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| **[Mental Health Support Services in Brighton and Hove/West Sussex Invitation to Tender November 2024** |  |

**Partnership Expression of Interest (for applications for funding below £250,000)**

**What is the Mental Health Support Services Invitation to Tender?**

The Mental Health Support Services (MHSS) approach prioritises **flexibility and adaptability** to meet the evolving needs of diverse communities. While delivery expectations ("What") are outlined, providers have the autonomy to determine the "How" to best serve local populations. Commissioners, including NHS Sussex, Brighton and Hove City Council, and West Sussex County Council, will collaborate with the selected provider to define locally relevant outcomes and Key Performance Indicators (KPIs) that align with the service model.

The service will support national priorities such as expanding access to community mental health services, improving physical health care for individuals with severe mental illness (SMI), and enhancing Individual Placement and Support (IPS). Local outcomes and KPIs will emphasise inclusivity, focusing on underserved groups such as ethnic minorities, neurodivergent individuals, 18–25-year-olds, LGBTQ+ individuals, carers, Gypsy, Roma, and Traveller communities, people with care system experience, globally displaced populations, individuals struggling with substance misuse or homelessness, and armed forces veterans and their families.

To measure impact, the provider will work with commissioners to develop Patient Reported Outcome and Experience Measures (PROM/PREM) and employ tools like the Recovering Quality of Life (ReQoL) scale alongside other locally agreed measures during the mobilisation phase.

(Part E (ITT) MHSS Service Specification (Lots Of a-b) is attached to this form).

**Southdown’s intention to bid as Lead Provider**

Southdown is currently the Lead provider for Brighton & Hove and will be bidding to continue that role. We are also the Lead Provider for East Sussex. We are bidding to be selected as the new Lead Provider across West Sussex, working with existing and new sub-contractors.

**Our Vision:** We envision a vibrant, inclusive mental health network across Sussex, rooted in local neighbourhoods and led by the VCSE sector.

**Our Mission:** Together, with people with lived experience, we’re reshaping mental health support to be accessible, responsive, and reflective of our diverse communities’ unique needs.

**Our goal:** To empower individuals and neighbourhoods toward brighter, healthier futures while reducing the reliance on hospital-based care.

Our approach is guided by values of **inclusivity**, **diversity**, **collaboration**, **generosity**, and **local insight**.

**Expressing an interest to work with Southdown**

As part of our response to the invitation to tender, we wish to engage and develop relationships with existing and potential partners, either to help us deliver services as a sub-contractor, or to align their current services with the new model, and/or to add value for and with services users of mental health support services across the area. Mapping of current services and developing new initiatives and opportunities will be vital to ensure that the new service offer fully meets the needs of our local communities. If you are interested in being part of the UOK Brighton & Hove delivery model or the new West Sussex Mental Support Services model, building on and sustaining the work of the West Sussex Pathfinder Alliance, please complete this form and return to: [MHSSRecommissioning.SouthdownTender@southdown.org](mailto:MHSSRecommissioning.SouthdownTender@southdown.org) by **12 noon 16th December, 2024.**

**What happens next?**

Once we have collated all the expressions of interest, we will consider how potential partnerships can help strengthen the overall service offer, both immediately and overtime. All agreed subcontractors and partner providers will be asked to complete a Southdown non-disclosure agreement and due diligence form and comply with the NHS Contract requirements.

**Assessment Process**

1. **Initial Screening**

**Objective**: Ensure EOIs meet the minimum criteria (e.g., completeness, eligibility).

**Actions**: Verify basic compliance (all sections completed, required documents attached).

Confirm eligibility of subcontractors (e.g., experience, accreditations).

**Output**: Create a shortlist of EOIs for detailed evaluation.

1. **Detailed Evaluation**

**Objective**: Assess the EOIs against predefined criteria.

**Key Criteria**:

* Alignment with MHSS service components and principles.
* Ability to address health inequalities and work with priority groups, including neurodivergent individuals, LGBTQ+, people from racially minoritised groups.
* Innovation, co-production, and trauma-informed approaches.
* Capability for governance compliance, peer support, and user engagement.
* Evidence of sustainability and scalability.

**Actions**:

* Evaluation panel – from our Southdown project tender group
* Rank EOIs based on evaluation criteria and overall fit.
* Identify any clarification questions for shortlisted partners.

1. **Clarifications and Moderation**

**Objective**: Resolve ambiguities in shortlisted EOIs and ensure fair assessment.

**Actions**:

* Send clarification questions to shortlisted partners (if needed).
* Review responses and adjust accordingly.
* Conduct moderation meetings to finalise the ranked list of partners.

