

DIGITALHEALTH.LONDON

FEBRUARY 1 2016

REQUEST FOR QUOTE: Application process for SMEs to join the DH.L Accelerator Programme

Statement of Needs for application portal (AP)

Background : The DigitalHealth.London Accelerator is a programme designed to help SMEs developing digital health products with clinical, financial and other business advice and support. It will be a 3 year programme, assisting 20-30 companies per year, launching on 10 February 2016 and with an application process for participation to be available from the launch date.

Volume of users : 20-30 companies will be selected to join the Accelerator per year : the application process needs to be able to handle up to say 300 applications over the three years. In addition around 20-30 (or ideally no limit) experts need to be able to access the AP to review, evaluate and score the applications made by SMEs.

Documents to be completed and available on the AP :

- Application Form containing the following elements
 - Company details
 - SME status declaration
 - Contact details
 - Type of business
 - Information about business / company (turnover, number of employees, products and development products etc) and brief information about what they are looking for from the Accelerator
 - Directorate details
 - State Aid declaration
 - Data protection declaration
 - Information/attachments from Companies House filings

- Format of SME contract with GSTT/HIN (as an attachment in the form of a Word/PDF document)

Functional capability needed for the AP

- receive 100+ applications per year, 300 overall, and order and sort
- application form 10-15 pages covering relevant information and enabling tick box responses where possible
- applicants to be able to attach documents to submissions
- capability to attach documents for applicants to review (SME contract)
- up to 30 (or ideally unlimited) reviewers to be able to access AP and review submissions, add evaluation comments and scores for each applicant
- sorting and ordering evaluation of applications
- communication capability to respond to successful and unsuccessful applicants

This applications management activity is for the implementation of the DigitalHealth.London Accelerator Programme which is part funded from the European Regional Development Fund.



Data access capability needed for audit purposes

- ability to access the data held in the AP or derived from the AP relating to the SMEs taking part in the programme either online or offline, upon request, for a period of at least 10 years following the end of the programme

Request for quote in relation to different contract types

DigitalHealth.London would like to receive quotes for the above functionality and capability but also in relation to

- a one year contract with the option to renew for a further or subsequent years
- a two year contract with the option to renew for a further year
- a three year contract
- a total budgetary limit for implementation of the system of £20,000 including VAT (including the cost for 10 years storage)

Summary timetable of process using the application software :

- DH.L website provides link to application portal (AP)
- From the LDHA Year 1 detailed plan the timetable is as follows
 - AP open from Friday 18 March –10 days after Digital Catapult “bootcamp” on Monday 7 March
 - Application period ends Friday 8 April
 - Reviewers access AP and review and evaluate applications and record comments and score on AP
 - Selection of successful applicants to be made by Friday 29 April 2016
 - Successful and unsuccessful applicants notified
 - Unsuccessful applicants offered information on other channels of support
 - Successful applicants to confirm acceptance by Friday 6 May
 - Signed agreements to be in place by Friday 27 May

Suitable applications management software providers are asked to provide a quote for the cost of implementing the above - addressing the need as described above but with particular focus on individual cost elements including costs for maintenance/support.

Quotations to be sent to the email address below by noon (UK time) Friday February 12 2016.

Thank you for your interest.

Jane Juniper
07802 467447
Health Innovation Network
Guy's & St Thomas's Hospital NHS Foundation Trust
jane.juniper@nhs.net

This applications management activity is for the implementation of the DigitalHealth.London Accelerator Programme which is part funded from the European Regional Development Fund.

