



Surrey County Council

Mental Health Investment Fund (MHIF)

Mental Health Investment Fund Guidance

Request for Bid (RFB)

Overview

The new Mental Health Investment Fund (“MHIF”) is a Surrey wide resource to enable the delivery of the outcomes in Priority Two of the Health and Wellbeing Strategy. This priority area is focused on prevention, removing barriers, and supporting people to become proactive in improving their emotional health and wellbeing.

The MHIF will be used for new and/or existing non-statutory services developed by local community-based groups which can help support local neighbourhood and place-based delivery, in collaboration with our community assets across Surrey.

The fund will be used to support services which are non-statutory; developed by local, community-based groups. The priority for funding will be to schemes that directly impact local interventions supporting our priority populations and the delivery of the outcomes of Priority Two of the Health and Wellbeing Strategy. Through our existing communication channels, community link officers, Place leads and wider system partners, we want to encourage community groups to come forward and access funding which will make a direct impact on their community.

Community Engagement

We plan to inform the community of this fund and the way in which to access it, through the following methods:

- A dedicated page on the Surrey County Council website
- Information linking to the above page on the Surrey Heartlands website.
- Undertaking a virtual engagement events.
- Informing and engaging with the Place leads of: Guildford and Waverly, East Surrey, Surrey Downs and North Surrey.
- Informing and engagement with Elected Members of the Council.
- Informing and engagement with the Surrey Heartlands Integrated Care Partnership who are formed of representatives from the Voluntary Sector, Local Authority, NHS, Public Health.
- Informing and engagement with key directorates of Surrey County Council and Surrey Heartlands ICS.
- Informing and engaging with the Surrey Mental Health Improvement Programme delivery groups and the Mental Health System Delivery Board.
- Informing and engaging with local Voluntary sector groups.

Timeline of activities

Below timetable is for the first round of applications, further dates will be available on the dedicated page on the Surrey County Council website: <https://www.surreycc.gov.uk/community/voluntary-community-and-faith-sector/funding/mental-health-improvement-fund>

Activities	Date
Application Deadline: Please submit your application via email to mhif@surreycc.gov.uk Applications received after the deadline will not be considered until the next round. Further details of the next round can be found on the dedicated page on the Surrey County Council website.	6 Dec 2022
Application queries can be received until 5 December 2022 via the provided email address mhif@surreycc.gov.uk	2 Dec 2022
Evaluation, Moderation and Internal Governance	7 - 16 Dec 2022
Applicants contacted regarding outcome	Week commencing 19 Dec 2022
Contracts issued	Jan 2023

How to apply

To apply, applicants must complete and submit the following documents to Surrey County Council using this email address: mhif@surreycc.gov.uk

- Applicants contact details: **Appendix 1**
- Mental Health Investment Fund – Funding Application Form: **Appendix 2**
- Bidders Warranties document: **Appendix 3**

Please ensure you read this document in full before completing the Application Form. All sections of the Application Form must be completed and if bids have any missing information, they will be returned to the lead bidder and guidance provided. If it is not possible to fully assess a bid, it will be returned to the lead bidder for future submission and guidance provided.

All bids will last for a minimum term of 1 year and for a minimum value of £10,000.

For larger or more complicated applications, we may request further information. Further information can be found on the dedicated web page.

Complete applications must be submitted by 6 December 2022 to be considered during the first round of evaluations. We plan to hold further evaluations quarterly and further information will be confirmed on our webpage:

<https://www.surreycc.gov.uk/community/voluntary-community-and-faith-sector/funding/mental-health-improvement-fund>

How will applications be assessed?

A Surrey Mental Health Advisory Panel will meet quarterly to evaluate and come to a decision on the allocation of the fund.

All funding bids will be evaluated against the same evaluation criteria detailed in the evaluation and scoring section. Each member of the Advisory Panel will score the bids separately and the scores will be moderated by the Panel, to come to an agreement.

