

**MSK TENDER – MEMORANDUM OF INFORMATION  
STAGE 2 ASSESSMENT AND EVALUATION DOCUMENT**

**ANNEX G**

The AWP process is a two stage process and all potential Providers must complete all sections of the Core Requirements Document Stage 2 to provide the Services under the ‘Any Willing Provider’ model. This sets out how the Stage 2 Submission will be assessed and evaluated.

	<b>BID REQUIREMENTS</b>	<b>ASSESSMENT</b>
	<b>NHS Brent reserves the right to reject Organisations who fail to complete all sections of the Application or who fail to achieve the minimum standards required to provide the Services.</b>	[YES /NO]
<b>A</b>	Bids Received on time	[YES /NO]
<b>B</b>	All sections completed	[YES /NO]

<b>1.</b>	<b>THE SERVICES TO BE PROVIDED: [CONFIRM YES; DECLINE NO]</b>	
<b>1.1</b>	Tender A - Adult and Paediatric (8+) Musculoskeletal Community Physiotherapy Services	[YES /NO]
<b>1.2</b>	Tender B - Women’s Health Community Physiotherapy Services	[YES /NO]

<b>2.</b>	<b>THE SERVICES</b>	<b>ASSESSMENT</b>
<b>2.1</b>	<p>how the Services set out in the Annex B, will be provided including but not limited to:</p> <ul style="list-style-type: none"> <li>• A description of the assessment process including timescales, techniques and any tools used such as psychosocial / yellow flag indicators or patient literature.</li> <li>• A description of the treatment process, including proposed treatment durations, techniques, tools or equipment used.</li> <li>• A description of the range of treatments for the presenting conditions.</li> <li>• A description of how they will assess and treat children</li> <li>• A description of how they will achieve, monitor and control the safeguarding children requirements</li> <li>• A description of any group activities they intend to provide</li> <li>• the outcomes they would aim to achieve as part of the patient treatment plan for the presenting conditions</li> <li>• A description of how and where patients would access your Services</li> <li>• Examples of patient literature, exercise sheets or self help guidance provided to patients</li> <li>• A description of their infection control process and procedure and how they will provide these for the Services set out in Annex B.</li> </ul>	<p>QUALITATIVE ASSESSMENT BASED ON SCORING MATRIX AND REQUIREMENT TO ACHIEVE 65%</p>

2.2	How the Provider will achieve, monitor and control the safeguarding women’s requirements.	QUALITATIVE ASSESSMENT BASED ON SCORING MATRIX AND REQUIREMENT TO ACHIEVE 65%
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3.	<b>ADMINISTRATIVE SUPPORT PROCESSES</b>	<b>ASSESSMENT</b>
	<p>The administrative support processes and services the provider will provide to support the Services set out in Annex B:</p> <ul style="list-style-type: none"> <li>• to receive referrals from GP’s and how patients would book initial appointments and repeat appointments or cancel previously booked appointments</li> <li>• for handling and storing referrals, clinical notes and personal data</li> <li>• Patient tracking within the Service</li> <li>• Internal referral e.g. moving from one-to-one to group intervention</li> <li>• Discharge processes for the patient at the end of the treatment plan</li> <li>• How they will communicate with patients and GP referrers and how they can communicate with you.</li> <li>• Details of how they will use information technology to support effective patient care and operational management, including how you will capture data relevant to the KPI’s and minimum data set. Evidence from previous use of IT will help the panel to evaluate this section of the submission.</li> <li>• The support staff who will be involved in this pilot project</li> </ul>	QUALITATIVE ASSESSMENT BASED ON SCORING MATRIX AND REQUIREMENT TO ACHIEVE 65%

4.	<b>CAPACITY PLANNING AND WAITING TIMES</b>	<b>ASSESSMENT</b>
	<p>how the Provider will plan for the clinical and administrative capacity in relation to the Services set out in Annex B, including but not limited to:</p> <ul style="list-style-type: none"> <li>• How they will plan, monitor and manage demand for your services when NHS Brent provides no guarantee of volume of activity to successful Willing Providers?</li> <li>• How they will achieve the waiting time targets and your contingency plans in the scenario where your monitoring is indicating that you may breach the target waiting times?</li> </ul>	QUALITATIVE ASSESSMENT BASED ON SCORING MATRIX AND REQUIREMENT TO ACHIEVE 65%

