

# Community Services

## NHS Southport & Formby CCG

# Market Engagement Event

## Procurement Process

18<sup>th</sup> November 2015



# Role of North West Commissioning Support Unit (CSU)

- To support the commissioning of the services on behalf NHS Southport & Formby CCG
- To lead on the procurement of the service
- Provide advice and guidance on the procurement and contracting process
- Manage the procurement process on behalf of the commissioners
- Award contract to successful bidder



# Procurement Process

- Tender is a procurement process for Southport & Formby CCG only
- Tender process will be a restricted tender process
- Tender process will have 2 stages
  - Pre-Qualification Questionnaire (PQQ)
  - Invitation to Tender (ITT)
- Process will utilise the Delta eSourcing Portal
- Portal has helpline if support required
- **All** correspondence between procurement and bidders is conducted via portal
- No telephone calls are permitted



# PQQ Information

- Pre-Qualification Questionnaire (PQQ) Documents
  - Introduction Document
  - PQQ Guidance Document
  - Code of Conduct for Bidders
  - Pre-Qualification Questionnaire
  - Clarification Questions Template



# ITT Information

- Invitation to Tender (ITT) Documents
  - Invitation to Tender Letter
  - Memorandum of Information
  - ITT Guidance Document
  - Service Specification
  - Draft Contract
  - ITT Bidder Response Questionnaire
  - Clarification Questions Template



# Bidder Information

- PQQ Documents
  - PQQ requests financial and regulatory information and is scored Pass/Fail
  - PQQ also requests information about capability and capacity and is scored
- ITT Documents
  - ITT requests specific information regarding the service e.g. evidenced quality, performance, service delivery, etc.



# Bidder Information

- Procurement will be a fair and transparent process
- All bidders are treated equally
- Please read PQQ/ITT documents thoroughly
- Ensure timelines are considered and deadlines captured
- Take note of word count(s)
- Where a response goes over the word-count, the answer will be redacted
- Charts/pictures/hyperlinks not to be included in responses – these will also be redacted



# Bidder Information

- Attached appendices do not relate to the specified word count
- Only attach an appendix where it is requested
- Clarification questions about the procurement process can be sought within the timelines in the PQQ/ITT documents
- Where appropriate, clarification questions will be answered by broadcast message to all bidders
- Timelines are subject to change at the Commissioner's discretion





# Bidder Information

- At PQQ/ITT deadline, the bids will be evaluated remotely and scored by individually by experts for each section, facilitated by procurement
- Panel members can only evaluate and score the information that has been submitted by the bidder(s) – cannot take account of previous knowledge
- Moderation meeting is then held for evaluation panel to discuss and agree whole number scores
- Once bids have been scored, the evaluation panel cannot accept additional information
- Scores are then weighted against the criteria and final scores collated



# Evaluation Criteria

Evaluation criteria is shown in the ITT documents

Section Number	Title	Assessment method	Weighting Score
1	Organisation Details	For information	N/A
2	Executive Summary	For information	N/A
3	Clinical Delivery	Scored	40
4	Workforce	Scored	10
5	Information Management & Technology	Scored	20
6	Commercial & Financial	Scored	20
7	Contract Mobilisation, Planning and Management	Scored	10
8	Compliance	Pass / Fail	N/A
9	Declaration	For information	N/A

Example



# Example Scoring Mechanism

Assessment	Score	Interpretation
Excellent	5	Significantly exceeds the requirement.
Good	4	Satisfies the requirement with minor additional benefits.
Acceptable	3	Satisfies the requirement.
Minor Reservations	2	Minor reservations of ability to satisfy the requirement
Major Reservations	1	Major reservations of ability to satisfy the requirement, insufficient information provided by the bidder.
Unacceptable	0	Does not meet the requirement and/or no information provided.