For larger or more complicated applications, we may require the applicant to make a presentation to the Panel to help evaluate its suitability. Scoring criteria for the presentation will be shared with bidders as required, at least one week before the presentation.

The weighting of each element may be changed after the first round of bidding based on the focus and allocations of the fund. The market will be informed via the dedicated web page:

<https://www.surreycc.gov.uk/community/voluntary-community-and-faith-sector/funding/mental-health-improvement-fund>

Successful applicants will enter into a Contract with Surrey County Council. A template will be available on our website for reference. All applicants are required to accept the terms and conditions of the funding alongside their bid including the specified reporting requirements.

Depending on the size and complexity of the bid, due diligence on the financial standing of the organisation may also be required. Payment process is detailed in Appendix 5.

The Council will keep the market updated via the dedicated web page with regards to;

- Each round which will be taking place.
- Bidder submission dates.
- How long this fund will be open for.
- Any identified changes with regards to the bidding process to ensure all Local Authority governance requirements are adhered to.

Evaluation and scoring

Bids will be scored against the following criteria.

Category	Evaluation criteria
Priority TWO	<p>The bid must respond to at least one of the aims of priority two from the Health and Wellbeing Strategy, with additional points for multiple aims within a single bid. The bid must clearly demonstrate how the lever is being utilised; it is not enough to simply tick the box.</p> <p>Does the bid support:</p> <ul style="list-style-type: none"> • Adult, children and young people' at risk of and with depression, anxiety and other mental health issues access the right early help and resources? • The emotional well-being of parents and caregivers, babies and children? • Isolation is prevented and those that feel isolated are supported? • Environments and communities in which people live, work and learn build good mental health?
Priority Populations	<p>Does this bid directly impact one of the Priority Populations or Key Neighbourhoods as described in the H&WB strategy? The bid must clearly demonstrate who and how they will be impacted. Where both priority populations and key neighbourhoods are impacted, bids should score higher.</p>
Impact on partners	<p>Impacts must be positive and make a direct contribution to the sustainability of mental health within populations. Bids that have a positive impact on multiple partners or populations across sectors should score higher than those limited to a single partner or single population.</p>
Innovation	<p>While bids must be realistic, they should be attempting something that is more than a repeat of previously tried initiatives.</p> <ol style="list-style-type: none"> 1. Incremental (continuous improvement on existing approach) 2. Sustaining (significant improvement that sustains current position) 3. Radical (breakthrough that transforms the sector) 4. Pioneer/ Disruptive (completely new business model that disrupts the existing sector)
Engagement	<p>Bids should evidence stakeholder commitment to participating and that effort has been made to establish commitment and buy in before the funding bid has been submitted.</p>
Benefits (and sustainability)	<p>Benefits and beneficiaries should be clearly identified and address an established issue for the sector. Evaluation mechanisms should be set out and plans for ongoing funding/ sustainability of the work after the funding bid has been spent.</p>
Inclusion	<p>Bids should be mindful of adopting an inclusive approach. Bids intended to create equality, inclusion and diversity or address any underrepresentation within the population will be scored higher.</p>
Wider sharing and adoption	<p>Bids should demonstrate how learning and engagement will work across the wider ICS for wider adoption. Bids should demonstrate how learning could benefit the wider population and how project leads will proactively enable this.</p>

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Bids shall be evaluated according to the prescribed weighting below:

Criteria	Weighting
Quality	100%
Total	100%

Quality will be measured upon evaluation of Bidders' responses to the RFB using the following scoring criteria. The scoring will be out of 5 as per below.

Score	Description
0 Unacceptable	No response or irrelevant information provided.
1 Poor	The response provides limited evidence to support the proposed process, implementation or delivery.
2 Adequate	The response provides minimal evidence and demonstrates a basic understanding of the service requirements.
3 Good	The response provides good evidence to support the proposed process of implementation and delivery.
4 Very Good	The response is of a high standard and provides very good evidence through a clear process. Evidence of working towards delivering best value outcomes.
5 Excellent	The response is of a very high standard and the criteria in the specification are exceeded. Excellent evidence is provided through a clear process. Evidence of continuous improvement and innovative ways of working to deliver best value outcomes.

