



INVITATION TO TENDER

Share your expertise to help inform better clinical governance
and effective eye care.

Introduction

The College of Optometrists wishes to commission a review, update and rewrite of our clinical governance guidance from a suitable organisation, team or individual via an open tender process.

The College of Optometrists is the professional body for optometry. It qualifies the profession and delivers the guidance and training to ensure optometrists provide the best possible care. We promote excellence through the College's affixes by building the evidence base for optometry and raising awareness of the profession with the public, commissioners, and health care professionals.

Tender

This invitation to tender has been broken down into three parts:

Part one: Project background

Part two: Project specifications

Part three: Tender process and timelines

Part one: Project background

Rationale for project

Clinical governance and leadership play vital roles in delivering high-quality, effective, and safe care in all healthcare settings, including optometry.

The College has a long history of publishing high-level guidance on clinical governance from 2002 onwards. However, the theory and practice of governance are constantly evolving, and The College of Optometrists is seeking a subject matter expert or team of experts to review, update, and rewrite our clinical governance guidance for **primary care** optometric practice.

Aims of the project

To help improve patient outcomes and enact quality improvement by publishing new clinical governance guidance for primary care optometrists and optometry practices across the UK.

1. To review the current governance guidance and frameworks for primary care optometry across the UK nations
2. Conduct a literature review to identify current best practices
3. Write updated evidence-based clinical governance guidance
4. Embed latest governance theory and practice into the guidance
5. Help bring the guidance to life by making it meaningful and relevant to practitioners
6. Participate in a launch webinar to College members on a pre-agreed date and time (likely to be in a weekday evening)

Scope of project

The project is limited to the provision of optometry in primary care settings across the UK nations, by optometrists and their teams in optometry practices (optical practices).

Diversity and Inclusion

The outcomes of this project will support the future delivery of effective evidence-based eye care, reflective practice and quality improvement, which will help address some of the current inequalities in access to eye health examinations, screening, treatment and management.

Our values are important to us and we expect all our supplier partners to work in compliance with them.

Our values

- We act with integrity and transparency.
- We listen and we learn.
- We demonstrate respect and professionalism.
- We achieve high quality.
- We champion equality, diversity and inclusion.

Project oversight and funding

The project is commissioned by The College of Optometrists and led by the Clinical Advice and Guidance team.

Part Two: Project specifications

- Produce a fully referenced report at the agreed time, with regular update meetings.

- Should include the following domains:
 - standards and guidance
 - clinical audit
 - research
 - education and training
 - information governance
 - risk management
 - adverse events and near misses
 - patient involvement
 - Relevant regulation for all four UK Nations.

- May consider the following:
 - effective clinical leadership
 - quality improvement in healthcare settings
 - how thinking about governance has evolved
 - how behavioural theory can improve uptake and impact
 - team empowerment and individual autonomy

- approaches in action.

Notes

- You and your team should be registered in the UK, but there is no requirement to attend the College head office. All meetings with the College will be virtual.
- The guidance will be live for five years, and reviewed in 2030.
- We will conduct due diligence on all contractors.
- You will use your IT, software, and research access to create the guidance.
- The College will provide full access to our guidance and resources.
- You or your team must be happy to be the named author and available to present an online webinar on the report's content.
- The successful contractor will be required to hand over the report's content, published online and in digital print in The College's house style.
- The College will reserve editorial rights and copy-proofing by agreement.
- We anticipate the period of the contract to be between 6 and 8-weeks. (See dates below)

Budget

The maximum available budget for this project is £6,000, including VAT.

Tender process and timelines

An open tender process is being conducted to commission a suitable organisation or individual with the relevant expertise to undertake the work.

1. Invitation to tender advertised: Friday 26 July 2024

An invitation to tender will be placed on The College of Optometrists website and shared via social media channels. A direct email will be sent to organisations/individuals who may be interested in the project. Any interested organisation, research team or individual will be able to submit a proposal.

