



**Invitation to Quote:**

**BAIRNS' HOOSE STANDARDS ENGAGEMENT PHASE 2A:  
SUPPORTING CHILDREN AND YOUNG PEOPLE'S PARTICIPATION IN  
STANDARDS DEVELOPMENT GROUP MEETINGS**

**for**

**Healthcare Improvement Scotland**

**REFERENCE: HIS/2021/BHS02A**

**Confidentiality**

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# 1. INSTRUCTIONS

## 1.1 Introduction

Healthcare Improvement Scotland and the Care Inspectorate are jointly developing a set of standards for a Scottish Barnahus model — known as Bairns’ Hoose.

Article 12 of the United Nations Convention on the Rights of the Child outlines children and young people’s right to participate in decisions that affect them. The Bairns’ Hoose standards project are committed to upholding this right and ensuring that children and their families with lived experience of the current system help shape the Bairns’ Hoose standards for Scotland.

In September 2021, we commissioned the University of Edinburgh in partnership with Children 1st to conduct a literature review on the best available evidence on Barnahus and its application in Scotland. The report concluded in a series of recommendations including:

children and their families be viewed as key stakeholders and that they be part of the development of all Barnahus decisions as active coproducers of the model and response (Lavoie, 2021).

To do this, we are taking a phased approach to ensure both wide and intensive participation throughout the project. In Phase 2 of our engagement framework, we are inviting organisations to partner with us to support children and young people to play an active role in the drafting of the standards.

## 1.2 Communication

The point of contact for this invitation to quote is:

Carol Ann Mulgrew  
Project Officer  
Healthcare Improvement Scotland  
[Carolann.mulgrew@nhs.scot](mailto:Carolann.mulgrew@nhs.scot)

## 1.3 Proposed timetable for review of awards

PROCUREMENT ACTIVITY	DATE
Issue of Invitation to Quote (ITQ)	16/12/2021
Deadline for clarification questions	16/01/2022
Deadline for quotation	17/01/2022
Evaluation of bids	20/01/2022
Award of contract	21/01/2022

## 1.4 Duration of contract

The Contract, subject to continued satisfactory performance in relation to the bid document, is anticipated to commence on 31 January 2022 and will run until 01 July 2022, unless the Contract is terminated in accordance with the provisions of the Service's Terms and Conditions of Contract.

## **1.5 Process for questions/clarifications**

This ITQ process should be viewed as confidential activity. As such, the Authority asks that you treat the Authority's data and this ITQ with full confidentiality.

## **1.6 Return of tender**

1.6.1 Suppliers should ensure that they submit their bid proposal by  
**9am Monday 17 January 2022.**

1.6.2 The Authority reserves the right to reject quotations received after the deadline and disqualify any incomplete tenders.

1.6.3 The Authority does not normally enter into post tender negotiation on price.

## **1.7 Terms and Conditions**

The Authority's Terms and Conditions shall prevail for the period of the Contract. The Terms and Conditions are standard and any proposed changes will only be accepted at the discretion of the Service.

## **1.8 Offer**

The offer must be open for acceptance for a period of ninety days, from the date for last receipt of tenders.

This ITQ is not a contract offer. This represents a definition of the requirements and an invitation to submit a response. This ITQ, your preparation and submission of a response and the subsequent receipt and evaluation of your response to us, does not commit the Authority to award a contract to any Bidder even if all the requirements in this ITQ are met. The Authority is under no obligation to contract all or any portion of the requested services defined herein.

Only the execution of a written contract, which is signed by an authorised signatory of the Authority, will obligate the Authority in accordance with the terms and conditions in such a contract. Any contract will be on the Authority's terms and conditions which are attached as part of the tender pack.

Please note that in the event that a request to deviate from our standard terms and conditions is deemed unacceptable by the Authority and the potential provider still does not accept the standard terms and conditions in question then their submitted tender will be deemed non-compliant and rejected by the Authority.

## **1.9 Intellectual Property**

Intellectual property rights for all developed research and any reports shall be the property of the Authority. If the successful party wishes to share, publish or use this information with any other party, this can only be done with the explicit permission of the Authority.

## **1.10 Off Payroll Working**

Suppliers should note that from the 6<sup>th</sup> April 2017 IR35 legislation applies to intermediaries working for the public sector (also known as 'intermediaries' legislation').

It is a set of rules that affect your tax and National Insurance contributions if you are contracted to work for a public sector body through an intermediary.

The intermediary can be:

- your own limited company
- a service or personal service company
- a partnership.

You can check if the intermediaries' legislation applies to an engagement [online](#).

IR35 requires public sector bodies to determine whether their suppliers are caught by this legislation. Where IR35 is deemed to apply the Authority is required to deduct basic rate income tax and employers National Insurance Contributions at source. In order to do this, suppliers are required to provide the following information:

- Suppliers from the UK will be required to provide their tax reference numbers: i.e. Value Added Tax registration number, PAYE collection reference and Corporation Tax or Self Assessment reference, as applicable.
- Overseas or non-UK suppliers will be required to submit a certificate of tax compliance obtained from the country in which they are resident for tax purposes.
- If a company is a subsidiary, a member of a group or a consortium, the above details may also be required in respect of the parent company, other group members or each consortium member as appropriate.

Suppliers must agree to full transparency of tax affairs as appropriate under IR35 changes from 6th April 2017. We may require additional information from you in order to complete the HMRC assessment. Failure to provide this information promptly may result in your bid being disqualified.

### **1.11 Sustainability**

The Authority is committed to ensuring best practice in sustainability is promoted throughout the organisation and minimise the impact on the environment.

