part A:** Background to specification

**Part B:** Contractor Response Section, seeking supplier information

**Part C:** Response to Tender through Responding to Tender Questions

Please read carefully the instructions and answer all the questions. If you have any queries regarding completing of the response please email Dr Evangelia Vezouviou at [Evangelia.Vezouviou@hee.co.uk](mailto:Evangelia.Vezouviou@hee.co.uk).

## Part A: Background to specification

### (A) Context and background

The MedTech NAVIGATOR programme will be establishing a platform that will transfer clinical knowledge and insight to small and medium sized enterprises (SMEs) by creating knowledge and insights into the NHS MedTech innovation landscape, and by facilitating access to clinical stakeholders within Health Enterprise East (HEE) member network and beyond. This will support MedTech businesses during the early product development phase, resulting in increased knowledge of the NHS, and collaboration between SMEs and healthcare institutions. As a result, SMEs will be enabled to develop products that both help deliver better health outcomes at lower cost and stimulate economic growth. This ERDF funded programme will be delivered by Health Enterprise East.

The MedTech NAVIGATOR programme will deliver a number of events, market position papers and initiatives, over a three-year period. These activities will be coordinated around specific themes, two or three per year, reflecting the need for innovation in healthcare as well as potential for MedTech development. As such, the programme will be both client demand led – selecting clinical or organisational areas that require innovative solutions – as well as providing opportunities for MedTech SMEs to respond to this by developing innovative products that have potential for commercial success. Each theme will be explored and developed in a number of ways, including in-depth research and knowledge papers, workshops and events and industry – clinician partnerships.

The primary purposes of MedTech NAVIGATOR are:

- I. to stimulate innovation in the economy by supporting firms to develop and commercialise new technology-based products and solutions;
- II. provide the NHS and care system with innovative solutions that address identified unmet needs and improve the quality and efficiency of services.

To deliver this programme, services will need to be procured in order to effectively communicate the MedTech NAVIGATOR programme.

This project is part-funded by European Regional Development Fund (ERDF) and it is a requirement of the grant to carry out a summative assessment of the impact of the programme.

The MedTech NAVIGATOR programme will comprise the following elements:

1. Identification of unmet needs in the NHS
2. Generation of market insight reports covering health economics and IP
3. Stakeholder engagement events
4. MedTech Connect database of clinical collaborators
5. Innovation Grant scheme

### **(B) Selection Process**

Tenders are invited to submit an application for the summative assessment position for the MedTech NAVIGATOR programme that will perform tasks that will comply with and satisfy the requirements of the European Regional Development Fund.

Detailed qualifications and task responsibilities include:

Presentation and context are to be discussed in the kick-off meeting although some of the summative assessment tasks could include a combination of:

The successful provider will have regular responsibilities, as outlined below, but not limited to:

- Design a methodology to carry out the summative assessment that incorporates ERDF requirements, considers ERDF guidance and builds on the Summative Assessment Logic Model that has already been submitted to the Managing Authority (Ministry for Housing, Communities and Local Government). This model is provided with the tender documentation (Figure 2 below).
- Review and collate our delivery data and evidence of benefit and impact additional to that already required for normal reporting, if necessary, to meet the needs of the summative assessment, over and following a three-year period.
- Complete Interim & Final Summative assessment report and required summary findings report.

### **Summative Assessment**

Primarily, the summative assessment is about understanding the experience of implementing the ERDF project, the difference the project has made, whether it has provided value for money, and the lessons which can be learnt from the experience. All assessments need to cover the following themes: relevance and consistency, progress, delivery and management, impacts, assessing value for money.

#### **The summative assessments stages:**

Stage 1. Summative assessment planning: what must be done in order to plan for the successful implementation of the summative assessment. This includes the preparation of the logic model and the summative assessment plan using the templates provided by the managing authority.

Stage 2. Data collection and reporting: how you need to record and report data to ensure that ERDF programme's monitoring requirements are met.

Stage 3. Reporting and communication: the completion of the summative assessment and its summary, submission of the report to the managing authority and communication of its messages.

