

## ***Frequently asked questions***

# Evaluation of the Adopting Innovation programme

*July 2021*

### **1.0 Is it permitted for a consortium of organisations to respond to this invitation to tender (ITT)?**

We will accept bids from consortia and would welcome this where it facilitates expert input from different fields such as evaluation, health and social care, and innovation. There needs to be a lead partner for the consortium and this organisation should submit the bid on behalf of the group. The Health Foundation will issue one contract, with the lead organisation arranging its own subcontracts with partners in the consortium.

### **2.0 We are developing our tender response based on the government's current guidelines concerning COVID-19. Should we plan the evaluation, including expenses, expecting to travel to meetings and site visits, assuming this is possible from summer 2021?**

The Health Foundation is following government guidelines regarding COVID-19. We advise bidders consult the current national and local (where relevant) guidelines when preparing their tender and develop the tender accordingly. You may wish to also explore the extent to which online work and virtual meetings could efficiently support the cost-effective delivery of the evaluation, but please indicate the stages at which on-site visits and meetings will be necessary.

### **3.0 What are the expectations concerning working with the hubs and the support provider to deliver the evaluation?**

The Health Foundation has commissioned a support provider who will work with the Health Foundation and the innovation hubs to support the delivery of the programme. In addition, each hub is commissioning a local evaluation partner, who will be responsible for evaluating the direct outcomes and impact linked to the local innovations chosen by each hub.

The successful applicant will need to work closely with the support provider, and the innovation hub teams, to ensure emerging findings from the programme evaluation are fed back into the programme as the hubs develop. The successful applicant will work with the

support provider to review information on the activities initiated by the hubs in their local health care system to support the effective take-up of innovation, what has gone well, the barriers they are facing to successful engagement and implementation, and the learnings about how to address the barriers.

The support provider will use this information to share best practice and learning, and to modify the packages of support based on the formative evaluation intelligence, ensuring that individual hubs gain maximum benefit from the programme approach.

**4.0 We may not have all the staff in place who would be needed to work on this evaluation if we were successful. Is it ok to include a job title and outline of duties, stating that we would recruit to the post?**

We expect the appointed evaluator to have the capacity and expertise in place to start the work at pace from November 2021. If you need to recruit to posts providing specific areas of expertise and/or additional capacity to deliver the evaluation, please indicate this in your proposal.

**5.0 As a university department, we are expected to include Full Economic Costings (FCE) for all bids. Is this covered in the £250,000 budget?**

As this is a contract for services, the Health Foundation will fund the **direct costs** of the evaluation, not on an FCE basis. The budget proforma should be completed to include the time to be spent and the daily rate charged for each member of the evaluation team, together with the direct costs of items such as IT equipment, software, transcription services, travel and subsistence which are required for work on the evaluation.

**6.0 We might want to submit papers to peer-reviewed journals arising from the evaluation. Will the Health Foundation permit outputs such as these?**

The Health Foundation is happy to support organisations we are working with to publish in peer-reviewed journals in addition to the outputs required for fulfilment of the contract. The evaluator will need to work with the Health Foundation Research Manager and our communications team to ensure that the timing of any external publications is managed to fit appropriately with programme communication and timelines. The reports required to fulfil the contract must be delivered on time and take priority over journal publications.

**7.0 We usually submit full CVs and additional information. such as reports from similar projects. with a bid. Is it possible to upload additional documents on the AIMS system?**

In order to assist with timely, fair and thorough evaluation of bids, we will not review additional documentation. Please only submit the information required on the electronic form on the AIMS system.

**8.0 The selected evaluator needs to start the work within a short timeframe from confirmation of appointment. We would not be authorised to start work without a contract – but our contracts office is unlikely to be able to turn around a contract in less than eight weeks. How much flexibility is there on the start date for the work?**

The timings have been set out to enable the evaluation provider to be 'in during the development' of the Adopting Innovation programme. We want the evaluator to be able to

start collecting data from the point at which the selected lead organisations for the innovation hubs start to implement their plans. Many evaluations are weakened by the evaluation only getting going once the first crucial stages of a project have already been implemented. The Health Foundation would be willing to work with the provider on an informal basis, if it is not possible to get the formal contract confirmed within a few weeks of the tender being awarded.

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