

Invitation to Tender

To conduct research to determine the economic impact of asthma and the introduction of an asthma structured review programme. The project will also include identifying and collating existing data on asthma prevalence to better inform economic projections.

Date: 16th October 2018

1. Introduction and Background

1.1 Asthma Society of Ireland

The Asthma Society of Ireland (ASI) was established in 1973. It began as a group of patients and has since developed into the national charity for asthma in Ireland. ASI are an independent voice for asthma patients and their families.

Asthma represents a significant financial burden for the individual living with the condition and the national economy as a whole; however, currently the financial impact of the disease is poorly defined. At the implementation of the National Clinical programme for Asthma, it was envisioned that everyone living with asthma in Ireland would be provided with an annual asthma review with their GP at no personal cost. Similar initiatives around the globe have suggested that the introduction of such a programme would improve disease control among the population with asthma. It is estimated that this would substantially reduce the economic burden of the disease through a reduction in hospital admissions and GP visits. To date, this programme has been introduced for children under 6 but not the wider asthma population. This research project aims to quantify the societal cost of asthma and assess the impact of a programme of free, annual GP review for the asthma population as a whole.

1.2 Background

There are 470,000 people with asthma in Ireland. This figure is based on prevalence rates for asthma contained in a survey conducted in adults by the Central Statistics Office in 2007 and the International Study of Asthma and Allergies in Children's study conducted in 2011. The economic cost of asthma and an asthma structured review programme is dependent on the most up-to-date asthma prevalence figures. Therefore, a major element of this project will be ascertaining current figures on asthma prevalence, synthesising that data and identifying the data gaps. These data gaps on prevalence will then be filled by market research.

Given the fact that asthma is a chronic disease and the relatively high prevalence rate in Ireland, it is a costly disease to treat. As such, the ASI is looking to study the direct and indirect cost that asthma imposes on patients, parents and the Health Service. This has not been studied since 2003, when GSK conducted a study on the 'Burden of Asthma', which was presented to the ITS in 2003 (The Cost of Asthma: A Shared Burden, presented to ITS 2003)

Asthma control is the principal aim of asthma management. ASI research shows that 60% of people with asthma do not have their asthma under control. An asthma structured review programme aims

to provide annual checks on patients with asthma, to check that the medication prescribed was the best option, review progress, and assess patient's asthma etc. with the aim of controlling a patient's asthma.

1.2 Scope of Invitation to Tender

ASI is seeking to engage with an experienced and qualified organisation to conduct research on the economic impact of asthma in Ireland and the introduction of an asthma structured review. Working with existing and forthcoming sources of asthma prevalence data will also form a key part of the project, necessary to accurately determine the economic burden of the disease.

A final report outlining the economic cost of asthma and an asthma structured review programme will be the ultimate deliverable from this project. It is envisaged that the market research on the prevalence rate of asthma will be included in this report. The successful tenderer may sub-contract out this market research to a qualified sub-contractor if they so wish. The ability to analyse and collate diverse data streams from a variety of sources will be a key skill in the successful completion of the project.

It is envisaged that the final report will be laid out with the following structure:

1. **Executive Summary**
2. **Introduction**
3. **Asthma prevalence** (includes literature review and market research on prevalence)
4. **Direct and indirect cost of asthma in Ireland** (includes results of survey of ASI members)
5. **Economic impact of asthma structured review** (includes literature review on asthma structured review and related costings).
6. **Summary**
7. **Conclusions**

1.3 Timeline for Tendering Process

Date	Event
16/10/18	Invitation to Tender published
25/10/18	Deadline for receipt of clarifications or queries on Tender
05/11/18	Deadline for receipt of Tenders – 5pm
12/11/18 (W/C)	Envisaged date for shortlist meetings (tbc)
19/11/18	Envisaged date by which successful applicant will be selected (tbc)
26/11/18 (W/C)	Envisaged date for commencement of contract

- It is envisaged that the contract will commence in November 2018 and run until April 2019 (tbc).
- The candidate will be expected to provide regular updates on progress and attend a monthly meeting/ teleconference throughout the duration of the tender contract.

1.4 Selection Criteria

Applications will be assessed according to the following (non-exhaustive) list of selection criteria:

- Tenderer's experience in health economics analysis, chronic disease and proven track record in delivering similar projects (30%).
- Tenderer's (or sub-contractor's) experience in market research (25%).
- Experience and qualifications of the proposed project team (25%).
- Demonstrable value for money (20%)

Please note that ASI reserves the right to apply additional selection criteria should they become necessary to meet the needs of the tender, or to fully assess applicant suitability.

