

**TENDER FOR THE DELIVERY OF
ALCOHOL TREATMENT SERVICES IN
CITY & HACKNEY**

TENDER REFERENCE NO. BL/153

Memorandum of Information (MOI)

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1 PURPOSE, STRUCTURE AND NEXT STEPS FOR BIDDERS

1.1 Purpose of this document

This Memorandum of Information (**MOI**) provides an overview of the NHS City & Hackney Procurement for the delivery of Alcohol Treatment Services in City & Hackney and details of the:

- Procurement and its objectives;
- The service requirements;
- Procurement process;
- Procurement commercial framework; and
- Procurement governance and administration requirements.

The purpose of this MOI is to provide potential Bidders with sufficient information on the NHS City & Hackney Procurement to enable them:

- To make an informed decision about whether they wish to participate; and
- To submit an Expression of Interest (**EOI**).

1.2 Organisation of this document

This MOI is organised into the following sections:

Section 1: Purpose, Structure and Next Steps for Bidders

Detailing the purpose and organisation of the MOI and the next steps for potential Bidders.

Section 2: Introduction and Overview

Detailing the background and objectives to the NHS City & Hackney Procurement, the scope of services to be procured, the bidder pool and the factors critical to the success of the NHS City & Hackney Procurement.

Section 3: Commissioning PCT

Details of the Commissioning PCT.

Section 4: Procurement Process Overview

Detailing the steps involved in the NHS City & Hackney Procurement.

Section 5: Commercial Framework

Detailing the key commercial terms and other legal and contractual arrangements for the NHS City & Hackney Procurement.

Section 6: Governance and Administration

Detailing key governance and administration requirements of the NHS City & Hackney Procurement.

Section 7: Glossary of Terms and Abbreviations

Providing a glossary of the terms used in the MOI.

Annexes: Annex A

Template to be used by potential Bidders for submitting an EOI.

1.3 Next Steps for Bidders

Interested parties wishing to participate in the NHS City & Hackney Procurement **must** submit an EOI, in the standard format detailed in Annex A, by email to projects.procurement@thpct.nhs.uk You must include the **Tender Reference No.** [redacted] in the subject filed of the e-mail.

EOIs should arrive before **1700hrs on Monday, 18th October 2010**

NHS City & Hackney will not consider any potential Bidder who does not meet the above deadline.

