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| **Tender response form**  Supporting Innovating for Improvement Round 7 projects |
| Please ensure that you have read the Invitation to Tender (ITT) before completing this application form.  The deadline for receipt of applications by email is **10am,** **28 February 2018.**  Teams that are short listed on the basis of this application form will be invited for interview **on Tuesday 27 March 2018** in London. We will advise applicants of the short-listing decision by **week commencing 9 April 2018.**  Your submission should be **no longer than 15 sides of A4 paper** (not inclusive of annual accounts, partnership details forms or team CVs). |
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**Section 1: About your organisation**

1. Lead organisation / business profile

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| --- | --- |
| Organisation name |  |
| Company / charity registration number (where appropriate) |  |
| VAT number |  |
| Type of organisation (eg limited company, partnership, statutory body) |  |
| Address |  |
| Registered address (if different) |  |
| Website address |  |

1. Please provide a brief description of your organisation in terms of its activities and services and the organisational governance and management structure. Please assume that the Health Foundation has no prior knowledge of your organisation or its activities.

*Word limit: 250 words*

*Actual word count (please enter):*

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1. Primary contact – responsible for relationship with the Health Foundation

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| --- | --- |
| Name |  |
| Position / title |  |
| Phone numbers (office and mobile) |  |
| Fax number |  |
| Email address |  |
| Address |  |

1. Accounts

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| --- | --- | --- | --- |
|  | **2014-15** | **2015-16** | **2016-17** |
| Annual turnover |  |  |  |
| No of employees |  |  |  |
| Profitability |  |  |  |

*Please also provide copies of the last two years of your annual report and accounts (if publicly held) or balance sheets / income statements if not. (If available, full audited accounts should be provided although prepared statements may be accepted).*

1. How long has your organisation been in existence (year of incorporation or registration)?

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1. Has your organisation (or lead contact) provided services to the Health Foundation previously?

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1. What other organisations are you currently working with?

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1. Please provide details of your third party liability insurance.

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Thank you for supplying this information, which will be used for our due diligence checks on those organisations shortlisted. Any questions arising from this process will be brought to interview.

**Section 2: Organisation credentials and experience**

2.1 Please detail your organisation’s credentials including relevant experience of completing similar projects and provide up to three specific examples. In each case you should state a) the work undertaken, b) the timescale for completion, c) how you dealt with issues that arose and d) the value of the work.

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2.2 How would you describe the vision in terms of what this programme is trying to achieve?

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**Section 3: Skills, knowledge and experiences of proposed team**

3.1 Please provide details of the individuals you are proposing will comprise the support provider team – please also include CVs as an attachment.

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| --- | --- |
| Name |  |
| Job title |  |
| Role within this tender |  |
| Speciality / expertise / skills |  |

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Role within this tender |  |
| Speciality / expertise / skills |  |

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| --- | --- |
| Name |  |
| Job title |  |
| Role within this tender |  |
| Speciality / expertise / skills |  |

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| Name |  |
| Job title |  |
| Role within this tender |  |
| Speciality / expertise / skills |  |

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Role within this tender |  |
| Speciality / expertise / skills |  |

**Section 4: Understanding of the requirements of the project and proposed approach to delivering within timescales**

Please reference specific examples from previous projects and relate your responses to the deliverables set out in the Invitation to Tender document.

* 1. Please describe what you understand the Health Foundation’s requirements for the programme to be. This should include showing understanding of the potential needs of the individual projects being supported.

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* 1. Please describe your proposed approach and methodology for meeting our requirements within the timeframes we have set out, paying particular attention to the key elements outlined in the Invitation to Tender, ensuring that this approach considers:
* The skills and knowledge required from a support provider.
* The provision of individual project team support and constructive challenge.
* Sharing learning within and between teams.
* Supporting the learning capture and intelligence gathering on what it takes to lead, support or deliver innovation in health care.

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* 1. Please describe how you will work with the Health Foundation throughout the programme.

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* 1. Tell us what you think the greatest opportunities and challenges in successfully delivering the requirements of this ITT will be. How would you address these?

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**Where you are bidding with partnerships or as a consortium, please ensure that Appendix I is completed for each collaborating organisation involved.**

**Section 5: Programme management and reporting**

Please reference specific examples from previous projects and relate your responses to the deliverables set out in the Invitation to Tender document.

* 1. Describe the programme management arrangements you propose to use for the delivery of the work and your rationale for choosing them.

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* 1. How will you quality assure the work under the contract?

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* 1. Consider any risks in relation to the work and how you will mitigate against these.

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* 1. Please explain how you will ensure continuity of staffing for the duration of round seven of the programme (15 months) including any contingency planning.

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**Section 6: Fees / charges**

Please provide a detailed cost breakdown for the provision of the deliverables, as outlined in the ITT document, using the attached spreadsheet. Please be sure to include VAT.

* 1. What is the total cost of this proposal (including VAT)?

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| £ |

* 1. How does your budget and proposal demonstrate value for money?

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**Section 7: Additional information**

**References**

* 1. Please list three clients / contracts and briefly describe the nature of work undertaken for each and its relevance to this proposal. You may include examples of reports or other relevant materials with this application if you feel this is appropriate. Please also indicate the length of the relationship and the nature of any agreements / contracts in place.

At least two of these references should have confirmed they would be willing to be approached by the Health Foundation, and full contact details should be provided. These references should be able to verify the quality of the service you provide.

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| Name and contact details of referee | Nature of relationship/  nature of work |
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* 1. Has your organisation ever had a contract terminated for default? Please give further details if necessary.

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**Contract information**

* 1. Do you agree to the terms and conditions outlined in the ITT document? If not, please give details of the areas that you are concerned about. Any issues arising must be resolved prior to interview.

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**Other**

* 1. Please provide any declarations of interest or conflict of interest in relation to the Health Foundation and provide details (please note: this will not exclude your application).

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7.5 Is there any additional information about your organisation that you feel we should be aware of which has not been requested in this document?

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**Signed on behalf of the organisation:**

(Electronic signature)

Name:

Date:

**Appendix I: Consortium / partnership details form**

Please complete a copy of this form for each partnership or member organisation within a consortium application.

Organisation / partnership details

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| Organisation name |  |
| Company / charity registration number (where appropriate) |  |
| VAT number |  |
| Type of organisation (eg limited company, partnership, statutory body) |  |
| Address |  |
| Registered address (if different) |  |
| Website address |  |

Please provide a brief description of this organisations/partners relevant work and experience and how they will contribute to the delivery of this proposal.

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