

**The UK Oncology Nursing Society**

**Invitation to Restricted Tender and Response Form:**

**SACT Competency Passport Digitalisation project**

**Closing Date for Submission: 16th April 2021**

Prepared by:

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Form adapted with permission form Cochrane work review proposal form)

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Company Name:  |  |
| Company Address: |  |
| Postcode:  |  |
| Company Registration Number: |  |
| Contact – Name and Position: |  |
| E-mail address:  |  |
| Telephone:  |  |
| Website: |  |
| Date when form submitted):  |  |

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# Background

The United Kingdom Oncology Nursing Society (UKONS) is a Registered Charity (1136972) run voluntarily by cancer nurses for cancer nurses. UKONS was founded in 2005. UKONS is also a VAT registered limited company, has a secretariat, holds an annual conference in November each year, publishes a fortnightly newsletter, holds multiple cancer nurse education events throughout the year and collaborates with multiple organisations that support the development of specialist cancer nurses.

UKONS vision is to ‘Promote excellence in the nursing management and care of all those directly and indirectly affected by cancer in all four countries of the UK’, by inspiring cancer nursing through the support of cancer nurses in their research, learning and development. We work at local, regional and national levels to ensure that UKONS is a voice for all cancer nurses across the UK. By engaging with the educational and developmental needs of our members we also play an advisory role in the development of cancer guidelines and policy.

Our aims are:

* To promote excellence in the nursing care and the management of all those directly and indirectly affected by cancer.
* To encourage and facilitate the personal and professional development of nurses engaged in cancer care throughout the UK and overseas through education, research and policy.
* To contribute to the development of cancer policy, clinical practice and service delivery nationally and internationally.
* To foster alliances and develop UK and international networking opportunities.

UKONS currently has over 6,400 members, the majority of whom are cancer nurses working in the UK. UKONS cancer nurse members do not pay a membership fee. All UKONS income is sourced from industry sponsorship, industry membership, grants and donations. The majority of UKONS incomes is managed through Bronze, Silver, Gold and Principal Partnerships with our industry partners

(Form adapted with permission form Cochrane work review proposal form)

# Indicative Timetable

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| Issue date: | 1.3.21 |
| Submission deadline: | 16.4.21 |
| Evaluation period:  | 11.6.21 |
| Award date:  | 2.8.21 |

# Service Specification

The UKONS SACT Competency Passport was developed for SACT nurses across the UK. At the time of development there were no nationally agreed standards for training and competency. There was considerable training variation across the UK, with a mix of theoretical and practical approaches. Most importantly, SACT nursing competencies were not recognised between hospitals, which led to delays in staff being able to practice in a new setting. Based on these challenges, the London Lead Cancer Nurses identified a project Lead, Dr Catherine Oakley to develop the passport. The vision was to have an equal focus on holistic care and technical competencies and to enable SACT nurses to move freely between practice settings. This would provide patients with reassurance that they will receive high quality care wherever they are treated. Following a pilot in London, the passport was taken up by UKONS and launched in September 2017. In the last three years thousands of nurses have completed the passport.

UKONS is now in the position to invite bids to tender to digitalise the SACT passport. We expect wide uptake of the passport (around 1000 students a year). Applicants for the digital project should be from educational organisations with digital expertise and experience of utilising the UKONS SACT Passport as part of an academic programme. This could include a partnership between an academic provider and a digital company. Funding of up to £30,000 is available to deliver the project. The Service Agreement/Memorandum of Understanding (MoU) for the UKONS SACT Passport will be for twelve months commencing on 2nd August 2021. We invite service providers to fully complete, but not otherwise amend, this Restricted Tender and Response Form, which includes questions for service providers to respond to in regard to UKONS SACT Passport digitisation. Information about completing and returning the completed form is included. Tenders will be assessed by the UKONS Board and applicants will be notified of the tender award within fourteen days of the Board decision.

# Service Specification Questions and Requirement Response

Please set out your proposal to develop the UKONS SACT Competency Passport.

There is a maximum word count of 500 words per requirement response.

