

Invitation to tender: Research and insights partner on regional devolution and health inequalities

Guidance to support the Invitation to tender (ITT) application

This guidance should be read alongside the ITT and supporting slide deck (found in the 'supporting documents' section).

How to navigate the applicant portal and application form

Here is an [article](#) on navigating the applicant portal. Please note that you can save and resume your form at any time before it is submitted. The form only supports text entries, but you can attach additional documents (for example a budget and project plan) when completing the form.

Information call

We will be holding an information call at **11.00 on Thursday 20 July 2023**. This is to give an overview of the tender and to answer any questions. If you would like to join, please email Mariah Kelly at healthylives.tenders@health.org.uk and we will share the invite with you. If you have any questions about the ITT that you would like answered during the information call, please submit these via email to healthylives.tenders@health.org.uk by 17.00 on Tuesday 18 July 2023.

Slides and questions and answers discussed on the call will be made available afterwards on the Health Foundation website, or email healthylives.tenders@health.org.uk to receive a copy.

The application form

We use a standard response form for all Health Foundation ITTs. The questions are grouped by:

1. Organisation details
2. About your tender
3. Capacity to deliver value for money
4. Working together
5. Costings
6. Provider references
7. Contract

To support response writing for this ITT, this document contains guidance on some questions where we felt further explanation would be helpful. We have indicated where to find relevant information in the ITT document, provided word limits and relevant information on attachments.

About your organisation

Has your organisation ever had a contract terminated for default? *

Yes

No

Please give details *

(500 word limit)

Has your organisation been a supplier of the Health Foundation before? *

Yes

No

Please give details *

(500 words limit)

If yes, please provide further details. In particular:

- *the unique reference number of the contract*
- *whether the contract has ended or is still live*
- *the duration of contract*
- *the total value of the contract.*

Is there anything else in connection with this tender that the Health Foundation should be aware of? *

(500 words limit)

About your organisation

Please provide a brief description of the organisation in terms of its activities/services and the organisational governance and management structure *

(500 words limit)

Environmental sustainability, Diversity and Inclusion, and Safeguarding – detail which of these areas you have an organisational policy on, and how your work for the Health Foundation will take each of these into account. *

(300 words limit)

The Health Foundation is a Living Wage Employer and also a Living Wage Friendly Funder.

As a Living Wage Employer we would like to encourage all our applicants to consider becoming Living Wage Employers if they have not already done so. We are therefore interested in gathering information on how many of our applicants have taken this step, either by becoming Living Wage Employers or through otherwise ensuring that all of their employees are paid at or above the Living Wage rate.

As a Living Wage Friendly Funder, we need to ask you to confirm whether your application is seeking funding for posts above or below the real Living Wage. The answer to this does not impact on our decision-making and any instances of funded roles being below the Living Wage will only be discussed during award agreement negotiations should you make a successful application.

For more information and the current real Living Wage rates, please see our website or the relevant section in the supporting guidance materials.

Are you an accredited Living Wage Employer? *

Yes

No

If no, are all posts within this application at or above the real Living Wage rate? *

Yes

No

About your tender

Please use this section to provide an overview of your tender *

(400 words limit)

Please provide the details of your proposed approach, remembering to refer back to the Project Specification. Your tender must include details ensuring the following issues are addressed:

How will your tender meet the needs of the Health Foundation and the aims and objectives of this work? *

(500 words limit)

Please provide a project management plan with this form *

Bidders can attach a document outlining their indicative project management approach, which may include proposed frequency for catch-ups and touchpoints, engagement of key stakeholders, quality assurance approach(es), and project management frameworks that might be used. We are happy to work iteratively with the successful research and insights partner to develop and review the project management approach throughout. We are open to receiving your plan in whichever format best conveys this information, whether it is in Excel, PowerPoint, PDF or a Miro board image.

Your approach and methodology (for research tenders only; otherwise leave blank)

(1500 words limit)

Please provide details of your proposed approach and methodology for answering the project aims and research questions set out in the ITT.

Your relevant experience and expertise *

(600 words limit)

Please use this section to demonstrate your knowledge and experience, as specified in the section of the ITT what we are looking for and selection criteria'. Please draw on the knowledge and experience of your organisation where appropriate, in addition to that of individual team members.

There is also a 'Details of team members' section of the ITT response form where there is the opportunity to share further information about the team's experience and expertise.

Capacity to deliver and value for money

Capacity to deliver to include continuity arrangements that would be put in place to ensure that the work to deliver the project can be maintained, at an appropriate standard, in any situation where the staff named in this tender form are not available as expected during the delivery of this project.

Also please provide an explanation of why the bid represents value for money *

(750 words limit)

As described in the ITT, as part of assessing 'value for money', we will be paying attention to quality and frequency of planned outputs; the experience and expertise of the team involved and anticipated contribution to the work; how other areas of expertise may be accessed; and cost.

Please consider any risks in relation to the tender and how you will mitigate against these *

(500 words limit)

Please consider the main risks you have identified. For example, you may wish to consider lack of engagement from combined authorities or other key stakeholders, and how you would manage this.

Any other relevant information *

(500 words limit)

Working together

Please use this section to describe how you envisage working with the Health Foundation and the other stakeholders in this work. Additionally, please give details of how you will ensure we are kept informed of the project's progress *

(500 words limit)

We are interested in how you plan to work with partners including the Health Foundation, the West Midlands Combined Authority, and any other partners you envision working with. If you are submitting a joint bid with another organisation(s), please detail how you will ensure this relationship works successfully to achieve the project aims.

Details of team members

Please provide details of the key members of your team who will be working on the programme of work. Please copy the table below to include additional team members. Details of any further team members can be uploaded via a separate document or in your attached project management plan.

It is important to the Health Foundation that the chosen provider can 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 selected.

Are there additional team members (aside from yourself) who will be working on the programme of work? (Maximum of 2) *

Yes

No

First Name *

(40 character limit)

Last Name *

(80 character limit)

Relevant experience for this project *

(1000 words limit)

Roles and responsibilities on this project *

(1000 words limit)

Would you like to add another team member? *

Yes

No

First Name *

(40 character limit)

Last Name *

(80 character limit)

Relevant experience for this project *

(1000 words limit)

Roles and responsibilities on this project *

(1000 words limit)

Costings

We require full costing of your tender. Please fill in the budget template and submit it alongside this tender. As a charity, the Health Foundation wishes and needs to maximise the return it provides to beneficiaries and obtain best value from external providers.

What is the total cost of your tender? Please include VAT in your costing. *

(No limit given)

Please complete the attached budget template and supply any additional budget justification that has not already been addressed.

[Download here](#)

[Choose file](#)

Please provide full justification for your costs, including the time spent on the project by each member of your team and all other relevant costs. Please note that it is a requirement that all of your staff engaged on providing deliverables to the Health Foundation are paid at least the Living Wage.

(250 words limit)

Provider references

Please note that if you/your organisation have/has not worked with the Health Foundation before, we will be contacting your references if you are shortlisted for interview or if you are the only provider.