

Invitation to Tender

Facilitation of a programme of workshops for Directors of Public Health: Influencing the wider determinants of health – a programme for public health leaders in London

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Prepared by

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Deadline date: 17:30 - 4 July 2019

Attached documents include

- Sample short-form contract
- Sample tender response form (to be completed online in AIMS)

1.0 About the Health Foundation

- 1.1 The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK.
- 1.2 Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.
- 1.3 We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa.
- 1.4 We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

2.0 Background to project

- 2.1 The Health Foundation wants to support Directors of Public Health (DsPH) to have more impact, as system leaders, on the wider determinants of health. The return of public health responsibilities to local government has created new opportunities for DsPH to act as system leaders influencing a range of factors that impact on local people's health. In order to make greater progress, there is a need to understand other perspectives across the system and develop new narratives to make the case for approaches that can improve health.
- 2.2 One of the Health Foundation's broader aims is that local government will have a more effective approach to promoting health in all policies. This programme hopes to play its part in supporting DsPH to be effective and influential system leaders by giving them some of the knowledge and skills that will enable this. The programme will give participants greater knowledge and insight into policy areas across their local system, tools and techniques for more effective influence and allow them to reflect on how best to frame arguments about the wider determinants of health. The learning from the programme will also be shared with the wider public health and local government community. The Health Foundation will support this change by committing resources, helping shape the programme and attracting some of the best external experts to support participants.
- 2.3 The programme will be piloted in London with a view to extending the support offer across England.
- 2.4 A number of DsPH took part in interviews last year designed to understand the type of support that would be most useful.
- 2.5 We have now finalised the overall structure of the programme and are looking to commission the support needed for facilitation, programme management, and external expert insight and advice.

3.0 Details of the work

3.1 Objectives

- 3.1.1 To provide a safe learning space for participants to discuss current opportunities and challenges around influencing the wider determinants of health;
- 3.1.2 To draw on the experience of the DsPH in the groups, as well as expert insights from senior practitioners in other areas of local government;
- 3.1.3 To identify barriers and enablers to DsPH influencing the wider determinants of health in local systems and develop strategies for influencing.

3.2 Facilitation:

- 3.2.1 Research with DsPH has identified high quality facilitation as being critical to the effectiveness of this programme. Facilitators need to be flexible and responsive to the needs of each group and maintain the commitment of individuals and the cohesion of the group over the year. Bidders should set out how they intend to manage this across the course of a year. Being credible with a senior group is essential but extensive public health knowledge is not a prerequisite.

3.3 Outcomes:

- 3.3.1 Participants to have a deeper understanding of specific areas of policy and practice in local systems
- 3.3.2 Participants have acquired new tools and techniques for supporting and influencing senior colleagues across local systems
- 3.3.3 Learning from the workshops is captured and shared with the wider public health community
- 3.3.4 Evaluation to refine the offer during and after the programme

4.0 Deliverables

4.1 Bidders should indicate how they would fulfil the requirements below:

- 4.1.1 External experts - A key element of the workshops will be working through live issues with senior practitioners (currently or recently practising) from the following areas:
 - Council Chief Executive
 - Housing
 - Planning and sustainable development/regeneration
 - Transport and public realm
 - Early years and schools
 - Integration and social care
 - Young people and violent crime

- 4.1.2 Bidders should demonstrate how they will draw on their own networks to identify suitable senior people to take part in the workshops. The first workshops will be with a council Chief Executive and the group will agree the subjects they want to cover in the next 3 sessions at the first meeting. External experts will be selected in consultation with the Health Foundation.
- 4.2 Workshops:
 - 4.2.1 The programme will comprise 3 groups, each containing up to 6 members. Two groups will be for DsPH and 1 for senior consultants in public health identified by ADPH London. Each group will meet 4 times over a year. In addition, there will also be a final plenary session where all workshop participants come together to share their learning over the previous year. Workshops will be half day events. The facilitator will be responsible for the planning and delivery of the workshops and the final plenary session.
- 4.3 Workshop structure:
 - 4.3.1 Whilst the proposed size, number and duration of workshops has been decided, bidders are asked to set out how they would structure workshops to achieve the outcomes and deliver the objectives set out above. Bidders should also set out their experience of delivering similar workshops.
- 4.4 Workshop audience:
 - 4.4.1 These workshops will be available to all DsPH in London and a smaller group of public health consultants. Subject to positive evaluation of the project in London, there is an ambition to extend the offer to other parts of England. ADPH London will be responsible for identifying and ensuring the appropriate people attend the workshops.
- 4.5 Workshop location:
 - 4.5.1 Workshops will be held at the Health Foundation's offices. Catering will be provided by the Health Foundation.
- 4.6 Sharing learning from workshops:
 - 4.6.1 Bidders will be required to write up workshops in a way that allows the Health Foundation to share the learning with the wider public health community. Workshops should be held under the Chatham House Rule and individual contributions should not be identified in the outputs. Bidders should demonstrate their experience of doing this and any ideas they have for more effective dissemination.
- 4.7 Timescales for delivery:

