

**Director of Primary Care Commissioning
Wembley Health Centre
116 Chaplin Road
Wembley
Middlesex
HA0 4UZ**

7th September 2009

Dear Provider,

**Re: Invitation to Tender for the NHS Brent and Kilburn PBC Cluster
Any Willing Provider (AWP) Procurement Model for the Pilot Project for
Musculoskeletal Community based Physiotherapy Services and
Women's Health Physiotherapy Services**

On behalf of NHS Brent and Kilburn Practice Based Commissioning (PBC) Cluster we invite you to submit a Tender for the above Services, for an initial one year pilot project period, in accordance with the attached Tender Documentation and Requirements, which are also available on the NHS Brent website at http://www.brentpct.org/html/Publications_5860.htm .

Potential Willing Providers may choose to bid for all the Services set out in Tender A and B or bid for only one Service as set out in Tender A or Tender B.

The Any Willing Provider Tender Documentation and Requirements comprises of:

- The Memorandum of Information (MOI)
- Annex A – PCT Kilburn Information
- Annex B – The Services Specifications
 - Tender A – Adult (18+) and Paediatrics (8+) MSK Physiotherapy Services;
 - Tender B – Women's Health Physiotherapy Services
- Annex C – Minimum Data Set
- Annex D – Stage 1 Core Requirements Document
- Annex E – Stage 2 Requirements Document
- Annex F – Stage 1 Core Assessment Document
- Annex G – Stage 2 Core Assessment Document
- Annex G – NHS Community Services Contract

The AWP procurement model is a two stage competitive tender process, comprising of Stage 1 Bid Submission and Stage 2 Bid Submission. The Stage 1 and 2 Bid Submissions should be completed and submitted simultaneously to NHS Brent in accordance with the Tender Documentation and Requirements. Potential Willing Providers may submit Tenders as individual companies or as part of a team of professionals in a consortia arrangement.

Under the Any Willing Provider Procurement model the PCT advertises Services and then invites suppliers to apply to provide these Services against minimum standards set by the Care Quality Commission. Any Willing Provider contracts are then offered to the Providers who are successful in this process and who are selected to provide these Services based on the agreed Standards, Terms and Conditions. The Willing Provider Contracts do not give any guarantee of activity or volume of payment.

All potential Willing Providers' must comply with all the Tender Documentation and Requirements and complete the Annex D – Stage 1 Core Requirements Document and the Annex E – Stage 2 Requirements Document for Tender A and Tender B and return them in sealed envelopes to Sue Little, Board Secretary, NHS Brent, Wembley Health Centre, Chaplin Road, Wembley, Middlesex. HA0 4UZ, by no later than, **12 noon on Friday 25th September 2009**. The Tender must be marked with the reference number provided at the time of noting interest in tendering for the proposed Services. Bids received after the closing date and time will not be accepted and will be rejected.

Any clarification questions or queries on the Tender Documentation or Requirements must be submitted to NHS Brent by no later than 15th September 2009. Any clarification questions received after this date will be rejected. NHS Brent will respond to tender Clarification questions by 18th September 2009.

NHS Brent has selected the restricted procedure and intends to restrict the Any Willing Provider list to up to a maximum of 5 Willing Providers for the Services Framework for the Services, through the Any Willing Provider procurement. If more than five achieve the minimum criteria then those with the highest score will be selected. However they will not be bound to accept the lowest or any Tender submitted.

The Any Willing Provider (AWP) contract will be for an initial 12 month period from commencement of the contract, as a Pilot Project. NHS Brent reserves the right to terminate the contract at the end of the 12 month period or to extend it for a further 2 years.

If you intend to submit a bona- fide Tender in accordance with the Tender Documentation and Requirements then confirm your intentions to NHS Brent by 15th September 2009 at pbctenders@brentpct.nhs.uk .

If you decide not to submit a Tender for these Services, then confirm, stating your reasons, to NHS Brent by 15th September 2009 at pbctenders@brentpct.nhs.uk

Yours Sincerely,

Jo Ohlson

Jo Ohlson
Director of Primary Care Commissioning Services

Enc: / Tender Documentation and Requirements