Scoring 0

Any bidder who achieves score of 0 / Unacceptable in any single criteria will be deemed to have not met the Council's requirements and will therefore be disqualified.

Minimum Score Achieved

For bidders who do not achieve 50% of the total weighted score available, the Council reserves the right to not consider the bidder(s) for contract award.

Quality Questions

Questions which are for information only are not scored.

Questions that are pass/fail are not scored but must be responded to.

Questions which carry a weighting out of a 100%, *these are Quality Questions*. Will be scored 0 to 5, as per the table above.

Example of Quality Question Scoring Criteria

- Score given * weighting / 5 = % achieved
- Score of 5 x 20% / 5 = 20% achieved mark for the question

Receiving the Same Score

If bids receive the same score and The Council is in a position to decide which bidder receives the funding, each bidder will be asked to deliver a presentation.

This presentation will be scored.

Presentation requirement and scoring elements will be shared one week in advance of this requirement.

Price

Bidders are required to provide the amount of funding requested.

Please note the minimum amount that can be requested is £10,000.

The Council will allocate funding to bidders who meet the quality criteria until the maximum available funding has been reached.

A cost breakdown is required within Appendix 2.

Reporting

All bidders will be expected to report on the following at 6 monthly stages in a format mutually agreed after the application outcome has been communicated via the email address provided mhif@surreycc.gov.uk. This will then form part of the contract.

Progress made against the following actions:

- Ensuring the right early help and resources are available to support mental health across life stages
 - Support during pregnancy and for young families
 - Recognising and addressing the impact of isolation
 - Building good mental health in the range of spaces and places including schools and workplaces
 - How specific priority populations or key neighbourhoods are being supported.
- In addition to the above metrics, there will be some bid-specific metrics set linked to the outcomes described in the application. These will be agreed after the Application outcome.
 - If progress has not been made in line with the agreed outcomes in the contract, an explanation must be provided, and mitigating actions provided.

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- If suitable progress has not been made within a timely manner, or suitable assurance not provided, a meeting will be held with the leads of the bid to discuss next steps which may include withdrawing of funding.

Appendix 1: Contact details

Contact details	
Organisation Name (Please state if you are a Limited Company /Sole Trader/Other)	
Company Registration Number And/or Charity Registration Number	
Address	
Contact name	
Position	
Telephone number	
Email address	
Are you aware of any potential conflict of interest. If no, please state `No` If yes, please explain	

Appendix 2

Please answer all sections. No more than 500 words for each response, this does not include attachments.

Question	Answer
Project name	
Information Only	
Project leads	
Information Only	
Timescale for proposed project	Document to send in with your application submission
Information only	
Business Continuity Plan	Document to send in with your application submission
Information Only	

Question	Answer
<p>Total funding requested Please provide an outline breakdown of costs.</p> <p>Please note: all funding is non-recurrent and minimum request of £10,000</p> <p>Information Only</p>	
<p>Have you obtained support from other partner organisations across Surrey? Please explain.</p> <p>Information Only</p>	
<p>What input or support (outside of funding) from the system/ partners will be required for delivery?</p> <p>Information Only</p>	
<p>Which of Surrey's priority populations or Key Neighbourhoods does this project support.</p> <p>Information Only</p>	
<p>If a Project Plan already been developed, please insert a link here or attach with your application submission.</p> <p>Information Only</p>	<p>If a Project Plan already been developed, please insert a link here or attach with your application submission.</p>
<p>Background: What is the current problem/issue your project is trying to solve?</p> <p>Does it meet an unmet need or gap in service provision - Existing service provisions in the mental health space i.e., existing services for mental health prevention which are already being delivered?</p>	<p>Information Only</p>

