

Agenda Item: 15.2

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 NHS Norwich CCG Governing Body
 Tuesday, March 24, 2015



Norwich

Clinical Commissioning Group

Subject:	Community Heart Failure Specialist Service
Presented By:	Nikki Cocks Director of Operations and Delivery
Submitted To:	NHS Norwich CCG Governing Body Meeting 24 March 2015
Purpose of Paper:	Agreement
Summary:	
<p>The current contract with Norwich Practices Limited (NPL) was due to expire 31st March 2015. This contract has subsequently been extended by 3 months, to expire on 30th June 2015. The purpose of this procurement is to select a provider to undertake service delivery with effect from 1st July 2015. The term of the contract will be 3 years.</p> <p>The purpose of this paper is to provide a summary of the procurement process to assure the Governing Body that due process has been followed and to select the preferred provider.</p> <p>The call for competition was published by NEL CSU on 2nd December 2014 in the Official Journal of the European Union (OJEU). The Contract Notice directed potential providers to the East of England Collaborative Procurement Hub Bravo e-sourcing portal; this is where the tender pack documents were made available for download.</p> <p>The procurement procedure used for this requirement was the Open Procedure. In summary, this procedure requires both capability assessment of bidders and completion of weighted technical questions simultaneously</p> <p>The Invitation to Tender (ITT) was issued on 15th December 2014. Two bidders submitted a tender response, comprising a completed technical questionnaire and a completed Financial Modelling Template, in accordance with the extended timetable on 23rd February 2015.</p> <p>The Award Criteria and weightings to be used to establish the most economically advantageous tender was submitted in the tender pack.</p> <p>Closing date for submission of formal bids was 23 February 2015 and we received two formal bids. Full evaluation against published criteria was undertaken by Norwich CCG with input from GP, financial expertise/evaluation, HR input, Information Governance input, Head of Quality Assurance and Improvement, Information Management and Technology, Commissioning, Contracting.</p> <p>Each technical evaluator independently scored their allocated questions and submitted their completed score sheets to NHS NEL CSU Procurement w/c 2nd March 2015. A score moderation meeting was subsequently held on 11th March 2015 for the purpose of agreeing scores and to critique for each response to ITT technical questions. The critique will be taken forward by the CSU Procurement Healthcare Manager for the purpose of debriefing the bidders.</p> <p>Formal sign off by Governing Bodies is required on the 24/03/2015 to allow the best practice 10 day 'standstill period' to occur and then award of the contract on 6 April 2015.</p>	
Recommendation:	
<p>It is recommended that the Governing Body accepts assurances that due process has been followed, and therefore selects Bidder A as the preferred provider.</p>	

Detailed Report

Introduction and Background

The current contract with Norwich Practices Limited (NPL) was due to expire 31st March 2015. This contract has subsequently been extended by 3 months, to expire on 30th June 2015. The purpose of this procurement is to select a provider to undertake service delivery with effect from 1st July 2015. The term of the contract will be 3 years.

The purpose of this paper is to provide a summary of the procurement process to assure the Governing Body that due process has been followed and to select the preferred provider.

The current service is provided in Norwich however does not cover all Norwich practices and therefore unequitable. The annual value of the contract for 2014/2015 is £88,634. The new contract will be let for a period of 3 years with total financial envelope between £450,000 – £495,000.

NHS Norwich CCG led the procurement as Commissioner. Procurement expertise was provided from the procurement function at NEL CSU for the Pre-Qualification Questionnaire stage and the Invitation to Tender (ITT) stage (single action tender)

Process

The call for competition was published by NEL CSU on 2nd December 2014 in the Official Journal of the European Union (OJEU). The Contract Notice directed potential providers to the East of England Collaborative Procurement Hub Bravo e-sourcing portal; this is where the tender pack documents were made available for download.

The procurement procedure used for this requirement was the Open Procedure. In summary, this procedure requires both capability assessment of bidders and completion of weighted technical questions simultaneously

To support the development of the service specification a Heart Failure pathway review was led by Sheila Glenn, Director of Quality and Innovation in 2014/2015. This review engaged stakeholders including incumbent provider, community provider, NNUH, GP's, Patients, Public Health and others.

The ITT was issued on 15th December 2014. Two bidders submitted a tender response, comprising a completed technical questionnaire and a completed Financial Modelling Template, in accordance with the extended timetable on 23rd February 2015.

The Award Criteria and weightings to be used to establish the most economically advantageous tender was submitted in the tender pack. These are set out below.

Closing date for submission of formal bids was 23 February 2015 and we received two formal bids. Full evaluation against published criteria was undertaken by Norwich CCG with input from GP, financial expertise/evaluation, HR input, IG input, Head of Quality Assurance and Improvement, IMT, Commissioning, Contracting.

Stage 1 selection tender questions were completed by NELCSU and ratified by Norwich CCG. The financial pricing assurance was undertaken by a Finance Analyst at NHS Norwich CCG and a Procurement Manager at NHS NEL CSU.

In addition, the bids were evaluated by subject matter experts. Each technical evaluator independently scored their allocated questions and submitted their completed score sheets to NHS NEL CSU Procurement w/c 2nd March 2015. A score moderation meeting was subsequently held on 11th March 2015 for the purpose of agreeing scores and critique for each response to each ITT technical question. The critique will be taken forward by the CSU Procurement Healthcare Manager for the purpose of debriefing the bidders.

Final Evaluation scores:

	Section	Weight%	Bidder A%	Bidder B%
Quality of service	Mandatory Pass/Fail Gateways	Pass/Fail	Pass	Pass
	Services	20.0	14.00	10.00
	Contract management and supervision	15.0	10.00	8.00
	Mobilisation	10.0	8.00	6.00
	Provision of the services	10.0	6.00	7.00
	Risk management and issue resolution	10.0	7.00	5.00
	Invoicing requirements	2.0	2.00	1.00
	Fixed price contract and cost reduction	3.0	2.00	2.00
Finance	finance	30.0	30.00	30.00
	Total	100%	79%	69%

Agreement of Preferred Provider

The preferred provider will be identified by 25 March 2015 following formal sign off by Governing Bodies. The two bidders will be notified confidentially of the outcome, which will signal the commencement of the best practice 10 day 'standstill period' to occur. It is then expected that the contract will be awarded on 6 April 2015. Contract signature and service mobilisation will then commence.

Mobilisation is to commence on the 8 April 2015 to allow the service to Go-Live on the 1 July 2015.

Recommendations

It is recommended that the Governing Body accepts assurances that due process has been followed, and therefore selects Bidder A as the preferred provider.