

# Invitation to tender: Productivity in health care

## Frequently asked questions

**April 2024**

### *Application process*

#### **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.

#### **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 suggest a maximum of four team members should join if the applicant is invited to interview. The interview will be approximately one hour long. Details on the format of the interview will be provided to shortlisted applications.

#### **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 applicant document on our website.

#### **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.

#### **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 will be accountable and responsible for the work of any partners if successful.

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

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

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

The selection criteria have been published in our Invitation to tender.

**How is the scoring weighted for the selection criteria?**

Page 8 of the Invitation to tender lists the selection criteria that our reviewers will use to assess each application. Each criterion is given equal weight and is given an individual score by each reviewer as part of the assessment process. Reviewers will also provide an overall assessment of each application which will also be used to inform shortlisting.

**What type of organisation do you expect to appoint?**

We are open to bids from all types of organisation and organisations working with partners to bring in additional expertise.

**Are there word counts for each of the questions?**

There should be a word limit indicator shown 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 you the word counts for each question. Please let us know if you require this.