4.7.1 The workshops will take place over a calendar year. The first workshop should take place by the end of August 2019.

4.8 Evaluation:

4.8.1 The Health Foundation will evaluate the impact of the programme in terms of delivering the outcomes outlined above. Evaluation should also support the further refinement of the content and approach of the programme. Bidders will need to support the evaluation and should outline experience of supporting the evaluation of programmes they have delivered.

5.0 Costs

5.1 Responses to this invitation should include accurate pricing, inclusive of expenses and VAT. It is emphasised that assessment of responses to this tender invitation will be on perceived quality of service and demonstrable ability to meet the brief, rather than lowest cost, but value for money is a selection criterion.

5.2 We anticipate this project will entail 21 days' work.

6.0 Tender response requirements

Providers are requested to complete a tender response form on the AIMS system in presenting their response. [If any sections are not relevant, please indicate below. You may find it helpful to include a copy of the tender response form]

6.1 Detailed provider information to include:

- organisation name, address, registered address (if different) and website address
- description of the organisation's activities or services,
- history and ownership
- organisational governance and management structure
- most recent company accounts.

6.2 Information in response to the tender, such as:

- summary of your proposed approach
- summary of the experience of the key personnel who will be involved in the project
- costs, including a summary of the day rates and required days of those employed on the project, inclusive of VAT and expenses
- project and risk management
- any other relevant information the Foundation should take into account
- primary contact name and contact details
- details of the team carrying out the work – names, roles and expertise relevant to the tender

Client references that includes a list of comparable organisations to which you have supplied a similar service and brief project descriptions.

6.3 A statement of your willingness to reach a contractual agreement that is fair and reasonable to both parties. Please find attached a copy of our standard contract and outline any disagreements you may have with these.

7.0 Instructions for tender responses

7.1 The Foundation reserves the right to adjust or change the selection criteria at its discretion. The Foundation also reserves the right to accept or reject any and all responses at its discretion, and to negotiate the terms of any subsequent agreement.

7.2 This work specification/invitation to tender (ITT) is not an offer to enter into an agreement with the Foundation, it is a request to receive proposals from third parties interested in providing the deliverables outlined. Such proposals will be considered and treated by the Foundation as offers to enter into an agreement. The Foundation may reject all proposals, in whole or in part, and/or enter into negotiations with any other party to provide such services whether it responds to this ITT or not.

7.3 The Foundation will not be responsible for any costs incurred by you in responding to this ITT and will not be under any obligation to you with regard to the subject matter of this ITT.

7.4 The Foundation is not obliged to disclose anything about the successful bidders, but will endeavour to provide feedback, if possible, to unsuccessful bidders.

7.5 Your bid is to remain open for a minimum of 180 days from the proposal response date.

7.6 You may, without prejudice to yourself, modify your proposal by written request, provided the request is received by the Foundation prior to the proposal response date. Following withdrawal of your proposal, you may submit a new proposal, provided delivery is effected prior to the established proposal response date.

7.7 Please note that any proposals received which fail to meet the specified criteria contained in it will not be considered for this project.

8.0 Selection criteria

8.1 Responses will be evaluated by the Foundation using the following criteria in no particular order:

- Ability to deliver on all required services or outputs
- Credibility and networks with senior local leaders
- The quality and clarity of the proposal, products or services
- Evidence of proven success of similar projects
- Value for money
- Financial stability and long-term viability of the organisation (Due diligence will be undertaken on all shortlisted organisations)

8.2 It is important to the Foundation that the chosen provider is able to demonstrate that the right calibre of staff will be assigned to the project; therefore, the project leader

who will be responsible for the project should be present during the panel interviews if you are invited to interview.