2 INTRODUCTION AND OVERVIEW

2.1 Background and Context to delivery of Alcohol treatment services

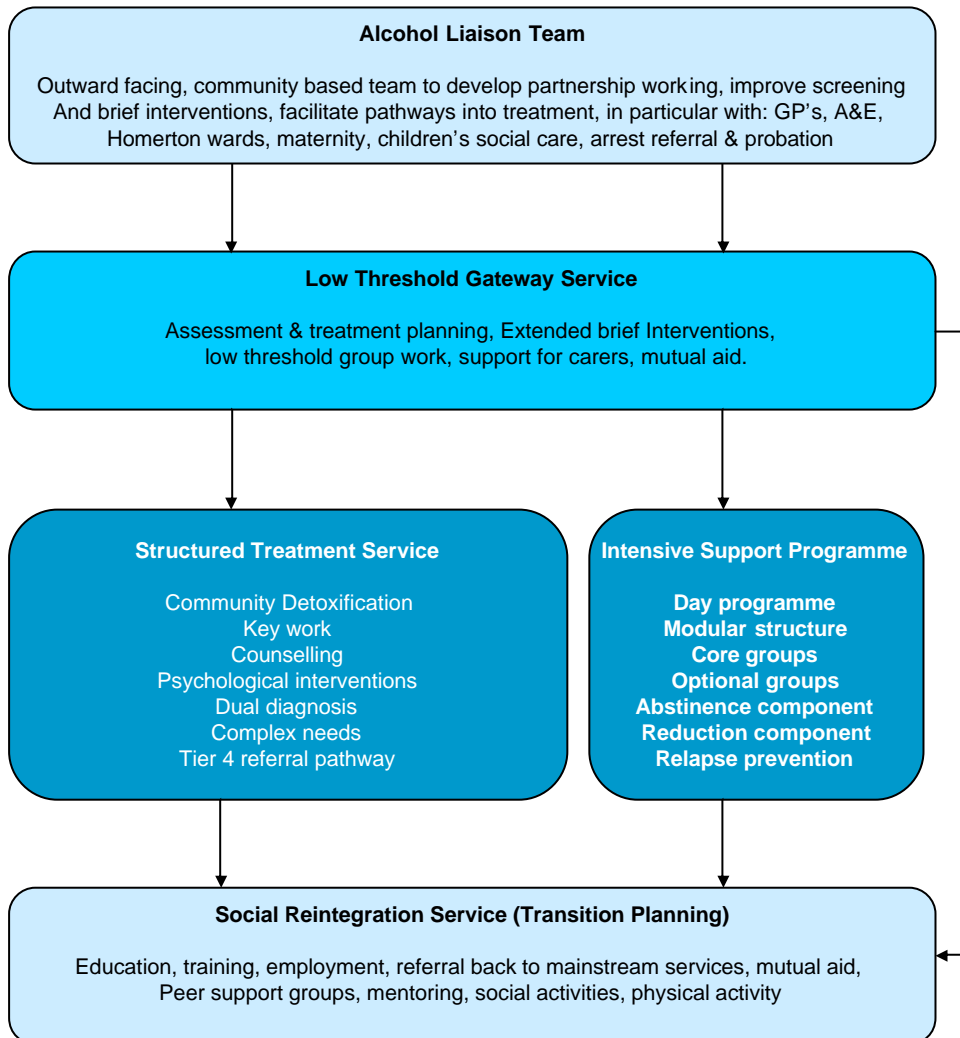
City & Hackney has recently completed a comprehensive needs assessment around alcohol misuse prevalence and treatment, gathering a range of data as well as consulting with professionals and service users. There is now a clear vision for the alcohol treatment system which will be delivered via the services commissioned for delivery from April 2011.

The following table identifies levels of estimated capacity required based on the number of dependent drinkers, both as identified by Quest and DH. In Signs of Improvement (DH) it is recommended that system capacity should be delivered to a target 15% dependent (severe and moderate) drinkers, although the London average is capacity for 6% of severe and moderate drinkers.

Estimated alcohol treatment capacity requirements:

	Quest estimates	DH estimates
20% penetration	1237	988
15% (DoH recommended level of capacity)	928	741
10% penetration	619	494
6% (London average)	371	296
5% penetration	309	247

The Needs Assessment provided a number of options in relation to delivery, which have been narrowed to a hub based model, as recommended in the needs assessment. The model demonstrates the wider system, which we envisage being delivered by the following service structure:



The commissioning process should deliver change in the culture of service delivery. There are a number of underlying principles in areas that will need further enhancement in the new treatment system. These are in addition to developing more comprehensive services for some of the groups identified above.

- **Recovery Based Treatment:** The recovery model has been adopted in drug treatment as well as in a number of other disciplines such as mental health. The move towards a recovery based model means building a system based on aspiration and abstinence where possible, with a greater emphasis on social reintegration and strengths based assessment and treatment.