The summative assessment will provide insights into:

- Relevance and consistency: the summative assessments must explore the continued relevance and consistency of the project, in light of any changes in policy or economic circumstances during its delivery period.
- Progress: the summative assessments will set out the progress of the project against contractual targets, any reasons for under or over performance, and the expected lifetime results.
- Delivery and management: the summative assessment must explore the experience of implementing and managing the project and any lessons which have emerged from this.
- Impacts: the summative assessment, where possible, must show the economic impact attributable to the project, including both the intended and actual outcomes and impact.
- Assessing value for money: the summative assessments must analyse the cost-effectiveness of the project in light of its intended and unintended outcomes and impacts, and hence its value for money.

### **Important principles for the summative assessment.**

A small number of principles which should be followed include:

- Evaluation effort: while assessments need to be comprehensive, they should reflect the size of the project and the complexity of its activities. We expect that larger and more complex projects should devote more effort to counterfactual impact evaluation
- Independent evaluation: where practical summative assessments should be undertaken by evaluators who are independent of the project and who have appropriate evaluation expertise.
- Consistency: there are many ways to approach evaluations. Hence, the guidance provides a framework for designing the assessment and reporting the results. This is intended to ensure consistency in some important aspects of the evaluation, while retaining some flexibility for grant recipients to reflect the nature of their own projects.
- Standards of evaluation: those using the evidence will need to rely on the information in making future decisions. It is therefore important to ensure a minimum standard of quality across projects. You are expected to draw on appropriate evaluation guidance (including this document) in planning and carrying out your assessment.
- Consistent measures and definitions: programme-level outputs are already set out in the ERDF indicator framework. However, there are a range of other indicators which you may need to use to measure project progress and success. The guidance suggests a range of additional indicators which could be used to measure the progress of the different types of projects funded throughout the ERDF programme.

Further information and guidance on the summative assessment can be found in the ERDF document: ESIF-GN-1-033 (August 2017) – England European Regional Development Fund Programme 2014 to 2020: Project Summative Assessment Guidance.

All assessments need to cover the following themes: relevance and consistency, progress, delivery and management, impacts, assessing value for money.

