

Advertisement:

**National framework agreement for the supply of medical locums of all grades and specialties (excluding locum GPs)**

The NHS Purchasing and Agency (NHS PASA) invites expressions of interest from medical locum agencies in a proposed procurement for the above services. This is a renewal of its current agreement and is open to all interested parties. Parties may bid for all or part of the services and it is anticipated that a number of suppliers will participate in the framework agreement.

Due to the anticipated volume of responses expected at this stage, there is a strict closing date for expressions of interest.

**Date of publication:** 11 July 2007

**Closing date for expressions of interest:** 12 noon Monday 6 August 2007

**Contracting Authority:** NHS Purchasing and Supply Agency, 80 Lightfoot Street, Chester CH2 3AD.

Attention: Fiona Ryan - Procurement Enablement Sourcing Specialist.

**Description of services/object of the contract:** National framework agreement for the supply of medical locums of all grades and specialties (excluding locum GPs)

**Contact Reference:** CM/AMN/07/4820

**Duration:** 36 months from award of contract with an option to extend by up to a further period of 12 months (maximum four years in total).

**Estimated current market value:** £187 million per annum.

**Award criteria:** To be detailed at tender stage.

**Currency:** GBP

**Participating Organisations:** The contract is for the benefit of all NHS bodies (whether acting individually, or on behalf of, or together as members of any consortia) within England, Scotland and Wales.

**At their own discretion, other organisations may choose to participate:**

- NHS bodies in Northern Ireland.
- The Department of Health, and its Arm's Length Bodies (ALBs) and agencies.
- Other UK Government Departments and their ALBs and agencies.
- Local Authorities and/or any other public bodies and their ALBs and agencies.
- Any bodies wholly or partly funded by Government departments or non-departmental public bodies charged with the delivery of healthcare or health related services.
- Any other non-NHS bodies which the participants deem necessary for the delivery of the services to NHS bodies, other public bodies or other Government Departments and their ALBs and agencies.

**Time limit for receipt of requests to participate:** There is a strict closing date for expressions of interest to this advertisement. Parties wishing to be considered for this contract must register their expression of interest by complying with the requirements as laid out in this advertisement by **12 noon on Monday 6 August 2007**.

**Additional Information:**

- This is a non-mandatory advertisement due to the nature of this service category which falls under Annex 1b of Directive 92/50/EC Part B Residual Services. Therefore only regulation 5 of part 1 of the public contracts regulation 2006 applies. Most of the substantive requirements relating to EU Procurement regulations are excluded from this procurement exercise and subsequent contract.
- The contracting authority shall be following best practice procurement procedures and timescales. It reserves the right to amend the timescales and restrictions of the process as required throughout both the procurement process and through the duration of the contract.
- There will be a supplier conference week commencing 13 August 2007. All interested parties shall be required to attend this conference.

An invitation and details of the conference, i.e. date and venue etc, shall be communicated electronically via the Bravo messaging service upon successful receipt and completion of expression of interest. (See below for information on Bravo.)

- If and when this requirement is offered to tender, this may be done in whole or in part via electronic means using the internet and may involve an electronic reverse auction.
- Contracts awarded under this framework agreement may be awarded either:
  - a) by application of the terms laid down in the framework agreement without reopening competition, or
  - b) where not all the required terms of the proposed contracts are laid down in the framework agreement, by reopening competition between the economic operators which are parties to this framework agreement and which are capable of performing the proposed contract by the method of mini competitions between any invited parties.

The operation of the framework agreement will incorporate the reopening of competition between invited economic operators which are party to the framework agreement so as to incorporate the effects of competition, and the effect on competition, derived from beneficiaries of and parties to the contracts under the framework to include central purchasing as listed above, Collaborative Purchasing Hubs (CPH), Confederations, Purchasing Consortia, Trusts and other incorporated and un-incorporated bodies acting under the aegis of aggregate purchasing policies, and/or volume commitment/exclusivity commitment policies, and forms devolved to regional and local levels.

c) The selected suppliers will be expected to supply all of the services from within their range as are required by the contracting authority from time to time. Further additions to their ranges may also be included, subject to approval of the contracting authority.