5.	<b>PREMISES, FACILITIES AND TREATMENT LOCATIONS</b>	<b>ASSESSMENT</b>
	<p>the premises, facilities and treatment locations where the Provider intends to provide the Services set out in Annex B, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Locations of premises, addresses including postcode, classification of premises, including photographs( internal and external),</li> <li>• A description of the accommodation, number and sizes of treatment rooms, layout, waiting areas, offices, toilet and other facilities, circulation space available at each of the premises / locations,</li> <li>• How to access the premises, facilities or treatment rooms</li> <li>• Confirmation that the premises are suitable for delivery of the proposed Services and comply with all relevant legislation including but not limited to equitable access and DDA Act?</li> </ul>	<p>QUALITATIVE ASSESSMENT BASED ON SCORING MATRIX AND REQUIREMENT TO ACHIEVE 65%</p>

6.	<b>POLICIES AND PROCEDURES</b>	<b>ASSESSMENT</b>
6.1	Provide a list of all the policies and procedures which are in place and operational in your Provider Organisation	<b>[YES/NO]</b>
6.2	<p>copies of the following policies and procedures :</p> <ul style="list-style-type: none"> <li>• Clinical Governance</li> <li>• Clinical audit</li> <li>• Patient Safety</li> <li>• Staff supervision and appraisal</li> <li>• Use of interpreters</li> <li>• Health and Safety Policy</li> <li>• Cleaning and Infection Control</li> </ul>	<p><b>[YES/NO]</b> QUALITATIVE ASSESSMENT BASED ON SCORING MATRIX AND REQUIREMENT TO ACHIEVE 65%</p>

7.	PRICE	ASSESSMENT AND EVALUATION
7.1	<ul style="list-style-type: none"> <li>• Total price per contact (per activity) for the Adult and children (8+) Musculoskeletal Physiotherapy (the Services)                             <ul style="list-style-type: none"> <li>• The Base date for the total price per contact is September 2009</li> <li>• The Duration of the fixed price period for the price per contact is 12 months from September 2009</li> </ul> </li> </ul>	PASS / FAIL PRICE WITHIN SET RANGE AND SEE FORMULAE BELOW
7.2	<ul style="list-style-type: none"> <li>• Total price per contact (per activity) for the Women’s Health Conditions Physiotherapy (The Services)                             <ul style="list-style-type: none"> <li>• The Base date for the total price per contact is September 2009</li> <li>• The Duration of the fixed price period for the price per contact is 12 months from September 2009</li> </ul> </li> </ul>	

The Financial price elements of the Bid Submissions will be evaluation in according with the following formula:

- Where  $P_T \geq 1.5 P_M$  the bid will score 0 out of 40 on price.
- Where  $P_T \leq 0.5P_M$  the bid will score 40 out of 40 on price.

$$P_S = 20 + \left[ 40 \times \left( P_M - P_T \right) \div P_M \right]$$

KEY	
	$P_S$ = Price Score out of 40 marks
	$P_M$ = Mean Price (calculated by summing the values of all the bids together and dividing by the number of bids)
	$P_T$ = Tendered Price (i.e. the price currently being scored)

Regardless of the above, formula NHS Brent reserves the right to return all or a selection of bids if it thinks that the prices submitted do not represent value for money.

<b>SCORE</b>	<b>QUALITATIVE SCORING MATRIX</b>
0	No response provided
1	Some response but inadequate response or incomplete response to be able to assess quality of Provider Services
2	Poor response which does not demonstrate the Provider's experience and ability to provide and deliver quality Services and achieve the standards and/or resource levels required
3	Average response demonstrating some of the Provider's experience and ability to provide and deliver quality Services and achieve some of the standards and/or resource levels required
4	Good comprehensive response demonstrating Provider's experience and ability to provide and deliver quality Services and achieve the necessary standards and/or resource level required
5	Excellent comprehensive response demonstrating Provider's experience and ability to provide and deliver quality Services and achieve above the necessary standards and/or resource level required