1. **Feedback and Notification**

**Objective**: Notify partners of the assessment outcomes and provide constructive feedback.

**Actions**:

* Notify successful and unsuccessful partners of their outcomes.
* Provide feedback based on evaluation criteria.

| **Milestone** | **Date** |
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| **EOI Published** | November 27, 2024 |
| **EOI Submission Deadline** | December 16, 2024 (12 noon) |
| **Initial Screening** | December 16, 2024 |
| **Detailed Evaluation** | December 17- 23, 2024 |
| **Clarifications and Moderation** | January 6-8, 2025 |
| **Feedback to Partners, including requirements to complete due diligence, Feedback to Partners, including requirements to complete due diligence, NHS Selection Questionnaire (Part 1&2) and NDA paperwork.** | January 9, 2025 |
| **Deadline to return Selection Questionnaire, Due Diligence documents and completed NDA** | January 14th, 2025 |
| **Lead Provider Writing Period for final Service model** | January 9-14, 2025 |
| **Final Review and Sign-off** | January 15, 2025 |
| **Tender Submission Deadline** | January 20, 2025 |

* ***Please complete all elements of the form and state not applicable rather than leave answers blank.***
* ***This is a word document to help our partners expand the document to allow for answers – please do not share or copy this document. It is intended for use by Southdown partners for the response to MHSS invitation to tender November 2024 only.***
* ***We have not stated word count but as far as practicable please keep answers short and concise to enable us to evaluate your EOI.***
* ***Section 9 asks for an outline service costs only.***

**Partnership Expression of Interest**

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| **Details of your organisation** | | |
| Please state which place-based (West Sussex, Brighton & Hove or both) area you are interested in working in. |  | |
| Type of organisation:  *(Please tick)* | * Charitable company limited by guarantee * Charitable company limited by share * Community benefit society limited by guarantee * Community benefit society limited by share * Community interest company (CIC) limited by guarantee * Community interest company (CIC) limited by share * Other (please specify) ………………………………….. | |
| Contact name in relation to this expression of interest: | Name:  Role: | |
| Contact details in relation to this expression of interest: | Phone number: | Email address: |
| Did you attend a partnership briefing session or had direct contact with Neil Blanchard, Sonia Mangan or Brooke Joyce? |  | |
| **Section 1: Details of Mental Health Support Services you currently deliver that you feel directly relevant to the Service Specification for this opportunity** (please see the detailed service specification for list of type of service elements) | | |
| Describe the current mental health services you offer, including:   1. Key areas of focus (e.g., prevention, crisis intervention, recovery support, advice and guidance, community development, peer support, mental health promotion, workforce training). 2. Methods of service delivery (e.g., in-person, virtual, group-based). 3. What is your current level of funding for this service from either UOK Brighton & Hove or the Pathfinder Partnership in West Sussex) | | |
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| How do your services address the needs of high-risk or underserved populations (e.g., people from racially minoritised groups, LGBTQ+, neurodivergent individuals)? Please describe what partners and community groups are you already working/connected with and how? | | |
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| What geographical area does your services cover and are there opportunities with your governing document, constitution or agreements to work in other area? | | |
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| What measures do you take to ensure your services are environmentally sustainable (e.g., reducing emissions, eco-friendly transport)? | | |
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| How do you involve service users, families, and carers in the design and delivery of your services? | | |
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| How would you work with other MHSS subcontractors to ensure consistency and avoid duplication of services? | | |
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| How will your services integrate with Neighbourhood Mental Health Teams (NMHTs) and other community providers to ensure seamless care for service users? | | |
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| What changes or enhancements would you make to align your services with the MHSS framework, particularly in the following areas:   1. Addressing health inequalities and promoting inclusivity. 2. Aligning with trauma-informed, co-produced, and person-centred approaches. | | |
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| **Workforce** |
| What would be your proposed workforce to support the delivery of this element of MHSS? Include in your response as far as practicable: roles, responsibilities, governance, sample rota and a staffing structure as it relates to this service). |
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| What strategies do you use to train, support, and retain workers, especially those with lived experience as neurodivergent individuals? |
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| **Supporting Information?** |
| a. Attach evidence of relevant accreditations (e.g. Investors in People, Helplines Partnership, Advice Quality Standards etc.). b. Provide contact details for two references. |

