



Institute of Community Health Nursing

1st Floor Paradigm House Dundrum Dublin 14

Tel: 01 2200200. www.ichn.ie admin@ichn.ie

Invitation to Quote for Implementation and Evaluation of Child and Family Health Core Care Plans developed for Public Health Nursing Practice

Title	Invitation to Quote for Implementation and Evaluation of Child and Family Health Core Care Plans developed for Public Health Nursing Practice
ICHN Ref	ICHN 9763
Quotation Description	<p>The ICHN invites proposals from suitably qualified parties to submit a quotation for the implementation and Evaluation of Child and Family Health Core Care Plans developed for Public Health Nursing practice.</p> <p>The ICHN Child and Family Health Interest Group have undertaken a project in the area of developing core child care plans. Currently the practice in implementing PHN care plans is variable nationally. The report on the evaluation of the Child and Family Health Needs Assessment Project DML revealed the need for core care</p>

	<p>plans specific to children and families (O' Dwyer 2012). This project is in line with Practice Developments Nationally, the ONMSD and ICHN.</p> <p>The overall aim is to implement and evaluate a suite of core child and family health care plans developed for the PHN practice to safely support a safe, effective and quality child health core screening and surveillance service. The evaluation will produce a final report including background/context, findings, conclusions and recommendations. An executive summary will also be required.</p> <p>The specification of this evaluation are outlined under Section 1 of this document (Specification of Requirement)</p>
<p>Completed Quotations must be returned by email to:</p>	<p>admin@ichn.ie</p>
<p>Closing Date</p>	<p>12 noon 16th February 2018</p>
<p>Queries Deadline</p>	<p>12 noon 16th February 2018</p>
<p>ICHN Contact</p>	<p>president@ichn.ie</p>

This document should be read in conjunction with the Quotation Response Document and the HSE Terms and Conditions of Contract available at www.hse.ie

Note:

- It is imperative that all questions in the Quotation Response section are completed in the format provided as this Quotation Response section will be used as the basis for evaluation of selection and award.
- If you have any queries or problems completing this document please email the HSE contact identified above.
- For general information on HSE refer to www.hse.ie

1) SPECIFICATION OF REQUIREMENT

1. Background and Context:

The Institute of Community Health Nursing (ICHN) is a professional and educational body representing Community Nursing throughout the State. Founded in 1985, it now represents community nurses associated with the Public Health Nursing service from the areas of clinical practice, education, practice development and management. The ICHN is developing as a modern and dynamic organization, which continues to empower community health nursing by providing a voice through leadership and advocacy. Our members are dedicated individuals who support each other through the ICHN in developing the community nursing profession. The ICHN directs its focus on the following four key areas; advocacy, research, professional

and practice development and networking. The ICHN values are centred on the following:

Leadership – be proactive in identifying and addressing unmet needs in community nursing services.

Quality – be evidence based and solutions focused.

Integrity – be transparent in our communication, decision making and collaboration

Professionalism – in our relationships with member's, partners and other agencies.

Currently the ICHN has two working groups in operation, a Health Informatics Group and a Child and Family Health Interest Group.

The ICHN Child and Family Health Interest Group (CFHIG) have undertaken a project in the area of developing core child care plans. Public Health Nurses are professionally and legally accountable for documenting care and care planning (NMB1, 2014). All children who need public health nursing services and for whom an action/intervention is being taken require a care plan. Assessment and planning are important processes to ensure that children and families are linked to the most appropriate services to meet their needs. Currently, the practice of implementing public health nursing care plans for children and families is variable. The report on the evaluation of Child and Family Health Needs Assessment Project Dublin Mid Leinster revealed the need for core 'care plans specific to children and families' (O' Dwyer, 2012). A recent preliminary small scale pilot, of a select number of child and family health care plans, in 3 CHO sites (Midlands CHO 8, Dublin CHO 9 and Kildare West Wicklow) were positively evaluated. The feedback was very encouraging warranting the need for a study to implement and evaluate the suite (36) of child and family health care plans. The ICHN wishes to engage suitably qualified researcher(s) to conduct research into the evaluation of these core care plans developed by the Child and Family Health Interest Group (CFHIG). This project is in line with Practice Developments Nationally, the ONMSD and the ICHN.

2. Aim

The overall aim of the project is to implement and evaluate a suite of core child and family health care plans developed for public health nursing practice to support a safe, effective and quality child health core screening and surveillance service

3. Objectives

- **To evaluate the implementation of core child health care plans in a minimum of three public health nursing service areas.**
- **To evaluate the implementation of core child health care plans from the perspective of public health nurse practitioners, managers and clients.**
- **To identify potential implications of introducing core child health care plans in public health nursing practice taking account of risk and governance consequences.**
- **To develop an educational programme to support the implementation of care plans**
- **To provide a written report with recommendations to the funding body.**

4.0 Resources for the Project

- **A researcher for a period of 6 months who will report to the chairperson of a steering group set up to oversee the project.**
- **Partnership between National Directors of Public Health Nursing Group and Institute of Community Health Nursing.**
- **Expressions of interest to participate in the pilot will be sought from National Directors of Public Health Nursing Group.**
- **Support from Practice Development Co-ordinators for Public Health Nursing.**

5.0 Methodology

The successful provider will be required to demonstrate their ability to deploy best practice in the design and conduct of the project, including an approach to communication with key stakeholders that contributes to this change management and quality improvement. The response to the quote will describe the proposed methodology and is expected to include a combination of desktop review, literature review to cover policy, relevant legislation/current care planning practices in Ireland and in comparable nursing services internationally. The successful provider will be also be required to design a programme of education to support PHNs with implementation of the care plans.

