Minutes (Award of Business CAP)

NP500.12 Contract Award recommendations
NDC MR3 & Conference call
16th 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). AS added that he had taken some of the CAP through the awarded recommendations on the 15th Jan at the Staff Bank Operations Group

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

4. Operation of National Contracts
   AS talked to 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) 12\textsuperscript{th} 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.
LS tabled a request to have supplier “kick-off” meetings which was accepted by the room. AS agreed to arrange meetings. National Procurement would continue to monitor uptake information of contract.
NG asked about “phase out” of suppliers and transition to new rates. AS indicated that we would be following the previous process to transition to new rates – existing bookings for agreed rates should be honoured. New bookings would be at the new rate.

8. Award Criteria & Evaluation Process
Minimum conditions included in the I TT 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. The group agreed they were in support of this approach to evaluating tender responses.

9. Summary of Award
A table was presented showing the scoring for all supplier bids.
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.

AS indicated that the group that met on the 15th were also in favour of additional suppliers if possible. It was mentioned that they asked about setting a “pass mark,” but that this would not be used as the basis for a cut off, since there was no pass mark mentioned in the tender.

The room agreed that the 9th & 10th score were very close to the score of the 8th supplier and should also be put forward for award recommendation.

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 bring together final recommendations
   - AS to take recommendations to standstill approval, SMSIG and NSS Approval.
   - AS to arrange Implementation meetings with suppliers

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