INVITATION TO TENDER

Mental Health Early Intervention
Feasibility Study

Tender Ref: Interlink01

Return Date: 2:00pm, Monday 22 April 2013
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1. INTRODUCTION

Interlink RCT, Cwm Taf Local Health Board, Voluntary Action Merthyr Tydfil, and Wales Council for Voluntary Action (collectively “the Partners”), are jointly commissioning a Feasibility Study to explore the viability of investing in early intervention mental health initiatives which would improve patients’ wellbeing and make a saving in Cwm Taf Local Health Board’s prescription costs for anti-depressants.

The Partners are as follows:

**Interlink RCT** (“the Client”) is the County Voluntary Council for Rhondda Cynon Taf. It is a charitable company supporting individuals and organisations to work together to make a positive impact on the life of people who live and work in RCT. Interlink is the fund-holder for this service and therefore the Client for the purposes of this Invitation to Tender.

**Cwm Taf Local Health Board** (“The LHB”) is the Local Health Board for Merthyr Tydfil and Rhondda Cynon Taf. Its vision is to ‘Create Altogether Healthier Communities’ by aiming to prevent ill health, protect good health and promote better health through working with partners to provide services as locally as possible and reducing the need for hospital inpatient care wherever feasible. Acute, intermediate, community and mental health services are delivered across a network of Community Clinics, Health Centres and Community Hospitals supported by two District General Hospitals.

**Voluntary Action Merthyr Tydfil** (“VAMT”) is the County Voluntary Council for Merthyr Tydfil. It is a charitable company that aims to support voluntary and community activity in the County Borough of Merthyr Tydfil by helping new projects, bringing groups together in forums and networks, producing regular newsletters, providing training and practical help.

**Wales Council for Voluntary Action** (“WCVA”) is the national umbrella organisation for the third sector in Wales. It is a charitable company that provides services and support to charities, voluntary and community organisations, social enterprises and volunteers across Wales. WCVA provides social finance to support third sector delivery of re-designed public services through the Wales Wellbeing Bond (a variation on the Social Impact Bond model).
2. BACKGROUND

Cwm Taf Local Health Board provides primary and secondary NHS services to the communities of Rhondda, Taff Ely, Cynon Valley and Merthyr Tydfil, in South Wales: a population of some 280,000. An element of that provision is for Mental Health Services which historically have been structured as Primary Care (provided on the whole by General Practitioners) and Secondary (provided by hospital based services and Community Mental Health Teams).

The LHB area has high areas of socio-economic deprivation with consequent high levels of mental ill-health.

The majority of mental health problems are managed in Primary Care and more recently within developing Primary Care Mental Health Services as a result of the enactment of the Mental Health Measure (Wales) 2010.

Due to limited alternative provision of treatment for depression and anxiety, levels of antidepressant prescribing in Primary Care in the LHB have been among the highest in the UK and annually in excess of £2m. For this cohort of patients, non-medication based treatments are known to be at least as effective clinically as antidepressant medication.

There is also a paucity of resources in ‘Tier 0’: resources that are accessible prior to presentation to statutory primary care services that are freely accessible to the population e.g. open access peer-supported, self-help groups and appropriate voluntary sector provision.

Scope of the service

The LHB has been in discussions with third sector partners Interlink, VAMT and WCVA about whether it would be viable to develop a service that delivers a range of preventative, non-stigmatising interventions to improve patients’ wellbeing, develop their resilience, and better manage their emotional wellbeing in the future; and lead to cost savings for the LHB.

Such interventions might take the form of bio/psycho/social educational therapies and support, and might include:

- Stress control courses
- CBT or mindfulness educational courses
- One-to-one based psychotherapy
- Telephone or computer based support
- Access to physical fitness
- Support with alcohol issues
- Anger management

The partners are exploring whether the means of investing in such interventions would be through a Social Impact Bond model: a loan repaid to the funder if agreed social outcomes and costs savings are met.

The Client intends to commission an organisation to undertake a feasibility study to determine whether the development of a service model that would reduce antidepressant
prescribing and offer non-medication alternatives would meet local need; maintain efficacy and acceptability; and reduce overall financial cost. It also seeks to establish the financial implications of such a service for the LHB and its delivery partners. It needs to determine a clear set of success criteria acceptable to all parties against which payment for services rendered and/or results achieved can be made.
3. SPECIFICATION

The specification covers the following:

The delivery of a Feasibility Study to determine whether the development of a service that focuses on the development of alternative services and cost savings through reduction in antidepressant prescribing would meet local need. The Feasibility should determine the viability of repaying investment in such services.

