

Invitation to tender: **Management capacity and capability in NHS trusts and system-level partnerships**

Frequently Asked Questions (updated 12 February 2024)

NEW Are you only interested in system level bodies (eg NHS trusts, Integrated care boards and primary care networks), or can we look at NHS England nationally?

The programme of work should focus on local and regional system level bodies rather than the role of central system stewards (ie NHS England).

NEW Would you be open to suggestions on alternate approaches to capturing and using data other than those described in the **Invitation to tender?**

Yes, the reason we are commissioning this work is to hear from experts in this area. We have laid out a plan for one way of undertaking the work, but we are very happy to hear of alternative approaches, providing the objectives and research questions in the tender are answered.

NEW Do we need to already have relationships with trusts we are interested in working with, or can you help facilitate that?

Recruitment of trust sites is the responsibility of the bidder. It would be beneficial to already have relationships with the trusts you propose to work with. If not, you can refer to potential partner trusts in your bid. If we have an existing relationship with a trust, we may be able to facilitate an introduction, but you should not rely on this happening.

NEW What kind of support would the Health Foundation Research team provide?

We have expertise in quantitative and qualitative research methodologies. We work collaboratively with the successful team, working iteratively and flexibly, with regular progress discussions. We will agree the final version of the proposal with you prior to the work starting.

NEW Which trust areas are you interested in in terms of spread across the country?

Ideally, the cohort of trust sites would be dispersed across the country and be as representative of different trust types as possible. We do not want all trusts to be from one geographical location.

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What type of organisation do you expect to appoint?

We are open to bids from all types of organisations with the necessary skills and experience to successfully complete the work.

Are you open to partnership or consortium bids?

We are open to organisations working with partners to bring in additional expertise, but there needs to be a lead applicant who will receive the funding (as we will not be funding multiple organisations). The lead applicant will also be our main point of contact and be accountable and responsible for the work of any partners if successful.

Is there a template to complete our response?

Applications should be submitted via our [online portal](#). You can find the tender response form on the portal.

Are there word counts for each of the questions?

There should be a word limit indicator showing underneath each question on the Salesforce application form. We can also provide a Word version of the application form for information as this also shows the word counts for each question. Please let us know if you require this.

Where is the budget template to complete?

Applications should be submitted via our [online portal](#). The budget template can be downloaded from the 'costings' section on the portal. Please also refer to the Guidance for Applicants document.

Can we include overheads in the budget template?

We only want to see day rates (including VAT if applicable) for team members in the budget template.

Is there a template for the project management plan? Or any specific requirements about what to include there?

There is no template for the project management plan; we are open to receiving your plan in whichever format best conveys this information, whether it is an Excel plan, PowerPoint deck, PDF or an image of a Miro board.

Can you clarify the Health Foundation expectations of a team? The application form on Salesforce indicates a maximum of three team members – is this core team members and is there an option to include wider input? We have potential to draw on a range of expertise and partnerships. Can you advise how best to include/describe that in the bid?

The application form on Salesforce is standard for the Health Foundation and limits the number of team members that can be entered. However, if you would like to provide additional information about other team members (who may be from partner organisations as part of a consortium bid), please include this as part of the project management plan attachment.

Are we able to add images/diagrams into the application portal as part of our response to specific questions?

Unfortunately, this is not possible. Please include any images or diagrams as part of your project management plan. We are open to receiving your plan in whichever format best conveys this information (for example, Excel, PowerPoint deck, PDF or an image of a Miro board).

Do you have any information on criteria for selecting successful teams?

The selection criteria have been published in our invitation to tender as part of the call for applications.

How is the scoring weighted for the selection criteria?

The invitation to tender lists the selection criteria that our reviewers will use to assess each application. Each criterion is given equal weight and an individual score by each reviewer as part of the assessment process. Reviewers will also provide an overall assessment of each application that will also be used to inform shortlisting.

Will interviews be in person?

Interviews will be held virtually. The Health Foundation operates a hybrid-working policy, and we expect that most/all of our work with our suppliers will be virtual.

We request a maximum of four team members should join if the applicant is invited to interview. The interview will be approximately one-hour long. We may invite shortlisted candidates to give a short presentation on their proposed approach and methods to bring their applications to life. This will be followed by a series of questions from the panel relating to the project details and requirements set out in the invitation to tender. Details on the format of the interview will be provided to shortlisted applicants.