- Delivery of Improved Treatment Outcomes: We are constantly striving to improve treatment outcomes, which will be central in the new system, using TOP to track outcomes, accompanied by a measure of alcohol dependence.
- Screening & IBA: Although this is currently delivered, a more systematic, integrated approach will help improve the delivery of screening & IBA, by extending the reach of screening programme, providing clearer pathways into alcohol treatment services and by delivering improved targeting of dependent drinkers, who need to be accessed into treatment services wherever possible.
- Increased targeted Provision: There is a clear need for segmentation of the alcohol using population, with the needs of different groups, such as street drinker, Eastern European drinkers, those with mental health problems and older drinkers, taken into account in the delivery of services.
- Peer Led Activities across the System: Peer based support and mutual aid groups such as the 12 step model have been widely demonstrated to be of significant benefit. In a 2008 report the National Centre for Independent Living reviewed peer support in the context of the personalisation of adult social care and concluded that peer support is potentially a crucial element in transforming the delivery and outcomes of adult social care. Service User Involvement has grown significantly in recent years and there is potential for them to significantly extend their reach, particularly with professional support.
- Safeguarding & involvement of Families: Across a number of disciplines there has been an increased focus on family and carer involvement in treatment. Within alcohol treatment, SNBT works explicitly with family/social networks. The treatment system in City & Hackney will develop a strong partnership with Children's Social Care Services to deliver improved outcomes for families affected by substance misuse, working with the safeguarding protocols produced by the DAAT's, and with the joint City & Hackney Safeguarding Children Board.
- Involvement of and Services for Carers: Evidence suggests that positive involvement of partners/carers/family in alcohol treatment enhances treatment outcomes and it is therefore essential to ensure carer involvement is supported throughout the treatment system. Although there is some provision for carer's within the current system, this will need to become more systematic, with increased carer involvement in treatment as well as increased independent support for carers.
- Uptake of Daytime Activities: A move towards a more recovery based system suggests that increasingly, there will be an emphasis on moving service users towards employment or other meaningful activities. In any recovery based system daytime activities will form an important element of treatment, and may consist of a number of options, such as day programmes, education, training, physical activity or similar.
- Use of Group Work Programmes: Group work delivers a range of benefits to drinkers, such as providing structure and routine, sharing experiences with peers, addressing issues around drug use and building recovery capital. In addition, increased uptake of group work increases capacity across the treatment system. A modular approach to group work would enable service users to adapt a programme to their specific needs, with some core groups as well as additional groups to meet individual need and to facilitate varying intensities of programme.

2.2 Objectives of the PCT Procurement

City & Hackney alcohol treatment system aims to reduce alcohol related harm across our population and to enable service users in treatment to reduce or stop drinking and maximise their health, well being & ability to participate in society.

The objectives of the treatment system are as follows:

- To provide equitable access to alcohol treatment for all sections of the community where higher risk drinking is identified
- To engage problematic alcohol users in alcohol treatment, increasing treatment capacity and achieving positive treatment outcomes
- To deliver an abstinence based model where possible for service users
- To deliver a reduction in alcohol use for those service users accessing treatment.
- To deliver a reduction in alcohol related harm for all service users
- To deliver improved health and social functioning outcomes for alcohol users in treatment
- To deliver improved social reintegration for service users through greater engagement in meaningful activities and appropriate transition planning throughout the different stages of treatment.
- To deliver an integrated treatment system with constructive working relationships with other providers, other disciplines and service users, including greater use of peer led activities to support and sustain treatment gains.

2.3 Scope of Services

The service will be accessible to those aged 18 years or over and should take account of the needs of the transitional age range. In Hackney, service users should be registered with a GP or non registered and resident (local connection required). Users of the service from the City should be resident or rough sleeping (local connection required). Services are for those drinkers who are hazardous, harmful and/or dependent on alcohol and will be delivered using a stepped care approach.

2.4 Bidder Pool

NHS City & Hackney wishes to receive responses to the Pre-Qualification Questionnaire (PQQ) from suitably qualified and experienced providers (including social enterprise / third sector organisations and other providers) with the necessary capacity and capability (or a demonstrable ability to provide the necessary capacity and capability) to provide the range of services as set out in Paragraphs 2.1, 2.2 and 2.3, in a safe and effective manner and to meet the requirements of paragraph 2.5 below. Potential Bidder's may bid in partnership with other organisations such that the provider for Lot 1 or Lot 2 provider may be different to the potential Bidder.