2. Instructions to Tender

The Tender Response Document should include the following:

2.2 General Information

The tender should provide a brief overview of the applicants, including experience, and the range of skills relevant to the RFT requirements. Name and contact details of the organisation submitting the proposal should be included along with the organisation profile.

2.3 Project Personnel

The tender should identify and demonstrate the Contractor's skillsets and relevant experience and ability to carry out the work. The tender will also need to disclose details and experience of any sub-contractors to be involved in the project. This should include details of qualifications and relevant experience of the project team or sub-contractors team, including brief CV's for any personnel who will work directly on the project. Indicate the role of each team member in delivering the project.. Please include three case studies indicating relevant, recent work in health economics (**no more than 2 pages each**).

2.4 Methodology and Data Gap Analysis

The tender must contain the proposed approach to the provision of the required services as outlined in Point 1, and outline how all elements of the contract will be addressed. The detailed proposal should also include a brief analysis and discussion of currently available sources of asthma prevalence data and identification of key gaps. Sources of data should be listed and dated (**Max. 1500 words**).

2.5 Project Plan

Outline project plan and anticipated delivery schedule including key deliverables and a detailed timeframe to complete the project (**Max. 500 words including the consumer research element**).

2.6 Costs

A detailed breakdown of proposed costs must be provided in the document. All costs must be quoted in Euro, **exclusive** of VAT. A breakdown of how the proposal represents value for money is essential.

The budget for this project is in the region of €50,000, exclusive of V.A.T; to cover all associated costs in undertaking the contracted work, including the market research element of the project.

2.7 Previous projects and referees

Case studies of at least three relevant previous projects with details of two referees must be provided. One should relate to the consumer research element of the project.

3.8 Tax

All Tenderers must be able to provide an up to date Tax Clearance Certificate (valid for the duration of the project) upon request by ASI prior to any contract being awarded.

3. Disclaimers

3.1 General

ASI may not be held liable for any loss or cost incurred by any tenderer relating to this piece of work.

3.3 Right not to Award Contract

ASI reserves the right to, without advance notice, to terminate the RFT process or reject all tenders if none, in its opinion, adequately satisfies the requirements, or if ASI's circumstances change for whatever reason. This RFT does not represent a commitment to enter into any contract. ASI may subsequently re-issue and RFT.

3.4 Right to extend Closing Date

ASI reserves the right at its sole discretion, to extend the closing date for receipt of tenders by posting the update on our website www.asthma.ie.

3.5 Lowest Cost Tender

ASI does not bind itself to accepting the lowest cost or any tender. All tenders will be assessed using the scoring system outline in section 1.4.

3.6 Adequacy of Requirements

Whilst every effort has been made to adequately describe the requirements arising from the procurement, it is the tenderers responsibility to gauge the extent of the work effort and resources required to meet the tender requirements.

3.7 Costs & Expenses

Tenderers shall bear all costs associated with the preparation and submission of their tenders and ASI shall not be responsible or liable for any costs or expenses incurred by tenderers in the preparation of tenders or any associated work effort, regardless of the conduct or outcome of the procurement process.

4. Submission of Completed Tender

The completed tender proposal should be submitted by email or hard copy. Hard copy submissions should be marked **Private and Confidential** and sent by post to: Sam Derwin, Asthma Society of Ireland, 42 Amiens Street, Dublin 1. Soft copies can be emailed to sam.derwin@asthma.ie

Closing date for receipt of Tender Response is 12pm (midday) on 2nd November 2018.

Only tenders submitted by 12pm (midday) on the day of closing will be considered. Ownership of documentation arising from this project will reside with ASI. ASI undertakes to treat all documentation confidentially in so far as is possible, subject to ASI's data protection policies.

Note: Queries and clarifications on the tender must be received no later than 25th October 2018.

Any responses by the Asthma Society of Ireland to queries will be made by email to all tenderers by 30th October.

5. Confidentiality

All communications issued by ASI to tenderers must be treated as confidential. Tenderers shall not release details of such communications other on an 'In Confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender. Under no circumstances may tenderers release any information concerning such communications for publication in the press or on radio, television, screen or any other medium.

6. Conflict of Interest

Any conflicts of interest involving a contractor must be fully disclosed to ASI, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.