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| **Outline details of service or programme costs** | | | |
| **Service or Activity** | **Staff Costs** | **Have these costs been listed on TUPE register** | **List associated costs (overheads, premises, room hire, ICT, activity and/or transport cost, Prof Development etc.)** |
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| **Details of additional services or activities that you can offer that would enhance the overall provision of mental health support services** | | |
| **Service or Activity** | **Current experience** | **Offer for the new service model** |
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| **Your interest** | | | | |
| Willing to be a named potential partner in our bid (with logo added) | | | | **Yes/No** |
| **Level of commitment** | **Role** | **Contractual arrangement** | **Likely commitment** | **Tick if interested** |
| **Main Subcontractor** | Responsible for delivery of distinct specialist service element, and/or MHSS Service component | Sub-contract | Sub-contract on terms like that of Lead Provider.  Amongst these requirements there is a requirement to have in place and complete the following:   * Completion of the NHS Basic Selection Criteria (to be submitted with the tender) * Completion of NDA * Carbon Reduction plan (WS) * Business Continuity plan * Exit Plan * Completion of a Pricing Schedule * Modern Slavery Statement   **Insurance Levels** (mandatory requirement as part of submission)   * Public Liability Insurance £5m each and every claim * Employers Liability Insurance £10m each and every claim * Professional Indemnity Insurance cover of £5m for each and every claim * There may be a requirement to have Clinical Negligence Insurance/Malpractice cover £10m   *‘we are clarifying all insurance requirements levels with the commissioner and will provide an update if required’*  **Due Diligence Documents**   * Financial Accounts * Governance and Regulatory details * Copies of Policies and Procedures (or commitment to have these in place prior October 2025) including but limited to; Complaints, Data Protection, safeguarding, HR policies, Confidentiality, IT Security, sustainability & H&S.   **All policies and procedures as required by NHS contract including:**   * Workforce requirements as required by NHS contract e.g. Occupational Health support and vaccinations * continued Professional Development, and annual Mental Wellbeing impact assessment. * Patient safety incidents recorded on Learning From Patient Safety Events (LFPSE) * NHS Sussex incident Reporting [20230202-Reporting-and-Investigation-Guidelines-for-Serious-Incidents-final.pdf (ics.nhs.uk)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fint.sussex.ics.nhs.uk%2Fwp-content%2Fuploads%2F2023%2F10%2F20230202-Reporting-and-Investigation-Guidelines-for-Serious-Incidents-final.pdf&data=05%7C02%7Cjosh.hall2%40nhs.net%7Cc9554af9283d407554d708dcc3713c9c%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638600141542028530%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ac96OoRiX4e22kVbuz7AoaL20tBm7FXso9TumNbnF9o%3D&reserved=0)   **Compliance to applicable national standards (e.g. NICE)**  The service is expected to comply with the following relevant NICE guidance and any successor or updated guidance issued during the contract:   * [NG222: Depression in adults: treatment and management](https://www.nice.org.uk/guidance/ng222) * [NG225: Self-harm: assessment, management and preventing recurrence](https://www.nice.org.uk/guidance/ng225) * [NG66: Mental health of adults in contact with the criminal justice system](https://www.nice.org.uk/guidance/ng66) * [NG54: Mental health problems in people with learning disabilities: prevention, assessment and management](https://www.nice.org.uk/guidance/ng54) * [CG91: Depression in adults with chronic physical health problem: recognition and management](https://www.nice.org.uk/guidance/cg91) * [CG136: Service User experience in adult mental health: improving the experience of care for people using adult NHS mental health services](https://www.nice.org.uk/guidance/cg136) * [QS189: Suicide Prevention](https://www.nice.org.uk/guidance/qs189)   **Data**   * Agree to submit data via a shared single recording system linked to Mental Health Dataset requirements. * Agree to work with the Lead Provider and the commissioner on the development of the Electronic Patient   **Join Lead Provider Strategic Steering Group.** |  |
| **Partner Provider** | Provide distinct services or activities | Grant | Lighter level of contractual terms and requirements.  Dependent on service offer - agree to submit data as required by commissioners.  **Join wider Lead Provider Partnership Group.** |  |
| **Affiliate** | No direct funding, but pathway partner to complement the overall provision of mental health services across the footprint | Memorandum of Understanding | To agree to principles of collaborative working and support improving client pathways to access services. |  |

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| Any other comments that you would like to make: |

For any further queries or clarification, contact: [MHSSRecommissioning.SouthdownTender@southdown.org](mailto:MHSSRecommissioning.SouthdownTender@southdown.org)