2.5 Critical Success Factors (CSFs)

NHS City & Hackney requires the Provider to meet the following CSFs throughout the life of the Contract:

- Access – The services procured must be provided in locations and facilities that meet local service user access preferences (e.g. opening ours).
- Capacity – The aim of the Procurement is to provide additional capacity in the alcohol treatment system to meet DH capacity requirements
- Quality – Service user-centred alcohol treatment, delivered in a safe and effective manner, consistent with both national and local guidance.
- Value for Money and Affordable – The alcohol treatment services procured through the Procurement must be affordable and provide VfM.
- Integration – Providers will be expected to integrate with, and positively contribute to, the local healthcare community.
- Performance – Providers must be able to demonstrate that their performance against the agreed framework is at or above target and provide timely and accurate information in relation to this. In addition, all providers are required to demonstrate

compliance with the National Alcohol Treatment Monitoring System and Treatment Outcome Profiles.

3 COMMISSIONING PCT

3.1 Commissioning Trust

The commissioning Trust for this procurement is: NHS City & Hackney

3.2 NHS City & Hackney Scheme(s)

Bids will be sought for the following Scheme(s):

PCT Scheme(s)	Services Included	Detailed in
Lot 1 – Alcohol Liaison and Gateways Service	SERVICE 1 – Provision of alcohol liaison across tier 1 services. Provision of a gateway service including open access and low threshold treatment, assessment, treatment planning and onward referral.	ITT
Lot 2 – Structured Treatment and Day Programme	SERVICE 2 – Provision of structured alcohol treatment services, including community detoxification. Provision of a modular alcohol treatment day programme.	ITT

Table 1: Commissioning PCT Schemes

Note: Bidders can bid for Lot 1, Lot 2 or both.

4 PROCUREMENT PROCESS – OVERVIEW

The NHS City & Hackney Procurement timeline is summarised in paragraph 4.1 and further detailed in paragraphs 4.2 to 4.6 below.

4.1 Procurement Timeline

The timeline for the NHS City & Hackney Procurement is set out in Table 2 below. It should be noted that the dates are expected dates at the time of issuing this MOI and may be subject to change.

Milestones	Date
Advert published and Expressions of Interest invited	04/10/10
MOI Published (web based)	04/10/10
Deadline for receipt of Expressions of Interest	18/10/10
PQQ issued to potential Bidders who have expressed an EOI	19/10/10
Deadline for receipt of potential Bidder PQQ Clarification Questions	27/10/10
Deadline for receipt of PQQ submissions	2/11/10
Completion of PQQ evaluation and communication of result	12/11/10
Invitation to Tender (ITT) issued to Bidders	12/11/10
Deadline for receipt of potential Bidder ITT Clarification Questions	29/11/10
Deadline for receipt of ITT bids	3/12/10

Table 2: NHS City & Hackney Procurement Timeline

Further details on the timeline for the ITT stage will be detailed in the NHS City & Hackney Invitation to Tender (ITT).

4.2 Advert, MOI & EOI

4.2.1 Advert

National (and local) adverts have been published describing, in general terms, the alcohol treatment services being procured by NHS City & Hackney. Adverts have been placed at national (and local) level to encourage responses from as wide a range of organisations as possible. Potential Bidders must register their interest by submitting an EOI in accordance with the requirements of paragraph 4.2.3.

4.2.2 Memorandum of Information

This MOI provides details of the NHS City & Hackney alcohol services

This MOI should provide potential Bidders with sufficient information on the NHS City & Hackney Procurement process and the NHS City & Hackney Scheme to enable them to make an informed decision about whether they wish to register their interest in the NHS City & Hackney alcohol treatment services procurement.

Interest must be registered by submitting an EOI in accordance with the requirements of paragraph 4.2.3.

4.2.3 Expression of Interest

Interested parties wishing to participate in the NHS City & Hackney alcohol treatment services procurement must submit an EOI, in the format set out in Annex A, by email to projects.procurement@thpct.nhs.uk. **Always quote the Tender Reference Number and project title in the subject field of the e-mail.**

EOIs should arrive before **1700hrs on Monday, 18th October 2010.**

NHS City & Hackney will not consider any potential Bidder who does not meet the deadline.

