
Framework Agreement for Healthcare Planning Services

Guidance Notes for Users

Framework Agreement Term: 1st May 2016 - 30th April 2020

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Healthcare Planning Services Framework Agreement - Guidance Notes

The purpose of this paper is to provide guidance on the use of the Healthcare Planning Services Framework Agreement:

1) What is a "call off" Framework Agreement?

In simple terms it's a formal agreement and mechanism that enables NHS Organisations in Wales to procure services under pre agreed terms and conditions of contract and in a fully compliant & pre procured manner in accordance with EU and UK Procurement Regulations.

2) What's this Framework Agreement about?

The Framework Agreement was established as a means of ensuring that NHS Organisations within Wales had timely access to arrangements that enables rapid procurement of a wide range of Healthcare Planning Services whilst ensuring that Value For Money [VFM] was accounted for. The Framework Agreement has been subject to a compliant Official Journal of the European Union [OJEU] Procurement process so there is no requirement for Organisations to run a separate OJEU procurement for services covered under this arrangement.

The establishment of this Framework Agreement has been supported by the involvement of professional colleagues within NHS Wales Shared Services Partnership – Specialist Estates Services.

3) What is the scope of Services covered under the Framework Agreement?

The Invitation to Tender indicated the scope of services to be covered under the Framework and whilst this is not an exhaustive list, the following embedded spreadsheet highlights the main services:



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Healthcare Planner D

4) How long is it valid for?

The Framework Agreement commenced on 1st May 2016 and has a total straight term of 4 years.

5) What are the benefits?

Amongst the main benefits are:

- significantly streamlines the procurement process [no OJEU requirements to be undertaken], for participating organisations
- pre-agreed contractual terms
- pre agreed rates where this is the best option to secure services
- ability to secure additional value for money through the use of mini competitions

6) Does it comply with EU Procurement Regulations?

Yes. This Framework Agreement has been subjected to a full OJEU procurement exercise and therefore any further requirements arranged through this agreement that exceed the threshold (circa £106k as at 1st January 2016), do not need to be advertised. There are however requirements to undertake mini competitions in most circumstances [refer to 8 below].

7) Which providers are on the Framework?

The Framework Agreement has 5 suppliers available across the range of services set out in the Invitation to Tender; a summary of the suppliers and their contact details are in Appendix 1. The following are the 5 appointed providers:

- Fusion Health LLP
- Strategic Healthcare Planning
- Capita Business Services Ltd
- Boyes Rees Architects Limited
- Mott MacDonald in a consortium with IBI Group (UK) Limited

8) What is the Contractual Structure of the Framework Agreement?

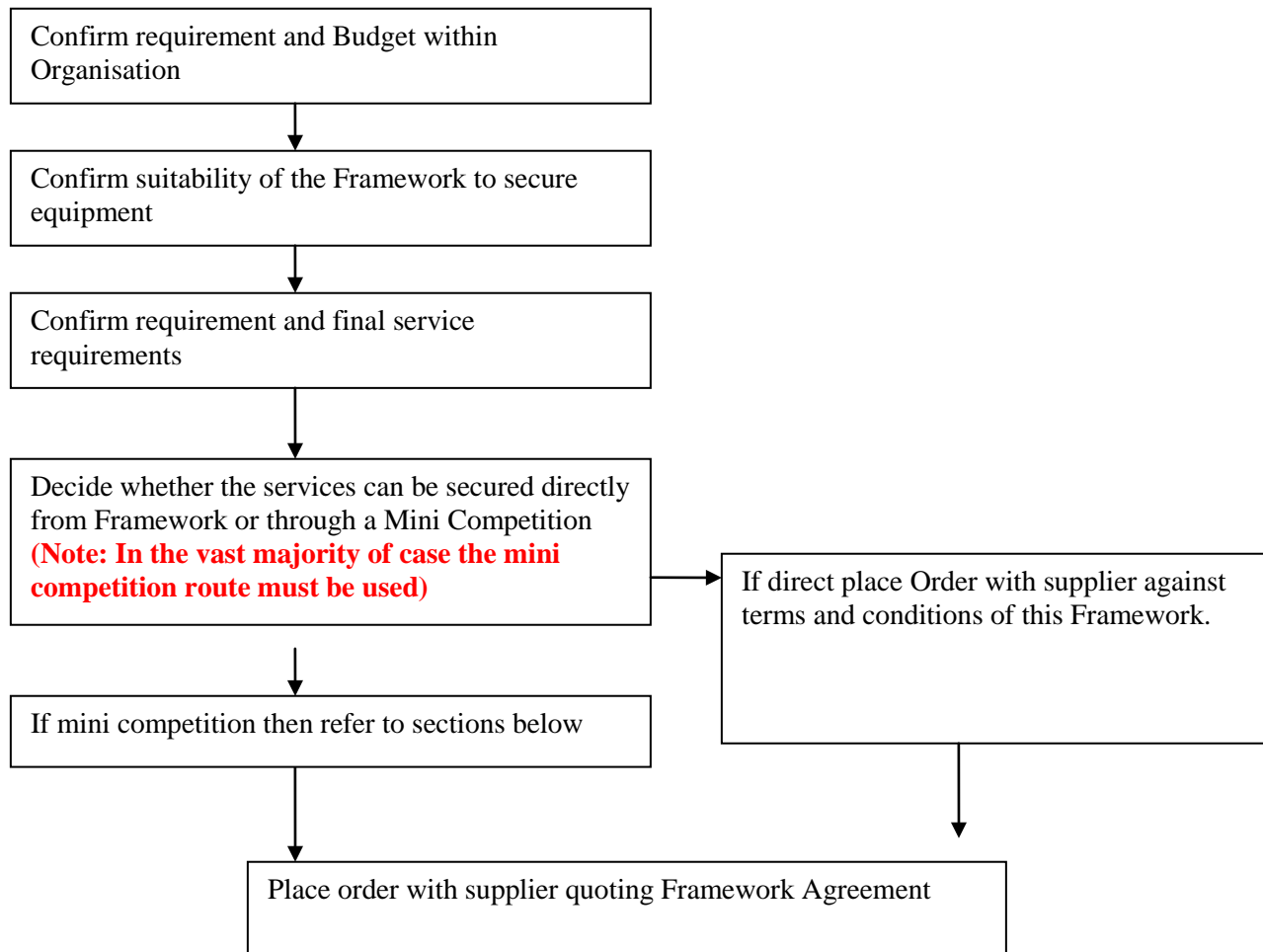
The Contractual structure is as follows:

- **Framework Agreement (FA).** This is an overarching agreement between the host Velindre NHS Trust (as part host of NHS Wales Shared Services Partnership) and each of the 5 Suppliers selected onto the Framework Agreement, prescribing the terms and conditions applicable to any procurement of services. Velindre NHS Trust as awarding authority has no financial or contractual obligation arising from any purchase of services made under the Framework Agreement.
- **Purchase Order.** This will be the **Contract** between the procuring organisation and the Supplier following any purchase of services from the framework. It applies to each individual purchase and will comprise the Standard Terms and Conditions governing the Framework Agreement.

Any work emanating from this Framework Agreement will be subject to the NEC 3 Professional Services Contract (April 2013) and any subsequent amendments/updates.

9) What is the process for using the Framework Agreement?

The following is a flowchart of the basic process:



10) What do I need to do for a mini competition?

- Select which suppliers you are inviting [a record should be kept for audit purposes as to the rationale for selection – **it should be noted that there is an expectation that all bidders will be used for the mini competition process unless there are realistic justifications for not using a particular supplier which must then stand scrutiny if challenged.**
- Confirm specific requirements and set out in a brief for the providers – a suggested template is set out in Appendix 2
- Invite selected suppliers to submit an offer (expectations are that all suppliers will be afforded an opportunity compete for any work)
- Evaluate offers based on criteria in Section 13 below
- Place Order quoting the Framework Agreement

11) How do I determine costs?

There are two main ways to determine the cost of services:

- Reference directly to the costs on the Framework Agreement where these are acceptable in terms of value for money. These are pre-tendered agreed costs between NHS Wales and the supplier.

However in the vast majority of cases the mini competition route should be used as this offers the potential for added value.

- Run a mini competition between suitable suppliers on the framework using an agreed service requirements document as the basis for any offers.

A check can be made with any of the contacts in Section 15 of this document should there be any queries or confirmation regarding clarity on cost aspects.

12) How do we select suppliers?

Supplier's details are attached at Appendix 1. The organisation procuring will determine suitable suppliers with whom it will invite mini competitions [assuming a mini competition is the chosen route]. **Unless there are extenuating circumstances it is expected that all bidders will be invited to submit costed proposals.**

Selection will be made on the basis of the following criteria:

Ref	Evaluation Criteria	Weighting used in Establishing The Framework Agreement
1.	Evidence against the Schedule of Services	35%
2.	Evidence of Key Qualities and Skills	25%
3.	Commercial Arrangements	40%

In respect of a mini-competition call-off, the weightings may be varied to reflect the particular requirement and new award criteria may be added as long as they relate to those set out above. A simple scoring system should be used in conjunction with the evaluation. For ease of reference the following was the scoring system used in assessing the original Framework Agreement:

Scoring System

Non Commercial

The evaluation will be undertaken by a panel using their professional judgment. The panel will use the following pre agreed scoring system which will be equitably applied across all bids received. This will be for Ref 1, 2 and 3 above.

Assessment	Score	Interpretation
Excellent	5	Exceptional demonstration by the Potential Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the Services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the Potential Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the Services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration by the Potential Bidder of the relevant ability, understanding, experience, skills, resources & quality measures required to provide the Services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with minor reservations. Some minor reservations of the Potential Bidder's relevant ability, understanding, experience, skills, resources & quality measures required to provide the Services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations. Considerable reservations of the Potential Bidder's relevant ability, understanding, experience, skills, resources & quality measures required to provide the Services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Potential Bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the Services, with little or no evidence to support the response.

