

### **Primary Care Service at the LRI Emergency Department for UHL.**

NHS Arden & Greater East Midlands Commissioning Support Unit (AGCSU) is conducting this procurement exercise on behalf of University Hospitals of Leicester NHS Trust (UHL), to seek suitably a qualified and experienced provider to deliver Primary Care Service at the LRI Emergency Department for UHL.

The key objectives of the Procurement are: to commission the Service to serve the patients / service users who attend the Accident and Emergency department at the Leicester Royal Infirmary (LRI), provided by UHL, with a primary or urgent care need. This is combining a current contract with a primary care partner, providing primary care service provision, and part of a contract providing out of hours primary and urgent care (for clarity, the face to face appointment element). Further details are contained within the tender documentation.

It is the intention of the Commissioners to enter into a 3 year contract with a possible extension of 2 years with the preferred provider.

This service will be commissioned via an Light Touch Regime – one-stage procurement process, advertised to all. The ITT will be live on the 13<sup>th</sup> October 2017 on the AGCSU e-tendering procurement portal (Bravo). All submissions will be evaluated using the scoring criteria which is contained within the DOCUMENT 1 - ITT Process Overview - Information and Instructions V1. Clarifications may be asked during the procurement process, the deadline for ITT clarification questions is 5pm on 06<sup>th</sup> November 2017.

**The deadline for receipt of bid submissions is 5pm 13<sup>th</sup> November 2017.**

Please disregard the finances included within this advert and ensure you read the tender documentation published on the procurement portal fully.

All correspondence relating to this procurement throughout all stages of the process must be managed through the Arden & GEM CSU eTendering Procurement Portal Bravo only on the messaging service for this tender.

Providers wishing to submit an ITT to deliver this service need to log onto Arden GEM CSUs procurement portal (Bravo); <https://ardengemcsu.bravosolution.co.uk/web/login.html>.

**To register on the portal:**

- » <https://ardengemcsu.bravosolution.co.uk/web/login.html>
- » From the portal Home Page, click the 'Click Here to Register' link
- » Accept the terms & conditions for using the portal
- » Complete your organisation & personal details
- » Choose a memorable username and submit
- » You will shortly be sent an email with your unique password, please treat this securely (if you lose it there is a 'Forgot my Password' link on the portal homepage)

**To Access the portal and register on the ITT:**

- » Login with your unique username & password
- » From the suppliers reserved area click 'ITTs Open to All Suppliers' – this is a repository of all ITTs open to any registered supplier.
- » Browse the ITTs (there may be more than one page) and select “**itt\_836 - Primary Care Service at the LRI Emergency Department for UHL**” by clicking on it
- » Note the Details buttons on the left for Navigation and the Actions below
- » Click the 'Express Interest' action –this will move the ITT from the ITTs Open to All Suppliers area to your 'My ITTs' area –this is a reserved area for ITTs that you have either been invited to or expressed interest in.