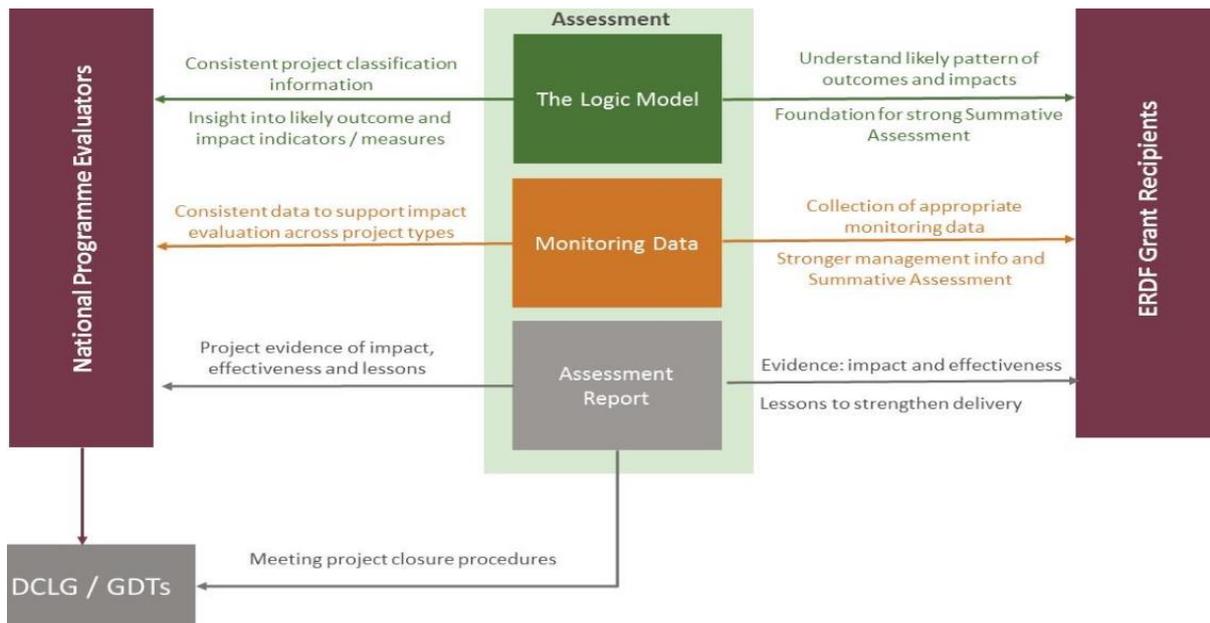
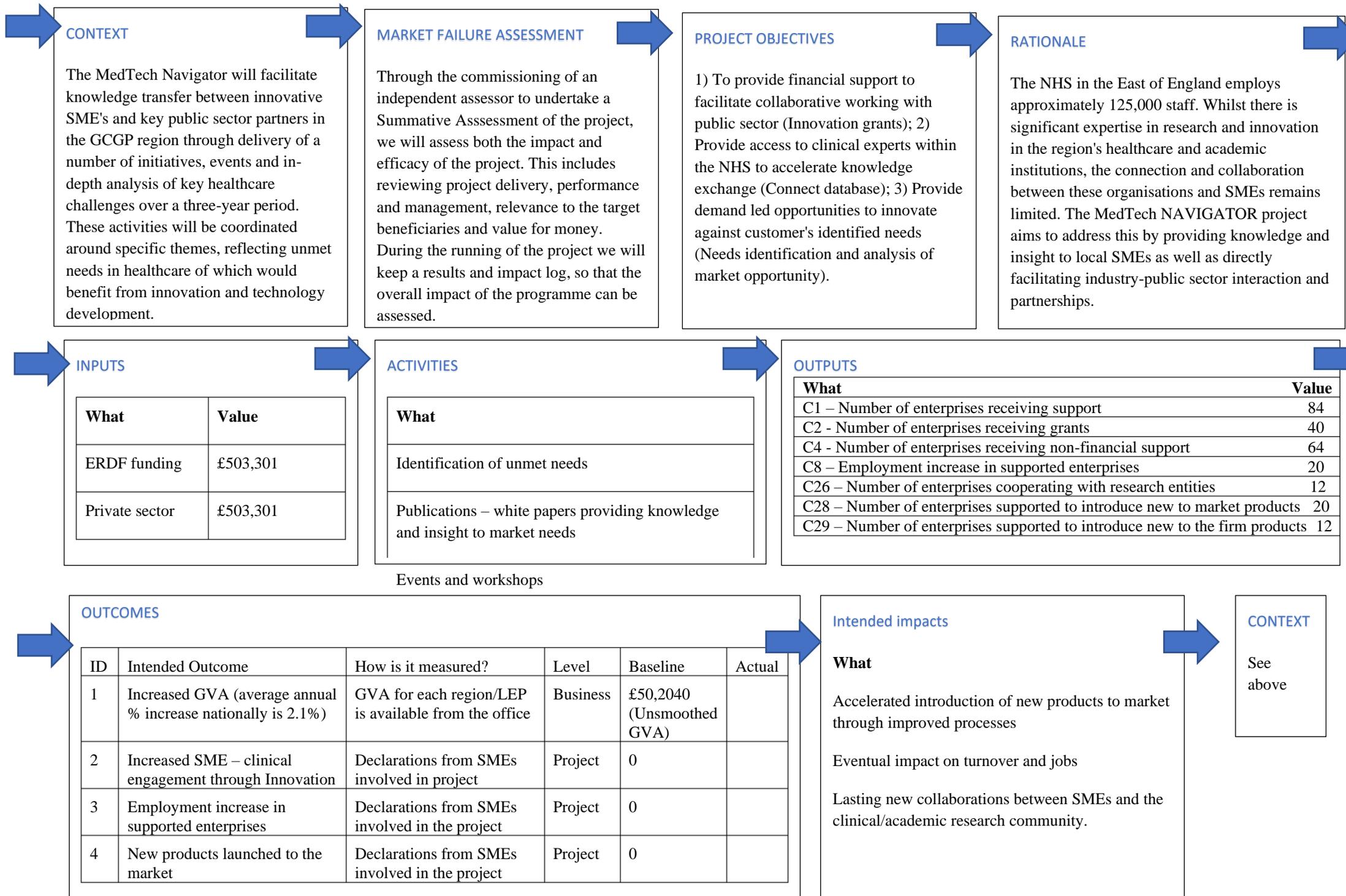


Figure 1. The structure and role of the summative assessments (obtained from ESIF-GN-1-033).