4.3 Pre-Qualification Questionnaire (PQQ)

The PQQ provides detailed information on the PQQ process, guidance on how to complete the PQQ and a series of questions for potential Bidders to answer.

The PQQ will be issued, by email, week commencing 18th October 2010 to all potential Bidders who submitted an EOI by the deadline. All potential Bidders wishing to bid for the alcohol service must respond to the PQQ before the deadline stated in the PQQ. NHS City & Hackney reserves the right not to consider any PQQ submission received after that deadline.

A clarification question and answer process will operate during the PQQ stage and will be explained in the PQQ documentation.

The PQQ is designed to evaluate the capacity, capability and eligibility of potential Bidders to provide the alcohol treatment services which are the subject of the NHS City & Hackney alcohol service procurement.

The PQQ evaluation will include a short-listing process and potential Bidders will be told whether or not they have been short-listed. **NHS City and Hackney anticipate to shortlist a maximum of eight potential bidders to take through to the ITT stage.**

Further details of the PQQ process and evaluation will be set out in the PQQ.

4.4 Invitation to Tender

Bidders invited to proceed to the ITT stage for the NHS City & Hackney alcohol treatment services procurement will be issued with an ITT.

The detailed requirements of the NHS City & Hackney alcohol service ITT, the information required from Bidders and the timescales for submission of bids will be included in the relevant ITT.

Further details of the ITT process and evaluation will be set out in the NHS City & Hackney alcohol service ITT.

The ITT evaluation will include a short-listing process and potential Bidders will be told whether or not they have been short-listed. **NHS City and Hackney anticipate to shortlist a maximum of 4 potential bidders to take through to the interview/presentation stage of the process.**

4.5 Contract Award

Based on the outcome of the NHS City & Hackney alcohol service ITT evaluation, recommendations will be made to the NHS City & Hackney Board for the Board to consider. Following Board approvals and 10 day standstill period, the NHS City & Hackney and the recommended Bidder may enter into the contract.

4.6 Service Commencement

Following contract award and in accordance with the Provider's mobilisation plan, NHS City & Hackney and Provider will work together towards service commencement at the contractually agreed date.

5 COMMERCIAL FRAMEWORK

Potential Bidders' attention is drawn to the following commercial information:

5.1 Contract

The contract to be entered into by the PCTs and the selected Provider(s) for the NHS City & Hackney alcohol treatment services procurement will be based on the NHS Contract for Mental Health services.

Any Contract awarded will be separate to and independent of any existing contract currently in place between a Provider and NHS City & Hackney.

5.2 Contract Duration

This contract is for an initial period of 36 months. The contract term may be extended annually up to a maximum of 60 months from the commencement of service subject to Invitation by the Authority and confirmation in writing of the extension of the Contract Term signed by the Authority and Contractor.

5.3 Workforce

5.3.1 Policies and Strategies

Bidders will be required to provide evidence that all proposed workforce policies, strategies, processes and practices comply with all relevant employment legislation applicable in the UK.

At PQQ Stage, potential Bidders will be required to provide executive summary information on the following, with full copies of policies and other documentation being required at ITT stage:

- Recruitment, Health & Safety and other relevant policies including those on environmental protection;
- Procedures for ensuring compliance that all clinical staff, including doctors, nurses and allied health professionals, are registered with the relevant UK professional and regulatory bodies;
- Policy for ensuring clinical staff meet the CPD requirements of their professional and regulatory bodies; and
- Staff handbook setting out terms and conditions of employment for staff.

Further details of the staff resourcing and workforce policy requirements will be included in the ITT.

5.3.2 Staff Transfers (TUPE)

TUPE may be applicable to this contract. More details will be provided at the ITT stage of the procurement.