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Question	Answer
<p>Please Indicate which of the Health and Wellbeing Strategy’s Priority Two’s aims this project addresses:</p> <p>Bidders must select minimum of one of these aims to pass.</p> <p>Pass / Fail</p>	<p><input type="checkbox"/> Ensuring the right early help and resources are available to support mental health across life stages</p> <p><input type="checkbox"/> Support during pregnancy and for young families</p> <p><input type="checkbox"/> Recognising and addressing the impact of isolation</p> <p><input type="checkbox"/> Building good mental health in the range of spaces and places including schools and workplaces</p>
<p>Benefits of the delivery of the project – financial and non-financial</p> <p>Weighting 15%</p>	
<p>Describe how your business model will meet the Health and Wellbeing Strategy’s Priority Two’s</p> <p>Weighting 25%</p>	
<p>What is your Social Value Delivery or Vision.</p> <p>Please refer to the Councils Social Value web page Social Value - Surrey County Council (surreycc.gov.uk)</p> <p>Weighting 5%</p>	
<p>Please detail how your vision or business model will support Surrey County Council’s priority objective of ‘Enabling a Greener Future’ by decreasing environmental impacts or improving environmental benefits for the community.</p> <p>https://www.surreycc.gov.uk/business/supplying-the-council/social-value-and-procurement/procurement-policy</p> <p>https://www.surreycc.gov.uk/community/climate-change</p> <p>Weighting 5%</p>	<p>https://www.surreycc.gov.uk/community/climate-change</p> <p>Weighting 5%</p>

Question	Answer
Risks and mitigations associated with this project and how will this be managed and escalated appropriately Weighting 15%	
How will your proposal be delivered and what assurance will be in place to ensure effective delivery? Weighting 15%	
How will the project be evaluated? (please provide timescales within your response) How will you measure the benefits and outcomes? When is it anticipated that impact will be seen? Weighting 10%	
How will you ensure learning and wider adoption by other organisations and partners across Surrey? Weighting 10%	

Appendix 3: Bidders Warranties

To be signed and attached as part of the application submission. Applications won't be accepted without a signed Bidders Warranties.



Bidder Warranties_.docx

Appendix 4: Payment process

Once the Contract is signed and subject to Surrey County Council's standard administrative and due diligence checks, a Purchase Order will be set up and the applicant can submit an invoice for payment. If the applicant is not an existing counterparty to Surrey County Council, additional information will be required to set up a vendor account with us. Depending on the size and complexity of the bid, due diligence on the financial standing of the organisation may also be required.

Appendix 5: Terms and Conditions

Please review the Terms and Conditions (Contract for the Provision of Mental Health – Mental Health Investment Fund) that are within the website.

Conditions of the bid (Bidder Requirements)

1. A Bid shall only be accepted as compliant if all the required documentation and information outlined in this document is completed and submitted.
2. No information contained in this RFB Guidance, any RFB Documents or in any communication made between the Council and any Bidder in connection with the RFB shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with the RFB.
3. Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Bid.
4. The Bid (including the requested funding) should remain valid for the contract duration and should not be qualified in any way.
5. The Council is not bound to accept the lowest priced or any Bid and shall not be bound to accept one Bidder as the sole supplier.
6. It is the Bidder's responsibility to ensure that their Bid is submitted no later than the Application Deadline, as detailed in section 3.1
7. Any signatures must be made by a person who is authorised to commit the Bidder to the Contract.
8. In the event that a Bidder believes they are unable to submit a Bid via the provided email provided or require assistance or further information to be able to use the email address provided they must contact the Council via the email provided mhif@surreycc.gov.uk no later than four (4) calendar days before the Bid Submission Deadline to enable any technical queries to be investigated and resolved in advance of the Application Deadline. The Council accepts no responsibility for a Bidder's failure to raise technical issues in a timely manner.
9. Direct or indirect canvassing of any Councillor, public sector employee or agent by any Bidder concerning the RFB, or any attempt to procure information from any Councillor, public sector employee or agent concerning the RFB may result in the disqualification of the relevant Bidder from consideration for the Contract under this RFB process ('RFB Process').