Figure 2. Draft logic model for the **Project MedTech NAVIGATOR**



### **The successful applicants will demonstrate:**

- Proven aptitude for technology and/or software solutions for summative assessment.
- Proven prioritisation and time management skills as well as excellent attention to detail when working under pressure to meet deadlines.
- Value for money in achieving the objectives.
- Excellent communication, interpersonal and writing skills.

### **Deliverables**

1. MedTech NAVIGATOR, Grant & Advice Service ; Review of Data collected & Summative Assessment Methodology
2. Project plan to ensure Summative Assessment report is completed ready to submit to funder.
3. MedTech NAVIGATOR, Grant & Advice Service Summative Assessment and Summary Findings Report.

### **The scoring of the tender is based on the following criteria:**

+ Company Background Information

+ Questions

1. Meeting the Requirements of this Tender: **35%**
2. Background Skills/Experience: **35%**
3. Price: **30%**

### **Minimum score threshold for price scoring and further consideration**

Before a Supplier/Applicant's price is considered and scored, they first need to pass the minimum score threshold across Question 1 (Meeting Requirements of the Tender Specifications) and Question 2 (Background/Experience). A minimum combined score of 50 marks out of a total of 70 is required from Questions 1 and 2. Failure to meet the minimum quality threshold will mean the supplier's response will not be further analysed and the supplier will not be invited to become a supplier.

Selection criteria at a general level will be a combination of both financial and non-financial factors and will consider:

- Supplier Acceptability – status of supplier in relation to selection criteria below.
- Supplier Track Record (service history) - The Service Provider must be able to demonstrate a successful track record (service history) of providing similar services to other clients.
- Supplier Capacity and Capability – Assessment of the totality of resources and core competences available to the supplier(s).
- Failure to provide a satisfactory response to any of the questions may result in us not proceeding further with the supplier. The information supplied will be checked for completeness and compliance before responses are evaluated.

- Evaluation of subsequent stages will be undertaken in accordance with the overall Evaluation Strategy for the project.

The overall evaluation process will be conducted in a fair and equitable manner, so that we are able to consider the value for money of each proposal. This means that we may seek clarification of an application from any and all applicants, different clarification/information may be sought from different applicants.

Once we have reached a decision in respect of an award, we will notify all applicants of our decision. As this tender is below the OJEU financial threshold for light touch regime procurements, we do not intend to provide for a standstill period before entering into the contract. Any attempt by applicants to influence the contract award process in any way may result in the applicant being disqualified. Specifically, applicants shall not directly or indirectly at any time:

- Devise or amend the content of their application in accordance with any agreement or arrangement with any other person (other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance).
- Enter into any agreement or arrangement with any other person as to the form or content of any other application or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other application.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting an application.
- Canvass us or any of employees or agents in relation to this tender.
- Attempt to obtain information from any of our employees or agents or our advisors concerning another application or application.

Please note that:

The project will comply with the [2010 Equality Act and the Human Rights Act 1998](#) and is committed to equality of opportunity and Diversity Networks for Women, Black and Minority Ethnic, Disabled and Lesbian, Gay, Bisexual and Transgender staff supports and encourages under-represented groups and values diversity. The project will also align with [the ESIF National Procurement Requirements \(ESIF-GN-1-001\)](#), the [ESIF Gender Equality and Equal Opportunities Mainstreaming Plan](#), the [Procurement Aide Memoire for Applicants and Grant Recipients](#), and the [European Regional Development Fund and European Social Fund Branding and Publicity Requirements documents](#), which outline how the policies are implemented.

#### Reporting Expectations

We will require updates of progress at regular intervals and would like to be able to review the summative assessment mid-way through the process. The final format should support content being incorporated into the publication as required.

Health Enterprise East will own the copyright in all materials produced.

Further information and deadline for quotes

## Timelines

<b>Task</b>	<b>Date</b>
Invitation to Tender shared with potential bidders	14/01/2020
Deadline for bid submission	05/02/2020
Contract awarded	10/02/2020
Kick off meeting	12/02/2020
Logic model framework	17/03/2020
Mid-point review	01/06/2021
Summative assessment report	31/07/2022

## Cost

We envisage that the budget available will be up to a maximum of £9500 for the summative assessment role, over a period of, including all expenses and travel costs (exclusive of VAT). As this programme is publicly funded, we will seek to obtain maximum value for money from the summative assessment role.

