



Moving on Tyne and Wear (MOTW) Programme

Invitation to Tender

1 Introduction

Moving On Tyne & Wear (MOTW) brings together a partnership of 16 well-respected, specialist, voluntary, public and private sector organisations, with a proven track record of delivering health, wellbeing, training and employment support to people with health issues and complex needs. All our partners are committed to making a real difference to the lives of 1,620 people in Tyne & Wear, whose primary barrier to employment is a health issue. We will achieve this by providing one-to-one intensive support that encourages and supports people to address their health issues, and achieve their goals, alongside five innovation projects testing new approaches to supporting specific participant groups to improve their employability. Overall the support provided by MOTW will help all our participants to progress towards and into education, training, job search and employment.

Mental Health Concern (MHC) is the lead partner for MOTW, supported by Northern Inclusion Consortium (NIC), an established partnership of four well respected not-for-profit organisations that help people with complex needs to make sustainable life changes (DISC, Changing Lives, Groundwork North East & Cumbria, and Mental Health Concern). To complement our skills, expertise and knowledge, we selected 12 partners to work with us to deliver MOTW, chosen for their expertise, local presence, community reach, and ability to add value.

For more information about the programme please follow this link www.motw.org.uk

1.1 Tender Background

The purpose of this invitation to tender is to appoint a suitably experienced contractor to provide an independent and objective assessment of programme performance and impact. As well as giving us access to specialist research and evaluation skills, this will also provide independent and credible feedback on performance, effectiveness, and impact, highlighting additional learning and opportunities for improvement.

Monitoring and evaluating the performance of the programme is of strategic importance to MHC and our partners as this ensures that we can:

- accurately record data about our participants including their key characteristics, reasons for engagement; progress; and outcomes achieved
- track and evidence performance and achievement to our funders and key stakeholders
- identify delivery risks, and put measures in place to mitigate those risks
- demonstrate value for money
- adjust service delivery to ensure we can meet our contracted targets, and support our participants to achieve positive outcomes.

The MOTW programme commenced in April 2017 and will run until September 2019, however it is envisaged the Evaluation will continue until December 2019. The Budget for this work is up to a maximum of £100,000 including VAT.

1.2 Sourcing Panel

The sourcing panel for this tender will consist of members from the Programme Delivery Team and representative from MHC and partners.

1.3 Confidentiality

All information contained in this document is considered to be of a confidential nature. You are reminded of your obligation not to disclose information contained herein to any third party without prior agreement. MHC in turn assures confidentiality to all respondents of this Invitation to Tender.

1.4 Right of Rejection and Appointment

MHC reserves the right to accept or reject any or all responses to the ITT. MHC reserves the right not to appoint a provider following this procurement process.

1.5 Costs

MHC shall not be liable for any costs incurred by you in the preparation of your proposal or any other associated costs related to participating in this procurement process. MHC reserve the right not to accept any offer submitted as part of the ITT.

1.6 Right of Incorporation

The Bidder's response to the ITT constitutes a business offer. MHC may incorporate all or part of the response in any contract.

1.7 Timescales

The indicative timetable for the procurement is as follows:

Stage	Target Date
Release Invitation to Tender	07/03/2018
Closing date for questions from Bidders	21/03/2018
Tender Submission Deadline	30/03/2018
Evaluation of Tenders	W/C - 02/04/2018
Potential Interview	W/C – 09/04/2018
10 day Standstill Period	April 2018
Award Contract	April 2018
Post OJEU award notice and award notice on website	April 2018
Contract Mobilisation	May 2018

1.8 Submissions

You are requested to submit your final tender no later than 12 noon on 30th March 2018. All information must be submitted by either email to ross.braid@motw.org.uk or by post to

MOTW
34 Brenkley Way
Seaton Burn
Newcastle Upon Tyne
NE13 6DS.

All responses should be in the format requested; failure to submit information as requested may lead to disqualification.

Your final submission should include:

- A completed project plan document
- A detailed budget
- A completed qualitative response document

Any questions with regard to the tender documents or the process in general should be submitted by either email to ross.braid@motw.org.uk or by post to

MOTW
34 Brenkley Way
Seaton Burn
Newcastle Upon Tyne
NE13 6DS.

Selection Process

1.9 Bid Requirements

In order to make a bid, bidders will be required to submit the following documentation:

- A completed project plan document
- A detailed budget
- A completed ITT qualitative response document

A full analysis of the submissions will be carried out by the selection panel listed in point 1.2.

1.10 Scoring

The documents will be scored using the criteria detailed in the MOTW tender scoring framework

As a final stage of the process, the highest scoring bidders may be shortlisted and invited to attend an interview and give a presentation to support their bid. Should the interview stage be required, an additional score will be applied to shortlisted bidders as detailed in the scoring framework

1.11 Understanding the Brief

Bidders must satisfy themselves that they understand the brief required and price their submissions accordingly.

1.12 Selection

MHC reserves the right to enter into detailed negotiations to suitably tailor the proposal put forward by the successful bidder before entering into contract. At all times the selection criteria will be that of best value and therefore MH does not commit itself to accepting the lowest, or any tender.

1.13 Specification

The requirements of the proposed contractor, and the expected approach and delivery of the proposed contract are outlined in the specification documents. Bidders should prepare their project plan and budget responses in line with this document.