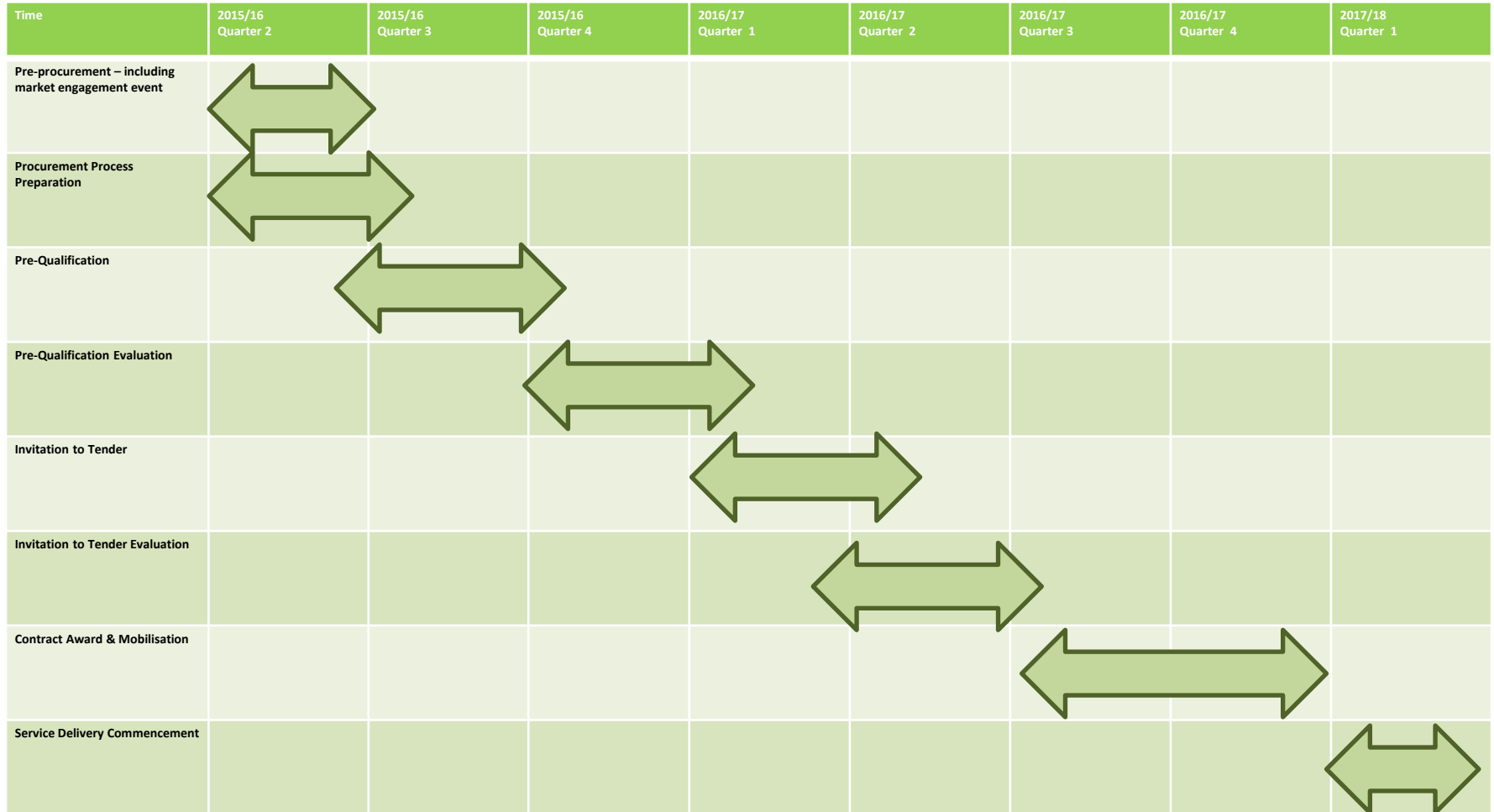


# Final Scores

- After collating final scores
  - Recommendation of successful bidder goes through the CCG's governance process
  - Successful/unsuccessful letter(s) go out to the bidders via portal
  - 10-day standstill period begins
  - If no legal challenges after standstill period the contract is awarded to the successful bidder(s)
  - Mobilisation period commences



# Overview of Procurement Process





# Next Steps for Community Services

- Consider any feedback / questions from today
- Upload PQQ procurement pack to eSourcing portal
- Procurement process goes live – expected to be fairly imminent



# Contact Us

- Should you decide you do not wish to contribute to open discussions at the event, but still may wish to contribute your views
- You can send your comments in which will remain confidential to the CCG
- Comments Box in the room
- Please send details or queries to Helen Graham via: [procurement@cmcsu.nhs.uk](mailto:procurement@cmcsu.nhs.uk)