

Invitation to tender for provision of travel and transport impact assessment

Travel impact assessment – scope

We require travel impact assessment services to provide an insight report to help inform a 'case for change' around local NHS services potentially being relocated across two hospitals in South Tyneside and Sunderland. The initial contract would be for a benchmarking report, to include the key aspects below – however as this is a programme of NHS service change and potential reconfigurations, the contract has the opportunity to be extended to consider the specific travel and transport implications for each change.

We would also expect equality impact assessments outcomes (being carried out separately) to be included, for example level of disability.

Also we would want information to be split by different groups, patients, carers and staff.

As part of the assessment of the suitability of doing this we wish to understand the following:

- The current level of availability of public transport, including frequency, hours of operation, variety of routes between the two hospital sites (South Tyneside District Hospital and Sunderland Royal Hospital).
- Levels of access to public and private transport (including car ownership) – and barriers to access – in the South Tyneside and Sunderland areas.
- How patients, staff and others currently travel to access services – what is the mix of private/public transport, walking and cycling.
- How much travel already happens from one area to another – what could be expected if services are aggregated in one geographical area including rationale
- The costs of public transport
- The parking arrangements, capacity, use and costs at the hospital sites, including any special concessions already in existence.
- Patient transport access criteria and take up (guidance will be given on this)
- The potential impact on patient transport services provided by North East Ambulance service (guidance will be given on this)

- What other community interest transport or volunteer transport arrangements there are locally, for example dial a ride etc
- National and local NHS policies for providing assistance for travel
- Review of existing travel and transport policy for both trusts – for patients, carers and staff
- Any information about what other organisations have done to improve access in terms of transport following reconfiguration of services
- Options/recommendations for improvements - for example if service X was made available this would improve the % of patients able to get to SRH or STFT within 1 hour by Y'

The aspects above should be considered against a variety of times throughout the day, particularly early morning, visiting hours and early evening.

The successful organisation will have access to key staff within the hospital trusts and commissioning organisations to provide assistance with additional information and sign posting to other support.

The NHS programme of work will attract high levels of public interest and scrutiny from elected members, therefore it is very important that the successful organisation is open, honest and transparent.

Please note that the successful bidder must be able to attend an initiation meeting Monday 17th October in Sunderland or South Tyneside – venue to be advised.

Also the scope may change after the successful bidder is appointed however changes and costs would be negotiated with the successful bidder.

The contract will be awarded based on the following criteria:

Criteria	Weighting
Understanding of the project brief	20%
Experience of working with the NHS	10%
Credibility and proven expertise of travel impact assessment services and analysis relevant to the scope	60%
Recommendations from similar clients to NHS/NECS/CCGs	5%
Presentation of document	5%

For further information about this brief please contact: Caroline.latta1@nhs.net

Please send your proposal via email to: emma.taylor79@nhs.net

These must be received no later than 5pm Monday 10th October.

Timetable

Activity	Deadline
Brief issued	26 th September 2016
Submissions received	No later than 5pm Monday 10 th October Please note organisations missing the deadline will be excluded from the process
Panel convened to review submissions against criteria	Tuesday 11 th October 2016
Providers notified and winning provider advised verbally	Thursday 13 th October 2016
Appointment letter issued to winning	Friday 14 th October
Initiation meeting – successful provider meets with key NHS staff to start work	Monday 17 th October