Payments will be **released in stages alongside agreed milestones**. For the purposes of this invitation to tender, Health Enterprise East will act as the contracting party on behalf of the MedTech Navigator project.

For further information on this brief please contact Dr Evangelia Vezouviou on 01223 928041 or email: [Evangelia.Vezouviou@hee.co.uk](mailto:Evangelia.Vezouviou@hee.co.uk). Please supply a copy of your quote to Dr Evangelia Vezouviou at the email address above by 5pm on 31 January 2020.

## **Technical notes:**

### **No Contract**

No information contained in this specification or in any communication made between HEE and any supplier in connection with this specification shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this specification. HEE reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process. HEE reserves the right to terminate the process at any time. Under no circumstances shall HEE incur any liability in respect of this specification or any supporting documentation. You accept HEE's Terms and Conditions of Business and Requirements of ERDF Funding.

### **Instructions for completion**

Completed questionnaires should be submitted in electronic format and emailed to the email address given at the end of this section and by the due date as outlined in Deadline for Response in the Timescales section.

Any application received after the Deadline for Response shall not be opened or considered. We may, however, in our own absolute discretion extend the Deadline and in such circumstances, we will notify all applicants of any change.

You should answer all questions as accurately and concisely as possible. Where a question is not relevant to your organisation, please state N/A (not applicable) and include a brief explanation if required.

Questions must be answered in English and submitted either in Microsoft Word readable format, Adobe Acrobat PDF or other readable format. Responses are to be emailed to Dr Evangelia Vezouviou at [Evangelia.Vezouviou@hee.co.uk](mailto:Evangelia.Vezouviou@hee.co.uk) before the specified deadline.

Responses will be evaluated in accordance with the procedures set out in Part A. In the event that none of the responses are deemed satisfactory, HEE reserves the right to consider alternative procurement options.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that you will be excluded from further participation in the procurement.

#### **Consortia and sub-contracting**

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant part in the delivery of services or products under any ensuing contract. Responses must enable HEE to assess the overall service proposed. Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

HEE recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Service providers/suppliers should therefore respond in the light of such arrangements as are currently envisaged. Please provide details of the proportion of any contract awarded under this contract that the prospective partner proposes to subcontract. HEE reserves the right to seek independent financial and market advice to validate information declared or to assist in the evaluation.

#### **Queries about the procurement**

Any questions about the procurement should be submitted by e-mail to Dr Evangelia Vezouviou at [Evangelia.Vezouviou@hee.co.uk](mailto:Evangelia.Vezouviou@hee.co.uk).

If we consider any question or request for clarification to be of such significance that all potential suppliers who have responded should be made aware of it, both the query and the response will be communicated to them, in a suitably anonymous form. All responses received and any communication from service providers will be treated in confidence.

## Part B: Contractor Response Section, seeking supplier information

### Organisation identity

All respondents should answer these questions. If your company is not currently registered in the UK, you should still try to answer each question, substituting any appropriate professional, commercial or other registration within your domestic jurisdiction.

Single sole trader business advisors are most welcome to apply and where an answer is not applicable please indicate as such.

### Information Only

Name of the company (Prime or single contractor) in whose name the tender would be submitted	
Contact Name	
Address	
Telephone Number	
E-mail Address	
Company Registration number: (if any)	
Date of Registration	
Registered address if different from the above	
VAT Registration number: (if any)	
Company Background	

## Part C: Response to Tender through Responding to Tender Questions

### Scored response to tender

In answering the questions and for providing useful additional information for assessing the applicant's eligibility, we welcome proposals in any written recognisable format such as in Microsoft Word, Microsoft Power Point, PDF format, provided as an attachment to this application.

1. Meeting the Requirements of the Brief. Please outline your approach for the summative assessment role – <i>This is a minimum threshold question –please see notes above.</i> <span style="float: right;"><i>SCORE 35%</i></span>
2. Background, knowledge and experience. Please outline previous knowledge or experience of delivering this type of service before, use case studies, examples of offerings. <i>This is a minimum threshold question – please see notes above.</i> <span style="float: right;"><i>SCORE 35%</i></span>
3. Pricing <span style="float: right;"><i>SCORE: 30%</i></span>
Please provide your total cost (GBP currency) for the summative assessment role (please note we are subject to funder constraints with regards to budget for this piece of work and the maximum budget of £9500)
Total Cost (exclusive of VAT), but inclusive of expenses
£

Please note:

- All prices quoted shall be fixed and firm and shall apply for the full duration of the contract.
- Following that period, any requests for price changes must be accompanied by a written summary and supported by evidence to justify the proposed price change.
- No quantity or continuity of work is guaranteed to successful suppliers and this should be taken into account when completing the Pricing Schedule.
- All prices quoted shall be exclusive of Value Added Tax (VAT).
- All costs are deemed to include expenses and any other on-cost.

