

Community Services Re-Procurement Programme Procurement Expertise Specification

1. Introduction

NHS Medway Clinical Commissioning Group (CCG) will be redesigning and re-procuring adult community health services in Medway (Community Services Re-Procurement Programme) in line with national policy and local strategic direction.

The CCG wishes to commission the services of an organisation to help plan and lead procurement activities for this re-procurement programme.

2. Community Health Services in Medway

Community health services help people get well and stay well either in their own home or close to home. They have a number of objectives, including:

- Promoting health and healthy behaviours
- Supporting people to manage long term conditions such as diabetes
- Providing treatment in a setting that avoids hospital or residential care wherever possible

Community health services are defined as those provided outside of hospitals in community settings, including in people's homes and in community clinics. The services (subject to agreement) are listed below:

Anti-Coagulation	Epilepsy
Cardiology and Arrhythmia	Hand Therapy
Cellulitis	Learning Disabilities
Clinical Assessment Service	Lymphoedema
Community Nursing	Nutrition & Dietetics
Community Rehabilitation	Palliative Care (including the hospice)
Respiratory	Phlebotomy
Dementia	Podiatry
Dermatology	Speech and Language Therapy (adults)
Diabetes	Stroke Services
	Tissue Viability

These services are provided to people in a range of settings including clinics and in the patients' own homes. The majority of services in scope cover adults aged 18 and above; however, some services are all-age. Teams of nurses and therapists coordinate care, working with professions including GPs, social care and health improvement services.

These services are mainly provided through a longstanding block contract and a number of separately commissioned services. In addition, a small number of services are provided by NHS providers and there are some voluntary and community sector organisations involved through sub-contracting arrangements.

The total value of the services in scope is circa £23m per annum.

3. Aim of the Programme

The aim of the Programme is to transform the way in which adult community health services are delivered. The redesign is closely linked to the 'Medway Model' a new way of joining up local services to deliver care closer to people's homes and involve them staying healthy. This responds to the need to manage the challenges posed by people living longer and with more complex health issues, and at a time when there are constraints on future NHS spending. This programme will be critical to the development of the local vision – redesigning and improving the way in which community services are accessed and provided locally, supporting reductions in health inequalities, improving patient experience in using the services, which in turn, will ensure that patients remain well and cared for in their place of choice (home). This will also reduce the demand for A&E and inpatient care as well as continuing to support appropriate early discharge, and improving the use of technology.

The integration of community services will support the development of new ways of working within primary care; delivering patient facing services and providing greater resilience in the primary care workforce.

The programme will align to the local estates strategy to ensure that services are underpinned by fit for purpose premises and accommodation large enough for the growing population.

4. Programme key milestones

Key milestones are listed below for information.

Key Milestone	Date
2018	
Complete stakeholder engagement and model development	Feb 18
12 week public engagement/consultation ends	Jun 18
Sign off final business case, service specifications and tender documents	Aug 18
Tender advert and selection questionnaire	Oct 18
2019	
Contract award	Sep 19
2020	
Go Live	Apr 20

5. NHS England Assurance Processes

The CCG is in contact with NHS England regarding both the Service Reconfiguration Assurance Process, and the Integrated Assurance and Support Process (ISAP): guidance on

assuring novel and complex contracts. Both assurance processes are factored into the programme timeline; the early engagement meeting will determine whether the ISAP is applicable to this procurement.

6. Procurement support required

The appointment of procurement support whether an individual, partnership or company will be required to provide a named person who will be responsible for supporting the CCG during the procurement process.

The overarching objectives are to:

- be the procurement expert and lead on all aspects of the procurement process for the community services re-procurement process;
- advise on the best approach to the procurement route during a period of potential legislative change concerning applicable rules;
- manage and minimise risk to the CCG through appropriate management of the procurement process;
- have a demonstrable track record of achievement in NHS procurements including awareness of new contract models;
- ensure CCG adherence to procurement legislation and best practice including 2015 Public Contracts Regulations;
- work as part of the community service re-procurement programme team including attendance at meetings (as required);
- provide a robust system for the receipt and delivery of tenders that ensures a sufficient audit trail either electronically or through administrative processes;
- enable electronic or administrative access to documentation for officers involved in the tender assessment and moderation process;
- prepare written and / or procurement stage and assessment reports as necessary for senior officers and the project team including any lessons learnt report post tender.

An outline of requirements is listed below. The appointed party is to lead:

- project planning and preparation of the procurement process. This includes meeting the team and providing specialist advice on the programme timeframe for the procurement and any elements that will need addressing in the current programme plan;
- development and publication of Prior Information Notice and management of responses;
- development and delivery of three market engagement events. This will include planning events with the CCG, attending and facilitating at events, following up on market events including questions from potential bidders, ensuring that the market engagement process feeds into the development of relevant specifications;
- preparation and completing of an overall evaluation of the market report;
- work with the CCG to ensure that the all information relevant to the procurement is prepared including TUPE impact and bidder information;

- input into documentation for sign off at key stages, and the ISAP (if applicable).
- the panel development including training for members on their roles and responsibilities;
- maintain a procurement risk and issues log to be an integral part of the Highlight Report for Project Board meetings;
- assist commissioners with the development of questions for tender. In particular, the weighting of questions and how this impacts on the appointment process;
- agree standard form of contract with Contract & Performance Support (CPS) Team;
- manage clarification questions and advise on responses,
- manage the evaluation and moderation process, and management of all communication to bidders;
- agree all tender and award process including advice over the standstill period and provide support to the CCG with the contract award and work with contract finalisation processes with CPS;
- attend a limited number of post tender meetings aimed at early mobilisation; and
- provide post mobilisation support to the CCG should a legal challenge be raised regarding the procurement process.

7. Key Dependencies and Relationships

Public engagement – ensuring appropriate links with externally appointed communications and engagement professionals. Support of process by ensuring that key learning is made part of the procurement process including any project plans developed to include engagement.

CCG Board Members, Project Board Members, existing Providers and Stakeholders – concise and appropriate communication with key decision makers in the CCG to assist with meeting identified timelines. This can form part of a communications plan and stakeholder engagement plan as agreed with or by the Project Board.

Support Services – Ensure that key persons in Finance, Communications, CPS and existing Providers are engaged with and aware of delivery timelines for information, event assistance / attendance change requirements and mobilisation / de-mobilisation or patient transfer as part of the overarching procurement project plan.

Market engagement – As part of the overall procurement plan there is a robust market analysis report to support the market engagement event.

NOTE: The above are an initial assessment of dependencies and relationships. They should not be relied upon as a definitive list of all dependencies, relationships or risks identified for the procurement.