Minutes
(Award of Business CAP)

Supplementary Medical Staff Implementation Group (Staff Bank Operations group)
Agenda Item: NP500.12 Contract Award recommendations
15th Jan 2013

1. Welcome & Introductions
Welcome & Introductions given at start of wider meeting

2. Minutes & Actions from last meeting
Actions from previous meetings/calls agreed as closed (consensus scores submitted)

3. Declaration of Interest & Pecuniary Interests
Covered – none declared

4. Operation of National Contracts
AS delivered a presentation covering the key points regarding the shape of the contract and method of call-off (Single Lot - Non-Ranked). The envisaged number of suppliers is 8 for award but overall the strategy is less about limiting number of suppliers and more about having a pool of suppliers that meet the cost/quality/supply strategy and adhere to NHSS terms & conditions.

5. Role of CAP Members (Terms of Reference)
AS delivered a presentation covering the role of CAP Members in the tendering and implementation process.
6. Timetable of Process
Envisage going to standstill in late Jan 2013.
Take award recommendations to SMSIG to be noted 31st Jan
Take award recommendations to NSS Approval board and F&P committee (part of SFI) 12th Feb
Contract start March 2013

7. Implementation / Compliance
AS advised that the implementation communications (CAREB) would be sent out to NHSS Boards shortly after award. Staff Banks would be included in this communication. There was also the potential to have supplier “kick-off” meetings but the precise details of when/where/agenda could be discussed later. National Procurement would continue to monitor uptake information of contract.

8. Award Criteria & Evaluation Process
Minimum conditions included in the ITT were revisited (Minimum number of doctors, minimum turnover and references. AS Indicated that many suppliers who submitted tenders did not meet minimum requirements and were not evaluated further.

The award Criteria was again shown on the presentation, together with the scoring approach. This included the “non-cost” sections being scored by at least two scorers and the final score for evaluation being reached by consensus of scorers.

9. Summary of Award
A table was presented showing the scoring for all supplier bids. A small error was pointed out on the psychiatry people score. This was corrected and did not change their overall position.
AS reminded the group that the tender “envisaged” 8 supplies would be added to the award and noted that the next scoring bids were very close in terms of overall score. There was some discussion about the recommendation to award 8 or more suppliers. There was agreement in the room to include more suppliers to the award if this was consistent with the Procurement process.

There was some discussion about setting a “pass mark.” However AS took an action to check this, since there was no pass mark mentioned in the tender.

AS would note the position of the room, and would take this point to the second award CAP on the 16th Jan.

10. Record of Decisions
The room agreed with the scoring approach and the scoring achieved
The room agreed with the resultant award recommendation
The room agreed that if there was scope to increase the number of suppliers consistent with the procurement process then more should be added.
11. **Record of Action**
   AS to hold 2\textsuperscript{nd} meeting on 16\textsuperscript{th} with the balance of the CAP
   AS to bring together final recommendations
   AS to take recommendations to standstill approval, SMSIG and NSS Approval.

12. **Any Other Business**
   The rise in agency locum doctor spend would be discussed as a separate matter

13. **Date, Time and Place of Next Meeting**

   2\textsuperscript{nd} CAP Meeting 16\textsuperscript{th} Jan
   SMSIG 31\textsuperscript{st} Jan
   NSS Award Board 4\textsuperscript{th} Feb
   NSS F&P committee 12\textsuperscript{th} Feb