It is proposed that the specific themes for the services to be explored in the feasibility study are:

- Improving access to psychological therapies in primary care and ‘Tier 0’
- Avoidance of initiation of inappropriate antidepressant prescribing due to lack of alternatives
- Avoidance of long-term inappropriate antidepressant prescribing by introduction of effective guidelines and review mechanisms in primary care
- Reduction of admissions to secondary mental health services.
- The nature and scope of the alternative services that would be required to achieve the above goals, taking into account recent development of statutory Primary Care Mental Health Services
- The economic feasibility of new alternative services recouping their establishment costs through savings made

The Feasibility Study work and report should include:

- Consultation with key personnel in Primary and Secondary care and third sector organisations, including service providers, advocacy groups and representative bodies
- Research to identify similar models of alternative provision to antidepressant prescription
- An assessment of whether there are promising interventions that could deliver the desired outcomes if investment were forthcoming
- An economic analysis of:
  - the LHB’s costs in respect of antidepressant prescribing;
  - the LHB’s current investment in alternative mental health provision relevant to this area;
  - the cost implications of investing in different models of alternative provision;
  - potential savings to the LHB through a reduction in the antidepressant prescription bill;
  - and other potential cost savings
- An options appraisal of different approaches (e.g. from an analysis of continuing with the status quo; through small-scale pilots; to larger interventions)
- The determination of a clear set of success criteria for the new service
- An analysis of the extent to which the availability of existing and new finance is a barrier to delivering alternative services; and whether the barrier could be overcome through investment from the Wales Wellbeing Bond
- An assessment of risk identification and management
- An assessment of any clinical governance, ethical and/or equality criteria
- Recommendation of the most appropriate delivery option for this service
Recommendations for implementing the preferred delivery option
Any other considerations or issues that arise through research and consultation

As a result of the Feasibility Study, the partners’ governing bodies aim to be in a position to make an informed decision about whether investing in the recommended delivery model will be an appropriate service for this client group and result in a proportionate reduction in antidepressant prescribing and other costs.

The organisation will be required to:

- Attend an initial meeting with the Partners’ project team to discuss the assignment objectives, agree the report inputs and to clarify any issues
- Maintain regular contact with relevant LHB staff
- Notify the project team of any changes to the work programme or highlight any issues should they arise
- Provide an interim report(s) to the project team detailing progress and identify any issues
- Produce a written Feasibility Study report that clearly identifies the options available for delivery and provide a recommendation of the preferred option
- Provide an Executive Summary of the Feasibility Study
- Deliver the key messages and recommendations arising from the Feasibility Study in the format of a formal presentation to senior managers and elected members
- Report back to the Cwm Taf Mental Health Forum at an agreed time
- Complete the Feasibility Study within three months
- Complete the Feasibility Study within the agreed budget

Budget

The Client will make an indicative budget of £15,000 to £20,000 (inc. VAT) available for the purposes of this contract. However, prospective bidders should be aware that this budget is for indicative purposes only and that the Client will be seeking to award the contract on the basis of the criteria stated in Section 4 of this specification, and to deliver best value.
4. REQUIREMENT and EVALUATION CRITERIA

Your bid should include evidence of (and be structured around) the following:

**Ability to meet the aims of the service**  
Weighting = 25%

- Knowledge of Primary and Secondary Care Mental Health Services; the range of treatments available for common mental disorders, including both statutory and third sector provision
- An understanding of the current knowledge base relating to mental health economic evaluation
- Ability to complete the project

**Experience of key personnel**  
Weighting = 25%

- Skills and experience of project team in undertaking similar assignments
- Proposed team structure and management arrangements
- References and supporting evidence, e.g. relevant publications

**Approach**  
Weighting = 30%

- Proposed approach to undertaking the feasibility study, including added value
- Key issues and risks in undertaking the feasibility study
- Please provide a project plan including timetable

**Cost**  
Weighting = 20%

- Cost schedule to be completed in Annex A

Bids will be evaluated strictly in accordance with the criteria and weightings above.