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| 1. **Please set out your experience of using the SACT Passport within an academic module.** *This should include how you structured a module around the SACT passport as the clinical assessment.*
 |
| [*insert your response here*] |

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| 1. **Please set out your experience of developing digital resources.** *This should include examples of the combination of academic and clinical assessments; you may also provide a link.*
 |
| [*insert your response here*] |

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| 1. **Please set out your ideas/vision for a digital SACT Passport including:**
* What would make it different to a PDF, how can the SACT passport be enhanced.
* Digital format that can be hosted as a link on the UKONS website.
* Quiz functions such as multiple choice, drag and drop, essay box (suggest other features)
* Allows link to web resources within the passport
* How you would host the digital passport, including a link via the UKONS website where requests for access to the passport can be submitted via an online application. Completed passports will not be hosted. UKONS will hold a confidential record of those who have completed and passed the passport.
* Inclusion of the assessor in the process e.g. to approve the student application and to electronically confirm if the student has passed or failed
* Allows download of an un-editable electronic version of the completed SACT passport and competency certificate for the practitioner to save and file
* Ability for the student to automatically receive an electronic passport copy as a PDF and a certificate’s confirming they have passed.
* That an annual report will be generated for UKONS of activity e.g. requests for access, numbers of completed and passed passports.
* Access to the database must be controlled and fall within the standards laid out in the data protection act
* Confirmation that you will be responsible for insuring against data breaches/lost information etc.
 |
| [*insert your response here*] |

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| 1. Please set out how you would manage the project, including timelines and the steering group you proposed. Include details of academic, clinical and digital education expertise.
 |
| [*insert your response here*] |

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| 1. Please provide URLs of examples of prior work you have completed in the SACT topic area/e-learning type of resource.
 |
| [*insert your response here*] |

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| 1. Please detail your proposed costs (including VAT) to:
* To create the digital SACT passport
* Host the digital SACT passport (annual rate fixed for at least three years)
 |

# Evaluation Criteria

**Essential criteria:**

Meet project milestones.

Experienced in SACT nurse education

Successful development of e-learning resource

Able to deliver a high quality digital passport product, easily accessible and usable by UKONS members and passport assessors.

# Instructions to Suppliers

## Completion of the form

To ensure all service providers’ responses are comparable, bidders must provide the required information in the fields shown in the Specification Questions and Requirement Responses section.

Any information that cannot be included in these fields should be added as additional appendices and referenced. Please be as detailed as possible in your responses in this document to avoid the need for additional clarification.

Please read the Invitation to Restricted Tender and response form carefully, ensuring that all questions are answered with sufficient detail to allow the UKONS Board to make an informed decision. Failure to comply with these instructions will result in rejection of your application.

All submissions must be signed in a proper manner by a Director or Secretary of the company, or an authorised signatory.

Any areas where the service specification cannot be met should be clearly identified.

## Submission of the form

Please submit your completed application form in pdf format by e-mail to:

UKONS@media1productions.co.uk

**For further information about the project please e-mail either**

Dr Catherine Oakley Catherine.oakley@gstt.nhs.uk

Lisa Barott lisa.barrott@nhs.net

Mark Foulkes Mark.Foulkes@royalberkshire.nhs.uk

## Bribery Act 2010

In addition to any agreed terms, it should be noted that UKONS fully complies with the provisions of the Bribery Act 2010 (“Act”), particularly as the requirements of the Act match our ethos and beliefs with regard relationships with our service providers. Any successful tenderer will be required to explicitly confirm that they will fully comply with all requirements of both the spirit and the letter of the law and will be required to indemnify UKONS for any loss UKONS suffers as a result of any breach of the Bribery Act by UKONS or affecting UKONS as a result of the relationship with the service provider.

## Acceptance of submissions

* Any contract awarded shall be on the basis of the response that is the most advantageous to UKONS having evaluated the capacity to meet UKONS requirements in full.
* The fact that you have been invited to respond is not in itself an approval by UKONS.
* UKONS reserves the right as part of its evaluation of responses to question any service provider further on aspects of its ability to provide the services required.
* UKONS shall not be bound to accept the lowest, or any, proposal.

# Confidentiality Statement

I certify that the information submitted is correct.

I understand that the information will be used to evaluate my organisation’s suitability to become a service provider to the UK Oncology Nursing Society and that the information will be held on computer for this purpose in accordance with the Data Protection Act 1998.

A director or other authorised senior representative of your organisation must complete this declaration. By completing this declaration, you are agreeing with the comments above.

Details of Person Completing the Declaration

|  |  |
| --- | --- |
| Name: |  |
| Position:  |  |
| On behalf of: |  |
| E-mail address:  |  |
| Telephone:  |  |
| Signature: |  |

# Declaration of Conflicts of Interest

**Do the service providers have any potential conflict of interest? YES □ NO □**

If yes please give details. Service providers should declare and describe any present or past affiliations or other involvement in any organisation or entity with an interest in the outcome of the tender that might lead to a real or perceived conflict of interest.

|  |
| --- |
|  [*insert your response here*] |