5.4 Premises

5.4.1 Premises

If possible, NHS City & Hackney will mandate property solutions so as to make use of available PCT property stock. In such circumstances, Providers will be required to enter into a lease arrangement for the use of that property. Where NHS City & Hackney does not mandate a property solution, Bidders will be required to propose their own premises solution. Further details on such proposals and / or requirements will be set out in the ITT.

The Provider will be expected to fund rent, rates, utility and insurance costs for the premises solution. However, NHS City & Hackney will reimburse the Provider for rent and rates costs, separately to payments for primary medical care services. The exact mechanics of the payment mechanism will be detailed in the ITT.

5.5 Payment Mechanism

Payment to a Provider for alcohol service will generally be linked to performance against an agreed framework, as set out in the service contract.

Further details on the payment mechanism will be set out in the ITT.

5.6 Financial Standing

Financial standing requirements for the NHS City & Hackney alcohol service procurement will be limited at the PQQ stage to confirmation of identity, solvency and proposed business structure, with no other financial requirements. At the ITT stage, Bidders will be required to put forward detailed proposals as to how the funding requirement would be met.

5.7 Insurance

A comprehensive schedule of insurances that the Provider(s) will be required to obtain will be set out in the ITT. This will typically include public liability, corporate medical malpractice and certain property cover. These required insurances are in addition to the Medical Defence Union indemnity insurance carried by GPs themselves and the Medical Protection Society indemnity insurance carried by nurse practitioners.

The insurance requirements will also require Providers to ensure that:

- PCTs' interests are fully protected;
- Members of the public utilising the services are fully protected to the extent that they have a valid claim against the Provider and / or NHS City & Hackney; and
- The Provider maintains insurance which meets at least the minimum statutory requirements.

Providers will be required to indemnify NHS City & Hackney against any claims that may be made against NHS City & Hackney arising from the provision of the services by the Provider. NHS City & Hackney will expect the Provider(s) to offer

evidence that they have sourced appropriate (and sufficient) insurance or other arrangements

6 GOVERNANCE AND ADMINISTRATION

6.1 Requirements

6.1.1 Procurement Costs

Each Relevant Organisation will be responsible for its own costs incurred throughout each stage of the NHS City & Hackney Procurement process. NHS City & Hackney will not be responsible for any costs incurred by any Relevant Organisation or any other person through this process.

6.1.2 The Public Contract Regulations 2006

The alcohol treatment services to which this MOI relates fall within Part B of Schedule 3 to the Public Contracts Regulations 2006 (**“the Regulations”**) and Annex II B to Council Directive 2004/18/EC. Neither the inclusion of a Bidder selection stage nor the use of the term “Pre-Qualification Questionnaire” nor any other indication shall be taken to mean that NHS City & Hackney intends to hold itself bound by any of the Regulations, save those applicable to Part B services.

6.1.3 Conflicts of interest

In order to ensure a fair and competitive procurement process, NHS City & Hackney requires that all actual or potential conflicts of interest that a potential Bidder may have are identified and resolved to the satisfaction of NHS City & Hackney.

Potential Bidders should notify NHS City & Hackney of any actual or potential conflicts of interest in their response to the PQQ. If the potential Bidder becomes aware of an actual or potential conflict of interest following submission of the PQQ it should immediately notify NHS City & Hackney via email to projects.procurement@thpct.nhs.uk . Such notifications should provide details of the actual or potential conflict of interest.

If, following consultation with the potential Bidder or Bidder, such actual or potential conflict(s) are not resolved to the satisfaction of NHS City & Hackney, then NHS City & Hackney reserves the right to exclude at any time any potential Bidder or Bidder from the NHS City & Hackney procurement process should any actual or potential conflict(s) of interest be found by NHS City & Hackney to confer an unfair competitive advantage on one or more potential Bidder(s), or otherwise to undermine a fair and competitive procurement process.

6.1.4 Non-collusion and Canvassing

Each potential Bidder and Bidder must neither disclose to, nor discuss with any other potential Bidder, or Bidder (whether directly or indirectly), any aspect of any response to any NHS City & Hackney Procurement documents (including the PQQ and ITT).