6.0 Ethical Considerations

As this is a service evaluation and not a research project ethical approval is not required however ethical principles will be observed and upheld.

7.0 Outputs and Proposed Timeframes for Delivery

The successful provider will provide a comprehensive report responding to the objectives outlined in section 3 within 90 days of appointment.

Arrangements for an interim update and a facility to manage issues arising will be agreed with the provider.

8.0 Governance of the care planning implementation and evaluation project

A governance group will be established to oversee the project ensuring that the objectives, timeframe and costs are met as agreed.

9.0 Key personnel and Consortia (as relevant)

Submissions may involve other providers to make a joint submission under the request for quote. Submissions should demonstrate that the provider has a proven track record in this area, including specific knowledge of Public Health Nursing and Primary Care Services.

10.0 Costings of the Project

The price will be inclusive of all expenses, travel, subsistence and administration. For clarity the ICHN will not make any payments other than the price in the quotation response document.

Costs will not exceed €15,000 (ex vat).

Any quotations exceeding this amount will NOT be evaluated.

Any quotation submissions that exceed this threshold will be eliminated from the process.

Quotations with lower pricing will receive a proportionally higher score under the award criteria total cost.

11.0 Benefit Realisation Expectation

PHNs will have access to a suite of evidenced based core care plans for children and families which is expected to

Lead to improved child and family health outcomes

Improve nursing documentation

Lead to better job satisfaction

12.0 Risks associated with the project

Successful provider will endeavor to minimise the risks by

- **Inviting participation from all DPHNs**
- **Communicating with all key nursing staff and managers**
- **Keeping staff informed of ongoing developments and progress**
- **Acknowledging fear of change to new practice**

13.0 Intellectual Property Rights

The ICHN will own all outcomes resulting from this evaluation.

14.0 Shortlisting and Clarification Meetings

The ICHN may shortlist candidates.

The ICHN may hold clarification meetings with shortlisted (or with all candidates). Candidates attending such meetings will do so at their own expense.

15.0 When will work need to commence

Any successful party will need to commence as soon as possible following conclusion of procurement process and awarding of contract, please note it is preferable that the evaluation would be complete and presentation of report recommendations to Steering Committee within 90 days of contract being contracted.

Prices and rates are to be quoted in Euros. Following the award, a Service Level Agreement may be established between the ICHN and the Supplier. All travel costs and expenses must be included in the quoted price and no extra charges will be borne by the HSE.

2) EVALUATION PROCESS

The methodology for evaluation of Quotations is outlined in the following stages:

Qualitative Selection Criteria

Main Criteria	Sub-Criteria	Minimum Requirement
Technical and Professional Ability	Tender specific company references similar to those required	<i>At least 3 relevant examples to be provided within the last 3 years.</i>
	Company experience and track record of major contracts/projects/services other than those listed above	<i>At least 3 relevant examples to be provided within the last 3 years.</i>
	Relevant experience, education and professional qualifications of core team or key staff to be employed in provision of quotation requirement	<i>Demonstrate sufficient suitably qualified or suitably experienced staff for projects similar to the specific</i>

		<i>requirements of this quotation</i>
	Administrative Support & Management Reporting	<i>Demonstrate satisfactory administrative support facilities including ability to provide management reports.</i>

Main Criteria	Sub-Criteria	Minimum Requirement
Quality Assurance Standards	Data Protection	<i>Demonstrate satisfactory policies and procedures in relation to maintaining data protection and security of information</i>

Criteria for Award

Parties that achieve the minimum requirements set out in the Qualitative Selection Criteria will be evaluated to determine which presents the most economically advantageous quotation. Parties will be evaluated using the criteria and associated weightings outlined below:

Criteria	Marks Available	

		Minimum Score Required Criteria
Demonstrated quality of Proposal	700	101
Ultimate Cost	300	N/A
Total	1000	

Guide to Award Evaluation Process

In relation to cost, the highest mark is assigned to the party with the lowest cost that is deemed to meet the minimum requirements identified in this document. The score assigned for cost, for all other parties, is calculated pro rata in relation to this score.

For Demonstrated Quality of Proposal the specific measures and scoring ranges are:

Considered Excellent will score between 500 and 700 marks

Considered Very Good will score between 200 and 499 marks

Considered Good will score between 101 and 199 marks

Considered less than Good will score between 1 and 100 marks and will be eliminated from the competition

The evaluation team may shortlist or meet with all applicants if deemed necessary to secure the most appropriate contractor for this evaluation. The cost to of attending for this interview will be borne by the contractor.

Please declare if any personnel proposed to work on this evaluation if awarded may have any conflict of interest and provide details of same. If the ICHN deem that there is a conflict of interest the quotation may not be eligible for assessment