## 2. PROPOSAL MANAGEMENT

### 2.1 Background

In the second phase of our engagement framework, we aim to work with up to four organisations who will facilitate the participation of children, young people and families in the standards development process. Successful organisations will provide the expertise to work with a range of children, young people and families to empower and support them to participate fully in a way that is right for them.

Successful organisations will:

- Take a rights-based and trauma-informed approach.
- Take an equalities approach, with a particular focus on children most likely to experience abuse or neglect and those who may face additional barriers to accessing services.
- Include children, young people and families who have experience of the care system or justice system.
- Include children, young people and families who have experienced or witnessed violence or abuse.

### 2.1 Objectives

Successful bidders will, from 31 January 2022, work closely with children and young people to:

- Build trusting relationships with a group of children and young people and create safe spaces for participation.
- Support those children and young people to input into the standards development group meetings by holding sessions or activities prior to each meeting.
- Support children and young people to attend the standards development group meeting, if they desire, or meet with the co-chairs.
- Review the outputs of the standards development group meeting and provide comment and opinions as the standards are drafted.

### 2.3 Scope of Service

Successful organisations will support children and young people to participate in the drafting and review of the national Bairns' Hoose standards. The standards development group operate on a consensus basis, using the best available evidence and examples of good practice. Organisations will support children and young people to be active and equal partners in this process.

The standards development group have responsibility to draft the Bairns' Hoose standards and share learning to inform the rollout of Bairns' Hooses in Scotland. Children and young people are asked to share their experiences, thoughts and preferences on all of the standards. All voices in the group, including those of children and young people, will be equally part of a consensus-building process.

The standards development group, including children and young people, will not have direct influence over:

- legal language, mechanisms or principles which are the remit of the Lord Advocate, and
- national or local funding, governance structures and service-level agreements.

## **2.4 Outputs and Milestones**

The standards development group will hold five development group meetings. Organisations will therefore support children and young people to participate in the standards develop process in four review cycles, with preparation for the first meeting to begin the work. Papers for each meeting are sent two weeks in advance—any outputs from workshops, activities or engagement sessions will be included with these papers. It is anticipated that each cycle will last five weeks.

Meeting dates will be shared with successful bidders on award and will be changed if necessary to reflect availability.

## **2.5 Fees and Costs**

A detailed breakdown of fees detailing rated and prices must be submitted with the proposal. There shall be no other financial obligations beyond the quoted price.

Prices quoted shall be exclusive of taxes.

### 3. EVALUATION CRITERIA

#### 3.1 Evaluation

Evaluation of the tenders shall be based on the answers received within each section to the following questionnaire. Potential Suppliers should also pay close attention to the Scope of Services, Outputs and Assessment of the Services to determine the significant areas of importance to the Authority. Each section will then be weighted according to the following criteria:

<b>Questionnaire Section</b>	<b>% Weighting</b>
<i>Quality Section</i>	<i>70% of overall score</i>
<i>Financial Section</i>	<i>30% of overall score</i>

Points available for individual questions will be detailed after each question.

#### 3.2 Innovation

The Authority welcomes any organisations that can offer innovative alternative approaches to our requirements. We would therefore actively encourage you to submit any additional information to this ITQ to give you the opportunity to demonstrate this. Any additional proposals should be included as an attachment.

#### 3.3 Evaluation of Non-Financial Criteria

The evaluation of this section is detailed in the table below:

0 Unacceptable (0% of available mark)	Response is not considered relevant. The response is unconvincing, flawed or otherwise unacceptable. Response fails to demonstrate an understanding of the requirement.
1 Poor (20% of available mark)	Response is partially relevant and poor. The response sufficiently addresses some of the expectations but contains insufficient/limited detail or explanation. The response demonstrates only limited understanding of the requirement. The answer contains ambiguities or deficiencies which could not be tolerated.
2 Good (40% of available mark)	Response is good and acceptable. The response addresses most of the expectations but lacks detail in certain areas. The response demonstrates an understanding of the requirement, but contains ambiguities or limited detail on scope.
3 Strong (60% of available mark)	Response is completely relevant and acceptable. The response meets the majority of the required expectations although may lack detail in certain areas. The response demonstrates an overall understanding of the requirement.
4 Excellent (100% of available mark)	Response is completely relevant and excellent overall. The response meets or exceeds the expectations. The proposal is comprehensive, unambiguous and demonstrates a good understanding of the requirement. The proposal is well thought out, highly credible and may offer innovation.

## 4. QUESTIONNAIRE

### 4.1 Quality Section (70%)

This questionnaire is designed to help the Authority fully understand the proposed solution and price of service offered by Suppliers, as well as provide a means of comparing these factors in a meaningful way among all Suppliers.

Please provide your answers in a separate document, clearly highlighting the questions answered.

<b>Criteria:</b>	<b>Scoring (70%):</b>
<i>How will your organisation support children and young people to participate in drafting and reviewing the standards document?</i>	<b>25%</b>
<i>What is your experience in supporting children and young people to participate in policy or service design?</i>	<b>15%</b>
<i>How will you ensure that engagement is conducted in way that is trauma-informed and supportive?</i>	<b>15%</b>
<i>How does this proposal promote inclusivity and reduce inequalities, including digital inequalities and those in remote and rural areas?</i>	<b>15%</b>

### 4.2 Financial Section (30%)

Please provide a breakdown of costs for all the services. All anticipated costs associated with the proposed service should be detailed and should be broken down e.g. hourly rate, day rate etc. Rates and prices shall be deemed inclusive of all additional expenses howsoever incurred. All prices should be exclusive of VAT.

**END OF DOCUMENT**