Please provide a front sheet to your bid including:

- a main contact
- organisation name
- organisation address
- telephone
- email
- website
- legal status and any relevant registration numbers
5. TIMETABLE

This timetable is indicative only. The Client reserves the right to change it at its discretion.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date(s)/time</th>
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<tbody>
<tr>
<td>Advertisement date</td>
<td>Monday 25 March 2013</td>
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<tr>
<td>Closing date for submission of Tenders</td>
<td>2:00pm, Monday 22 April 2013</td>
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<tr>
<td>Expected date of award of Contract</td>
<td>Monday 29 April 2013</td>
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<tr>
<td>Contract commencement</td>
<td>Tuesday 7 May 2013</td>
</tr>
<tr>
<td>Final product delivered</td>
<td>Monday 5 August 2013</td>
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6. INSTRUCTIONS TO TENDERER

6. GENERAL

6.1 This Invitation to Tender ("ITT") by Interlink is to provide a Mental Health Early Intervention Feasibility Study (the "Contract") and for no other purpose.

6.2 The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of Interlink and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

6.3 No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of Interlink, including agreement on the format and content of any publicity.

6.4 This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by Interlink and its advisers.

6.5 Interlink reserves the right to cancel the tender process at any point. Interlink is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

6.6 If you have any questions or require any clarifications, please contact James McMahon, Cwm Taf LHB on James.McMahon@wales.nhs.uk

6.7 Other than the person identified above, no Interlink employee has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.

6.8 Please note that Interlink’s responses to any queries or clarification requests may, at Interlink’s discretion, be circulated to all Tenderers.

6.9 Interlink reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.

6.10 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.

6.11 Under the Contract Interlink will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.

6.12 The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.
6.13 Interlink and its Partners reserve the right to seek clarification information from tenderers
7. CONDITIONS OF TENDER

7.1 Tenders must be completed in the English language or a full English translation provided at no cost to Interlink.

7.2 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer the one with the latest time of submission will be evaluated and the other(s) disregarded.

7.3 The Tender (including price) should remain valid for a minimum period of 90 days.

7.4 The Tender should not be qualified in any way.

7.5 Any signatures must be made by a person who is authorised to commit the Tenderer to the Contract.

7.6 Your full registered business/name and main office address must also be provided on all documents.
8. **FREEDOM OF INFORMATION ACT**

8.1 Any information submitted by you in connection with this tender may need to be disclosed in response to a request under the Freedom of Information Act 2000.

8.2 If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

8.3 You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received.

8.4 You will be consulted if we receive a request for disclosure of any of the information you have identified as commercially sensitive.
### 9. SUMMARY OF KEY ITT DETAILS

<table>
<thead>
<tr>
<th>Item</th>
<th>Contract Details</th>
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<tbody>
<tr>
<td>Contract Description</td>
<td>Mental Health Early Intervention Feasibility Study</td>
</tr>
<tr>
<td>Quantity</td>
<td>A Mental Health Early Intervention Feasibility Study Report and Executive Summary</td>
</tr>
<tr>
<td>Period of Contract</td>
<td>3 months</td>
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<tr>
<td>Contact</td>
<td>Any queries must be addressed to James McMahon, Cwm Taf LHB, <a href="mailto:James.McMahon@wales.nhs.uk">James.McMahon@wales.nhs.uk</a> or 01443 744 840.</td>
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<tr>
<td>Submission instructions</td>
<td>Each Tenderer should supply one signed hard copy of their Tender, along with an electronic copy addressed to <a href="mailto:info@interlinkrct.org.uk">info@interlinkrct.org.uk</a></td>
</tr>
<tr>
<td>Tenders to be sent to</td>
<td>Simon James Interlink RCT 6 Melin Cornwg Cardiff Road Upper Boat Pontypridd Rhondda Cynon Taff CF37 5BE</td>
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<td>This should be posted or delivered by hand in exchange for an official receipt.</td>
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<td>Date/time for Tender return</td>
<td>2:00pm, Monday 22 April 2013</td>
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<td>Submission information</td>
<td>Each tenderer should submit:</td>
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<td>- A written submission addressing the requirement (including references and supporting evidence)</td>
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<td>- A cover sheet</td>
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<td>- Completed Cost Schedule – Annex A</td>
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ANNEX A – COST SCHEDULE

Name of Organisation: ........................................................................................................

1. Name(s) of project team:
   
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2. Estimated number of days to complete assignment:

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   Total number of days: ____________________________

3. Amount per individual per day

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   Total cost: ____________________________

4. Travel and subsistence expenses

   ____________________________

5. Any other costs (please specify)

   ____________________________

6. Total amount payable by the Client

   ____________________________

Prices should be quoted exclusive of VAT