Each potential Bidder and Bidder must not canvass or solicit or offer any gift or consideration whatsoever as an inducement or reward to any officer or employee of, or person acting as an adviser to, either the NHS or the DH in connection with

the selection of Bidders or the Provider in relation to the NHS City & Hackney Procurement.

6.1.5 Freedom of Information

NHS City & Hackney is committed to open government and meeting its legal responsibilities under the Freedom of Information Act (**FOIA**). Accordingly, any information created by or submitted to NHS City & Hackney (including, but not limited to, the information contained in the MOI, PQQ or Scheme ITT and the submissions, bids and clarification answers received from potential Bidders and Bidders) may need to be disclosed by NHS City & Hackney in response to a request for information.

In making a submission or bid or corresponding with NHS City & Hackney at any stage of the Procurement, each potential Bidder, Bidder and each Relevant Organisation acknowledges and accepts that NHS City & Hackney may be obliged under the FOIA to disclose any information provided to it:

- Without consulting the potential Bidder or Bidder; or
- Following consultation with the potential Bidder or Bidder and having taken its views into account.

Potential Bidders and Bidders must clearly identify any information supplied in response to the NHS City & Hackney PQQ or the ITT that they consider to be confidential or commercially sensitive and attach a brief statement of the reasons why such information should be so treated and for what period.

Where it is considered that disclosing information in response to a FOIA request could cause a risk to the procurement process or prejudice the commercial interests of any potential Bidder or Bidder, NHS City & Hackney may wish to withhold such information under the relevant FOIA exemption.

However, potential Bidders should be aware that NHS City & Hackney is responsible for determining at its absolute discretion whether the information requested falls within an exemption to disclosure, or whether it must be disclosed.

Potential Bidders should therefore note that the receipt by NHS City & Hackney of any information marked “confidential” or equivalent does not mean that NHS City & Hackney accepts any duty of confidence by virtue of that marking, and that NHS City & Hackney has the final decision regarding the disclosure of any such information in response to a request for information.

6.1.6 Disclaimer

The information contained in this MOI is presented in good faith and does not purport to be comprehensive or to have been independently verified.

Neither the NHS City & Hackney, the DH, nor any of their advisers accept any responsibility or liability in relation to its accuracy or completeness or any other information which has been, or which is subsequently, made available to any potential Bidder, Bidder, Provider, Bidder Member, Clinical Services Supplier, financiers or any of their advisers, orally or in writing or in whatever media.

Interested parties and their advisers must therefore take their own steps to verify the accuracy of any information that they consider relevant. They must not, and are not entitled to, rely on any statement or representation made by NHS City & Hackney, the DH or any of their advisers.

This MOI is intended only as a preliminary background explanation of NHS City & Hackney's activities and plans and is not intended to form the basis of any decision on the terms upon which NHS City & Hackney will enter into any contractual relationship.

NHS City & Hackney reserves the right to change the basis of, or the procedures (including the timetable) relating to, the alcohol service procurement process, to reject any, or all, of the PQQ submissions and ITT bids, not to invite a potential Bidder to proceed further, not to furnish a potential Bidder with additional information nor otherwise to negotiate with a potential Bidder in respect of the this Procurement.

NHS City & Hackney shall not be obliged to appoint any of the Bidders and reserves the right not to proceed with this Procurement, or any part thereof, at any time.

Nothing in this MOI is, nor shall be relied upon as, a promise or representation as to any decision by NHS City & Hackney in relation to this Procurement. No person has been authorised by NHS City & Hackney or its advisers or consultants to give any information or make any representation not contained in this MOI and, if given or made, any such information or representation shall not be relied upon as having been so authorised.

Nothing in this MOI or any other pre-contractual documentation shall constitute the basis of an express or implied contract that may be concluded in relation to this Procurement, nor shall such documentation/information be used in construing any such contract. Each Bidder must rely on the terms and conditions contained in any contract when, and if, finally executed, subject to such limitations and restrictions that may be specified in such contract. No such contract will contain any representation or warranty in respect of the MOI or other pre-contract documentation.

