

Urgent Consultancy Work Requirement

NHS Medway CCG has an immediate work requirement that needs to be undertaken for delivery over a 6 month period. The work concerned the following areas and can be awarded as singular lots or packaged together. The headline requirement is broken into four areas for the purpose of individual bids and should be costed individually to meet the requirement:

QIPP: Help support the delivery of QIPP as well as identify additional QIPP Schemes. Provide mentoring and training to current staff and promote best practice. Working with CCG PMO function to review current schemes, and develop new schemes based on detailed benchmarked analysis of CCGs spend, using Right Care methodologies to identify opportunities. Granular level data analysis will be required to develop PIDs, and implement a robust monitoring process. This will lead to the development of a 3 year pipeline of schemes. The initial review and finding on current schemes is required by mid-April, with ongoing support for around 6 Months, to develop new schemes and embed robust monitoring processes, including the setup of data analysis of existing schemes. It is envisaged a large resource input will be needed upfront, with much lower level support over the remainder of the contract;

Acute Finance Modelling: Develop 18/19 Price and Activity Model at granular level the main providing Acute, Medway NHS Foundation Trust, enabling a 5 year financial model. Develop a 3 year financial model for acute contracts. The model will need to regroup and re-cost data at 18-19 tariffs. The model will need to be HRG level, and include all PbR and Non PbR activity. It will be required to allow CCG teams to plan on a number of different scenarios. This would include a number of growth assumptions, but also would need to include scenarios based on the outcome of various proposed service changes, and QIPP initiatives. The outputs of this would deliver a contract model, which would be easily updatable for hand over to the CCG teams take forward, and build upon. Initial modelling work to be completed by Mid-April;

Contract Management: Support the contracting, finance and BI functions to manage the CCG contracts. Do another review of the contract with Medway NHS Foundation Trust to ensure no new counting and coding changes have been implemented. Put in place 'best in class' processes and structure for the management of contracts. Ensuring best practice is delivered through outsourced contract management functions. This will include a review of the existing contract, maximising delivery. Ensuring added value is delivered through reporting functions. The review would also extend to a review of current contracts, these would need to be reviewed prior to handover to ensure any data quality, and coding and counting changes are identified and raised with providers, to ensure these are picked up by the incoming contract management team. The review would also look at the challenge process to ensure it is fit for purpose; and

BI: Support CCG in ensuring the external BI support is fit for purpose and delivers. Support the CCG through the transitional period to ensure the service it delivers 'best in class' services to the CCG in future.

There could be some requirement for analytical support to deliver part or all of the above. Due to the urgency of the requirement there is an expectation of some flex, at no extra cost, around the above to ensure delivery of the project outcomes.

Outcomes will be agreed at the start of the project in line with the above headline requirement.

It is expected that the assignment will cover up to 120 Full working days (8 hours per day) and costs received should be inclusive of all expenses. The value of the works listed as 4 lots should not exceed £100,000 excluding VAT.

To bid for this work requirement it is expected that the following areas will be confirmed:

- ✓ appointed person or team will have demonstrable extensive experience in all of the 4 areas outlined above or at least for the one area they are bidding for;
- ✓ mobilisation will be within 5 working days from the closure of this notice;
- ✓ terms and conditions of the advertised consultancy contract are agreed without reservation or alteration; and
- ✓ the CCG are in receipt of a complete Standards Template that is then part of the contract.

Please note that although testimonials will be accepted, reliance will be placed on referees.

Due to the **urgency of the requirement** – that could not be foreseen – The appointment will be made on:

30% cost

- ✓ ability to meet the cost envelope through a day, budget and delivery milestones proposal

70% quality

- ✓ strength of the submission with a clear CV for the person or persons outlined to undertake the work highlighting relevant previous experience (30%);
- ✓ response to the requirement in terms of envisaged outcomes, risks and dependencies (15%);
- ✓ a demonstrable track record of delivering on time and within budget (15%); and
- ✓ a breakdown of how time and money will be spent on each of the areas of requirement (10%).

The above information is all the information available. Assignment parameters are expected to be a collaboration between the CCG and the appointee allowing for a high degree of flexibility in response to emerging priorities.

Appointment process – All submissions will be reviewed by a panel of 3 persons. Only those submissions that are deemed to have met a minimum 80% of the criteria outlined above will be called for a telephone interview to clarify their submission no later than Tuesday 27th March 2018. Feedback on the process will be available from Tuesday 3rd April 2018.

The CCG reserves the right to reject all submissions that:

- Do not meet the minimum required minimum 80% criteria score;
- Are late or deemed to be non-compliant; or
- Where no suitable is received.

The CCG also reserves the right that upon failure to receive any bids or sufficient submissions that the CCG will appoint an appropriate person or organisation at their own discretion without further competition but upon acceptable quotation only.

Closure of notice: Friday 23rd March 2018 at 17:00

Expected commencement date: Week commencing Tuesday 3rd April 2018

Outcomes confirmation assignment report: Monday 1st October 2018

Address for all submissions will be via email to:

Allan.petchey@nhs.net

And must be confirmed in writing by post or courier no later than the 27th March to:

The Company Secretary
NHS Medway Clinical Commissioning Group
Fifty Pembroke Court
Chatham Maritime. Kent ME4 4EL

Discrepancies between the emailed submission and the written submission for whatever reason will result in disqualification.

Failure to agree the Terms and Condition of assignment or submit the standards questionnaire will result in disqualification.

Complaints can be directed to The Company Secretary at the above address

Clarifications can be requested by email to Allan Petchey at the above email address.

Information about the CCG can be found on our website at: www.medwayccg.nhs.uk