10. The Council reserves the right to issue supplementary documentation at any time during this RFB Process to clarify any issue or amend any aspect of the RFB. All such further documentation that may be issued shall be deemed to form part of the RFB and shall supplement and / or supersede any part of the RFB to the extent indicated.
11. This RFB Guidance and the RFB Documents are made available in good faith. No warranty is given as to the accuracy or completeness of the information contained therein and any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.
12. The Council reserves the right to clarify any elements of a Bidder's Bid and reserves the right to reject bids that are deemed to be anomalous.

Contract Requirements

13. The RFB contains the Council's overall requirements including the performance monitoring Bidders are required to confirm their ability to meet the Council's requirements by completing the relevant RFB Documentation included within this RFB Guidance via the email address provided mhif@surreycc.gov.uk.
14. Bidders' Bids must be in accordance with the Council's Contract Terms and Conditions, including compliance with the Council's policies. Bidders must indicate their acceptance of the Contract Terms and Conditions by signing and returning the Bidder Warranties document as part of the Bid. The Council reserves the right to reject any Bid that does not include a signed Bidders Warranty.
15. The Bidder's terms of business will not be accepted in lieu of or in addition to the Contract Terms and Conditions published with the RFB.
16. On 25 May 2018 the General Data Protection Regulation ("GDPR") changed data protection law. A new GDPR clause is in the Council's terms and conditions for the supply of services and its terms and conditions for the supply of goods.

Commercial Requirements

17. Bidders must complete the financial breakdown requested within this RFB document setting out all its costs of providing the Services over the full lifetime of the contract, including all of the obligations under the Contract. If variant bids are stated as being permitted for the RFB details of any alternative offer proposed by the Bidder shall be submitted as a fully priced alternative Bid.

18. Any additional or alternative pricing proposals can be sent via the email address provided mhif@surreycc.gov.uk. as an attachment with a reason for their inclusion. Regardless of submitting an alternative Bid, the Bidder must still provide a Bid that is compliant with the RFB documentation.
19. All Prices shall be stated in pounds sterling and VAT listed separately.

Appendix 6:

Additional Information, Disclaimers & Legal Compliance

If an Applicant/Bidder proposes to enter into a Contract with the Council, it must rely on its own enquiries and on the terms and conditions set out in the Contract, subject to the limitations and restrictions specified in it.

Neither the issue of this RFB, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement or to award a contract.

All information provided by the Council, agents or advisers in respect of this RFB is confidential. No publicity regarding the services or the award of any Contract will be permitted unless and until the Council has given prior express written consent to the relevant communication.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations 2004 (SI 2004/3391) in respect of information it holds (including third party information).

In no circumstances shall the Council or its staff, agents or advisers incur any liability whatsoever or be liable for any expenses incurred by the Bidder/Applicant at any time. Any and all liability is hereby expressly disclaimed and excluded to the maximum extent permissible by law.

No reimbursement of any expense incurred by the Applicant(s) in preparing their Bid Submission will be made by the Council. Nor are the Council bound to select any party or award a contract(s) at the end of the process.

The Council reserves the right to withdraw or cancel the RFB at any time or to re-invite bidders on the same or any alternative basis.

The laws of England and Wales shall apply for the purposes of all proceedings relating to this RFB.

The Council reserves the right to disqualify any Bidder/Applicant that does not submit a compliant Bid/Application in accordance with the instructions in this RFB

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The Council reserves the right to disqualify any Bidder/Applicant that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its RFB or the tender process.

The Council reserves the right to retain all non-confidential submission material, including that prepared for presentation purposes and display or otherwise utilise the material as it may consider appropriate.