In this section, references to this MOI include all information contained in it and any other information (whether written, oral or in machine-readable form) or opinions made available by or on behalf of NHS City & Hackney, DH or any of their advisers or consultants in connection with this MOI or any other pre-contract documentation.

7 GLOSSARY OF TERMS AND ABBREVIATIONS

Term	Description
Bidder	A single operating organisation/person that has been short-listed through the PQQ evaluation process and been invited to participate in the ITT stage and is bidding for one or more PCT Schemes
Bidder Guarantor	An organisation providing a guarantee, indemnity or other undertaking in respect of a Bidder's or a Bidder Member's obligations
Bidder Member	A shareholder or member or proposed shareholder or member in, or controlling entity of, the Bidder and / or that shareholder's or member's or proposed shareholder's or member's ultimate holding company or controlling entity
CfH	Connecting for Health
CPD	Continuing Professional Development
Clinical Services Supplier	All suppliers providing clinical services which are the subject of the Contract including, but not limited to, primary medical care services
Contract	A form of contract, as detailed further in paragraph 5.1, to be entered into between the relevant commissioning PCT and Recommended Bidder for the provision of primary medical care services
DH	Department of Health
EOI	Expression of Interest
FOIA / Freedom of Information Act	The Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time, together with any guidance and / or codes of practice issued by the Information Commissioner, the Department of Constitutional Affairs, the Office of Government Commerce and the NHS in relation to such legislation or relevant codes of practice to which the DH and NHS City & Hackney is subject
GP	General Practitioner
ITT	Invitation to Tender
MOI	This Memorandum of Information setting out the details of each PCT Scheme and the requirements of the NHS City & Hackney Procurement
NHS	National Health Service
PCT	That Primary Care Trust participating in the NHS City & Hackney Procurement
NHS City & Hackney Scheme	The alcohol treatment services to be procured by NHS City & Hackney, as detailed (by NHS City & Hackney Scheme) in paragraph 3.2 and set out in Paragraphs 2.1, 2.2 and 2.3
NHS City & Hackney Scheme ITT	An ITT that is specific to those services set out in the P NHS City & Hackney CT Schemes that a PCT wishes to procure and is sent to potential Bidders who have been short-listed following the PQQ stage
potential Bidder	A single operating organisation or person that is participating in the NHS City & Hackney Procurement, but that has not at the relevant time been invited to respond to an ITT
PQQ	Pre-Qualification Questionnaire
Provider	The successful Bidder who has entered into a Contract with NHS City & Hackney to provide the alcohol treatment services specified in the relevant NHS City & Hackney Scheme

Term	Description
Relevant Organisation	An organisation(s) or person connected with a response to a PQQ and / or connected with a bid submission including (without limitation): (i) the potential Bidder; (ii) the Bidder; (iii) the Provider; (iv) each Bidder Member; (v) each Bidder Guarantor; and (vi) each Clinical Services Supplier
Spearhead	A PCT is classified as “Spearhead” if it is one of a group of 62 PCTs based upon 70 Local Authority areas that are in the bottom fifth nationally for three or more of the following five indicators: (i) Male life expectancy at birth; (ii) Female life expectancy at birth; (iii) Cancer mortality rate in under 75s; (iv) Cardio Vascular Disease mortality rate in under 75s; (v) Index of Multiple Deprivation 2004 (Local Authority Summary).
SHA	Strategic Health Authority
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI/2006/246)
VfM	Value for Money which is the optimum combination of whole-life cost and quality (fitness for purpose) to meet the overall service requirement

8 SINGLE POINT OF CONTACT FOR COMMUNICATIONS

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9 ANNEX

Annex A – Format for Submitting an Expression of Interest

Potential Bidders wishing to participate in the NHS City & Hackney Alcohol Service Procurement must submit an EOI using the template below:



Annex A - EOI Form