



**National Institute for
Health and Clinical Excellence**

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www.nice.org.uk

6th October 2006

Dear Colleague,

RE: Intervention guidance on workplace health promotion with reference to physical activity and what works in motivating and changing employee's health behaviour

The National Institute for Health and Clinical Excellence (NICE) develops national guidance on the promotion of good health and the prevention and treatment of ill-health. Details of our work programmes and examples of the guidance produced can be found on the NICE website (www.nice.org.uk).

The Centre for Public Health Excellence (CHPE) at NICE wishes to commission an organisation to support this process of guidance development for *intervention guidance on workplace health promotion with reference to physical activity and what works in motivating and changing employee's health behaviour*. We anticipate that this will involve 2 reviews of the literature, one on generic workplace health promotion and one on specific physical activity interventions in the workplace.

The successful contractor will be expected to

- Produce a background paper
- Produce the Scope for the work
- Support the draft guidance development process, by undertaking two reviews of the evidence.
- Assist with the production of a synopsis of the review
- Attend Public Health Interventions Advisory Committee (PHIAC) meetings
- Provide assistance to the PHIAC and CPHE in the writing of the guidance.

The Institute is therefore inviting proposals from organisations wishing to undertake this work on behalf of NICE. Further details of the requirements and additional background information are given in the attached requirements specification.

Enclosed within this pack are

- 1) This covering letter
- 2) A blank copy of the contract for your legal review (please do not return as part of your tender, the final contract will be completed and issued at the end of this tender process)
- 3) A Certificate as to Collusive Tendering and Canvassing
- 4) The Invitation to Tender outlining the specification requirements

If your organisation feels it can provide these services to NICE, then your bid in response to this invitation should include the following elements:

- 1) Background
Please provide full contact detail for your organisation together with a statement of the approach that you would take in relation to the above outline, and a summary of why you wish to undertake this work.
- 2) Previous experience in the field.
Provide detail of relevant experience, including the number of years that the organisation has been involved in the field. Please list those organisations that you have previously engaged with in relation to this work, and include two examples of previous work that demonstrate your experience and ability to provide this work to a high standard.
- 3) Detailed proposal.
Provide a detailed description of the activities that would be undertaken to meet the stages indicated in the requirements specification. This should include a detailed description of and rationale for selected methods and approach, the range of literature searching proposed, the quality of the critical appraisal process, the robustness of the synthesis process. A sample search strategy or example of a previous search strategy should be provided.
- 4) Project costing
Costing should be broken down by executive time, literature search, critical appraisal and data analysis costs, synthesis, report writing and presentation costs and any other costs. It should include provision of one oral presentation and face-to-face meetings (as required).
- 5) A description of the staff assigned to this project.
This should include relevant CVs, an explanation of why staff are qualified to undertake this project and the role they would assume.
- 6) Contact details
This should include full postal address, email address and a telephone contact for the organisation and the main applicant.
- 7) References

Provide two external referees relating to work performed in the past three years.

- 8) Policies and Financial Statements (for commercial organisations only)
Provide one copies each of your organisations Health and Safety, Environmental, Equal Opportunities and Diversity in the Work Place Polices. Together with the last three years of audited accounts for your organisation.
Please declare (if applicable) all current projects with clients or partners that your department/ group/organisation is currently working with which could be seen as being detrimental or ethically opposed to the health aims promoted by the Institute

Proposals should be submitted in accordance with the requirements specification and may be sent electronically no later than 4pm on 6th November 2006 to contract.bids@nice.org.uk (N.B. please complete and return the Certificate by the same date and time).

Failure to comply with the requirements specification or this letter may result in your bid being declined.

The successful & unsuccessful contractors will be informed on or around 10th November 2006.

If you have any questions regarding the tender, please contact Chris Carmona, Technical Lead via email chris.carmona@nice.org.uk before 5pm on 23rd October 2006. Replies to all queries will be circulated no later than 5.00pm 25th October 2006, and please note that the answers to all questions received will be circulated to all potential suppliers

I look forward to hearing from you.

Yours sincerely

Jane Huntley
Associate Director
Centre for Public Health Excellence

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