9.0 Selection process

Please complete the online tender response form on the AIMS system by 17:30 on 4 July 2019. **Please read the AIMS user guide before starting to complete the form. This is available on our website and via the online form on the AIMS system.**

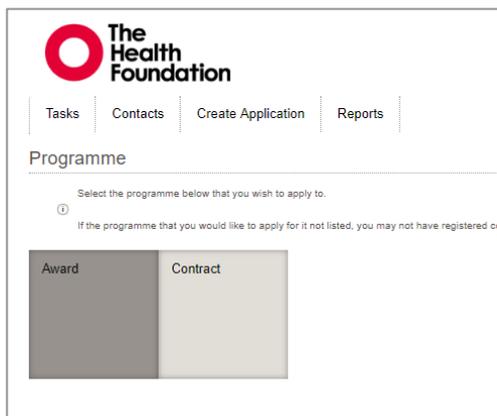
Contact daniel.knag@health.org.uk with any questions on the application process.

AIMS quick start

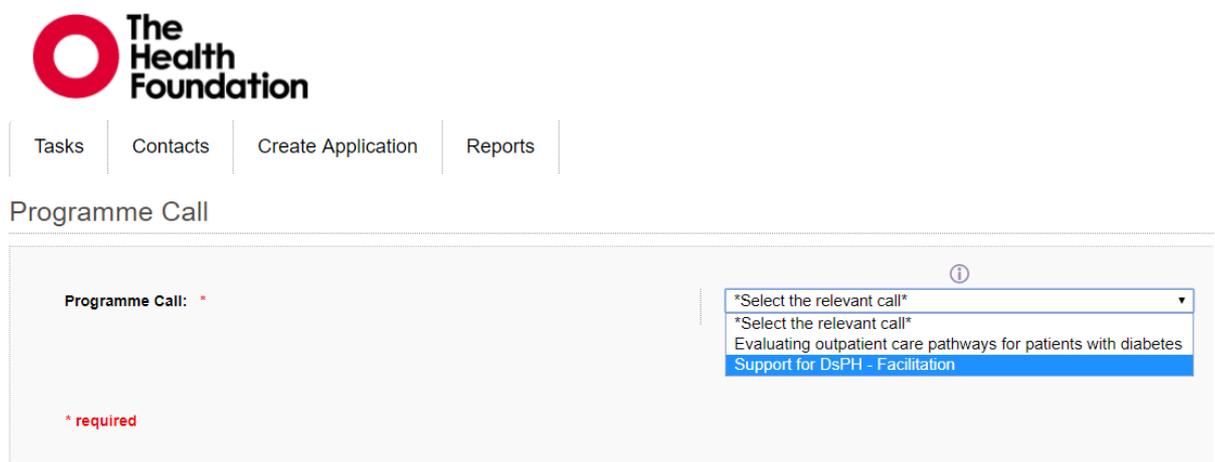
Once you have registered with AIMS and activated your profile via the verification email, you can start a tender response. If you are applying on behalf of a team or organisation, register with the organisation via the 'Contacts' tab before doing so.

Then click on 'Create Application' and select to apply on behalf of the organisation you have just registered with.

Select the 'Contract' programme, as shown below.



On the next screen, click into the drop-down menu and select the **Support for DsPH – Facilitation** in the drop down for 'Programme call', as shown below.



- 9.1 A response to your application will be made by 11 July 2019.
- 9.2 Interviews will be held during the week commencing 15 July 2019.
- 9.3 Final decision will be communicated by 22 July 2019.
- 9.4 Start date to be agreed following the final decision and would be as soon as practicable.

10.0 Confidentiality

- 10.1 By reading/responding to this document you accept that your organisation and staff will treat information as confidential and will not disclose to any third party without prior written permission being obtained from the Foundation.
- 10.2 Providers may be requested to complete a non-disclosure agreement

11.0 Conflicts of interest

- 11.1 The Foundation's conflicts of interest policy describes how it will deal with any conflicts which arise as a result of the work which the charity undertakes. All external applicants intending to submit tenders to the Foundation should familiarise themselves with the contents of the conflicts of interest policy as part of the tendering process and declare any interests that are relevant to the nature of the work they are bidding for. The policy can be found and downloaded from the Foundation's website at the following location: <https://www.health.org.uk/COI>
- 11.2 Information required to assist the Health Foundation carry out due diligence on potential suppliers
- 11.3 Is your organisation a legal entity (Company, Charity, LLP)?

Please specify what your type of organization is (including description if not registered as one of the above)

Company and/or Charity registration number

- 11.4 What was your company's income in the most recent financial year?