### Compliance with EC Legislation/ UK Procurement legislation

#### Non-payment of taxes

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?

Response	Yes or No
----------	-----------

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?

If you have answered “yes” to this question 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.

Grounds for mandatory exclusion

**Pass/Fail**

Do any of the circumstances as set out in the summary below of ineligibility conditions apply?	Yes or No
If yes, please supply details:	
<b>We may seek evidence at a later date, in confirmation of your answer.</b>	

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).

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?

- 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.

## Appendix 1 – Evaluation Criteria

HEE intends to award the contract to the Tenderer offering the most economically advantageous Tender in accordance with the Award Criteria and weightings set out in the paragraphs below.

Prior to evaluating Tenders, HEE will carry out an initial review of each Tender to confirm completeness and compliance with the Tender Requirements and may, at its discretion, reject a Tender which is incomplete and / or non-compliant. The following pre-evaluation process will be undertaken:

**Compliance Check Stage:** to confirm completeness and compliance with the Tender Requirements. HEE may, at its discretion, reject a Tender which is incomplete or non-compliant;

- **Selection Stage:** to confirm compliance with any minimum standards / quality thresholds set out in the Tender. **Please note there is a minimum quality threshold for the combined value of Questions 1 and 2, of 50 marks out of 70.**
- **Tender Price Score:** This is calculated using the formula shown below for those applicants meeting the minimum quality threshold and technical compliance requirement.
- **Evaluation Stage:** HEE will then determine the most economically advantageous tender by evaluating all those Tenders that have successfully passed through the above stages in accordance with the award criteria and weightings set out in the paragraphs below.

Any Tender that is accepted will be awarded to the most economically advantageous tenderer in accordance with the following criteria. **Please note there is a minimum quality threshold for the combined value of Questions 1 and 2, of 50 marks out of 70.**

### Contractor Information as follows:

Contractor Information	Assessment
Organisational Background	Information

### Scored Response and Compliance:

Award Criteria	Max Potential Score
Question 1 – Response to the Tender	35
Question 2 – Knowledge & Experience	35
Question 3 – Price	30
Compliance with EU Legislation/ UK Procurement Legislation	Pass / Fail

Qualitative – questions 1 and 2: Each non-price criterion question will be scored (referencing the above weighting) using the following methodology:

Full Points	Proposal exceeds requirement. Demonstrated by clear, detailed information and unequivocal evidence.
75% of Points	Proposal completely meets requirement. Demonstrated ability to meet requirements with clear and convincing evidence.
50% of Points	Mostly meets requirement. Evidence is fairly clear and convincing; minor reservations in one or more key areas.
25% of Points	Mostly fails to meet requirements. Evidence is unclear and/or unconvincing in most areas, although convincing in some areas. Overall response casts doubt on ability to meet requirements.
0 Points	Significantly fails to meet requirements. In virtually all areas there is a lack of convincing evidence which casts serious doubt about the ability to meet requirements.

Price: The lowest price will be awarded full marks and each other proposal will be awarded a score based on the percentage difference from the lowest price. See worked example below.

<b>Scoring Model on Pricing</b>	
Lowest Price	£5000
Bidder Price	£7000
Difference	£2000
%age Score	$((2000/5000)*100) = 40\%$
Max Score	$40 (40/100 * 30/100)= 12$

If the price seems significantly low, further explanation as to the low price may be sought and evaluation of whether the quote is considered economically viable.

**The tender with the highest bidder score which is the combination of all three weighted criteria will be selected.**

Responses are to be emailed to Dr Evangelia Vezouviou at [Evangelia.Vezouviou@hee.co.uk](mailto:Evangelia.Vezouviou@hee.co.uk) before the specified deadline.

**END OF TENDER DOCUMENT.**