Commercial Arrangements

Submitted costs will be scored on a pro rata basis with the lowest daily cost (submitted for the Principal and P1 grades and then averaged) being used for the purpose of the assessment. Costs will then be allocated scores on a pro rata basis against the lowest cost. Purely for **illustration purposes** the following is an example of its application based on 40% weighting:

Supplier	Average Daily Cost of Principal and P1	Ranking and score	Weighted Cost
Supplier A	£1.00	Rank 1 – 100 points x weighting	weighted cost score 40.00
Supplier B	£1.20	Rank 2 – 83.3 points x weighting	weighted cost score 33.32
Supplier C	£1.50	Rank 3 – 66.6 points x weighting	weighted cost score 26.64

In the event of any queries around this matter please contact the personnel in Section 15 below.

An audit record of any supplier's selection must be kept on file. It is also good practice to justify the rationale for selecting a particular supplier when not using the mini competition process (**although this must be the exception rather than the rule**).

13) Do we have to use this Framework Agreement?

This Framework Agreement has been established to enable organisations to secure a wide range of Healthcare Planning Services in a timely, cost effective, compliant and efficient manner.

14) Where can I get more information?

Contact:

Nigel Davies
 NHS Wales Shared Services Partnership – Specialist Estates Services
 Head of Estate Development
 Email: nigel.davies4@wales.nhs.uk
 Phone: 02920 904088

Richard Gaunt or Paul Sydenham
 NHS Wales Shared Services Partnership - Procurement Services
 Tel: 02920 905390 or 02920 903879
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Any advice and guidance on the application of this Framework Agreement must be initially through the above contacts.

Appendix 1: Template Brief for Mini Competition

BRIEF FOR THE DELIVERY OF SERVICES UNDER THE HEALTHCARE PLANNING SERVICES FRAMEWORK AGREEMENT

PROVISION OF SERVICES FOR [Insert Services] AT [Insert Organisation name]

1. Background

[Provide a brief summary of the background to the requirement e.g. about the organisation, the context in which the services are required, any other useful background information]

2. Service Requirement

[Include details of the services required in as much detail as possible to aid suppliers with their costed proposals – this should include details of any metrics available e.g. number of potential days, budget restrictions.]

3. Contract Arrangements

Any award of business under this mini competition will be subject to those Terms and Conditions under the Framework Agreement for Healthcare Planning Services.

4. Working Arrangements

[Insert details of who is the main point of contact within the UHB/ Trust for day to day service issues and what the reporting arrangements are]

5. Response Required

The mini competition proposal required in response to this brief should contain the following:

- **Section 1. Executive summary.** A concise understanding of the brief and the context in which it sits, the approach and resources proposed, and the commercial arrangements for the assignment.
- **Section 2. Proposed approach.** A credible description of how the services might be provided based on the understanding gained in the tendering process. This should include a description of tasks, deliverables and implications on the UHB/Trust.
- **Section 3. Proposed resources.** A description of the staff proposed for the work/service, including prior experience, skills and competencies. CV's of the staff proposed to undertake the work must be submitted.
- **Section 4. Commercial arrangements.** This should be based upon a fixed price to meet the requirements, supported by a breakdown of the associated costs and any assumptions made in your calculations.
- **Section 5.** Additional supporting information pertinent to the proposal.

6. Return Criteria

Submission to be no more than 10 pages, single sided, at no less than 10 point font.

[Note: if this is run through Procurement Departments it will be issued and received electronically via the NHS Wales Bravo Electronic tendering portal].

Responses to be received **NO LATER THAN: 12.00 Noon on [insert date]**

Any enquiries regarding the use of the e-tendering system should be addressed to: ***[insert name and contact details]***

7. Evaluation Criteria

Respondents to this brief will be evaluated on the overall value for money of their bids. This will cover the written submission and the outcomes of an interview (if required), and will incorporate the following aspects:

Criteria	Weighting
Evidence against the Schedule of Services	35%
Evidence of Key Qualities and Skills	25%
Commercial Arrangements	40%

An evaluation panel will assess the information received from bidders against the above criteria by applying a simple scoring system. We reserve the right to shortlist to the next stage of this process based on your hard copy response. Should you be shortlisted the panel will require consultants to deliver a short presentation of your proposal as well as an opportunity for a question and answer session. **It is anticipated that this presentation will take place on [insert date and time].** Further details will be given nearer the time.

8. Process and Timescale

The timescales for the mini competition process are as follows:

- Suppliers submit proposals: *[insert date]*
- Evaluation of bids by: *[insert date]*
- Interviews/Presentations (*if required*): *[insert date]*
- Notification of Award decision by: *[insert date]*
- Commencement of work: *[insert date]*

Note: The Authority reserves the right not to award a contract for this requirement

Bidders/individuals must be available for interview at the *[insert venue and address]*. **The actual person/s being proposed for this role must be the person[s] who attends the interview.** Further logistical details will be sent under separate cover.

Should providers have any queries during the tendering process then they should direct these in the first instance to: *[insert name and contact details]*