2. Submissions: Monday 2 September 2024

All proposals must be submitted by 5 p.m. on Monday, September 2nd. Proposals received after this time may be considered at the College's discretion.

3. Filtering:

On receipt, all proposals will be reviewed by The College of Optometrists to ensure they meet the core requirements for eligibility. Incomplete or ineligible submissions will normally be rejected at this stage and the authors informed of this immediately.

4. Panel review:

An internal panel review of tenders will take place. Submissions will either be rejected or shortlisted for presentation. Proposals that are rejected at this stage will be notified as soon as possible and provided with feedback by 10 September 2024.

6. Presentations:

Organisations/individuals whose proposals are shortlisted will be invited to present them to the College, followed by a structured Q&A session. (These will be relatively short ten minute presentations). The presentation meeting will be held virtually in September 2024. Provisionally scheduled for Tuesday 10 or Thursday 12 September.

7. **Decision:**

Following the presentations, the College will inform successful and unsuccessful groups within 3 working days, providing feedback on the decision.

8. **Commissioned individual/organisation begin work:**

The College Clinical Advice and Guidance team will meet with the successful applicant to assist with initiating the project. Progress will be monitored against the aims and milestones agreed at the beginning of the project.

9. **Completion of project:**

The project is expected to be finalised, with the report published and webinar broadcast by 31 January 2025. The final version of the report will need to be ready to be handed over by 31 December 2024.

Selection criteria

The Funding Group will appoint the successful applicant using the following selection criteria:

- understanding of the project aims
- credibility, impact and publication record of the author/s
- proposed approach and timescales
- ability to meet the aims and outputs of the project
- innovating aspects and concepts to bring the guidance to life
- functionality and product design
- price and value for money
- experience and competence of the team/individual delivering the work
- financial viability of the organisation/individual.

Proposals should set out how they will meet the above criteria.

Instructions to proceed

The College of Optometrists is now inviting potential applicants to submit a proposal regarding the above project.

Please register expressions of interest by email.

Submissions should be made to daniel.hardiman-mccartney@College-optometrists.org by **5pm on Monday 2 September 2024**

There is an intention that the contract will be agreed in principle by the end of September. The completion period and agreed-upon milestones should be reached by 31 December 2024.

Questions regarding the project or this Invitation to Tender should be sent to Daniel Hardiman-McCartney, Lead Clinical Adviser, at daniel.hardiman-mccartney@College-optometrists.org.

To ensure the tender process is transparent, we will anonymise and share any questions asked and our responses to the Invitation to all expressions of interest.

Background information

The College of Optometrists is the professional body for optometry. We are a registered charity and hold a Royal Charter.

The College qualifies the profession, overseeing and assessing student and postgraduate trainees on the Scheme for Registration, which is regulated by the General Optical Council (GOC).

The College published the definitive guidance for the profession, call the Guidance for Professional Practice (GfPP) and Clinical Management Guidelines for over 60 common ocular conditions to ensure optometrists provide the best possible care. We promote excellence through the College's affixes by building the evidence base for optometry and raising awareness of the profession with the public, commissioners, and health care professionals.

The College provides the Therapeutic Common Final Assessment for therapeutic prescribing optometrists (also regulated by GOC). In addition, we accredit University courses in specialist areas such as Glaucoma and Medical Retina, which entitles qualification holders to affixes that are recognised in UK-wide commissioning systems.

[Strategic plan - College of Optometrists \(college-optometrists.org\)](https://college-optometrists.org/strategic-plan)

[Guidance for Professional Practice - College of Optometrists \(college-optometrists.org\)](https://college-optometrists.org/guidance-for-professional-practice)

[Clinical Management Guidelines - College of Optometrists \(college-optometrists.org\)](https://college-optometrists.org/clinical-management-guidelines)

[Clinical governance in optometric practice - College of Optometrists \(college-optometrists.org\)](https://college-optometrists.org/clinical-governance-in-optometric-practice)