- Expressions of Interest from consortia will be accepted but each member of the consortium is required to satisfy the awarding authority that it meets its minimum acceptance criteria, both at the procurement stage and at all times during any subsequent framework agreement.

Note: Each member of a consortium is required to express its interest individually by following the same steps as individual parties.

- Insurance – it is a mandatory requirement to provide copies of certificates held in relation to your company's insurance cover. These must be uploaded as part of your NHS-sid profile (see below). The awarded parties will be required to take out and maintain insurance against its liability for breach of any of its obligations under the supply contract. A minimum level of indemnity of £5 million per incident or series of related incidents per year is required against the following:
  - Professional Liability
  - Employer's Liability
  - Public Liability

Proof of these levels of insurance will be required prior to any contract award.

- Accounts – it is a mandatory requirement to provide a copy of the most recent published company accounts for the company expressing an interest. This must be uploaded as part of your NHS-sid profile (see below).
- all other data submitted to NHS-sid will be ignored at this stage.
- do not include any promotional material or any other information other than that requested at this stage.
- all interested parties are required to sign up to the NHS Employers Code of Practice for International Recruitment prior to any contract award.

Details on the Code of Practice and how to apply can be found on the following link [www.nhsemployers.org/workforce/workforce-551.cfm](http://www.nhsemployers.org/workforce/workforce-551.cfm)

Note: NHS Employers are responsible for the Code of Practice. Interested parties should allow sufficient time for their application to be processed.

- all interested parties must register on the electronic NHS Supplier Information Database (NHS-sid) at [www.pasa.nhs.uk/PASAweb](http://www.pasa.nhs.uk/PASAweb).

Interested parties should ensure that all of the mandatory sections of their NHS-sid company profile (listed below) are fully and accurately completed to demonstrate their ability to meet the short listing criteria applicable to this contract:

Note: Any interested parties that are already registered on NHS-sid must ensure that their company profile is up to date and that all of the mandatory sections required are fully and accurately completed.

### NHS-sid Mandatory sections required for all companies expressing interest

1. Supplier Tab, complete company details including the section headed "Statements".
2. Staff Tab, main contact information and titles of key staff who would manage the contract, if awarded.
3. Assoc Co Tab, indicate parent companies and/or holding companies.
4. Business Tab, state the minimum and maximum contract values, type and coverage of service.
5. Bank, complete bank details.
6. Accounts, complete one years account figures. We do not want the figures relating to the parent or holding company.  
These must be supported by uploading copies of annual accounts as evidence of actual figures quoted.
7. Insurance, state the level, provider and type of insurance held. This must be supported by uploading certificates of evidence of actual insurance cover held.
8. Policies, complete with information relating to Health & Safety, Equal Opportunities, Environmental, Race and Sex Discrimination and Quality Assurance policies operated.
9. Contracts, list the top five contracts and value.
10. References, list references from current contracts held. It would be relevant to quote references related to NHS contracts where possible.

A supplier 'toolkit' is available on web page

[www.pasa.nhs.uk/PASAWeb/NHSprocurement/NHSSid/NHSSidforsuppliers.htm](http://www.pasa.nhs.uk/PASAWeb/NHSprocurement/NHSSid/NHSSidforsuppliers.htm)

Where access to NHS-sid not available, please email the NHS-sid Helpdesk at:

[nhssid@pasa.nhs.uk](mailto:nhssid@pasa.nhs.uk)

Note: To proceed to the next stage of the process, all mandatory sections listed above must be fully and accurately completed by the interested party.

Any false statements, or information given by your company that is subsequently found to be untrue, will immediately disqualify your company from any ensuing contract award.

### **Outline of process and stages involved in this procurement exercise:**

1. Completion of preliminary Pre-Qualification Questionnaire (PQQ) 'expression of interest'. Short listed parties will be invited to attend a supplier conference.
2. Attendance at supplier conference 1 (anticipated to occur week commencing 13 August 2007)
3. Formal PQQ
4. Evaluation of formal PQQ. Short listed parties will receive a preliminary audit.
5. Preliminary audits (anticipated to occur during September and October 2007). Parties will be provided with a minimum 48 hours notice of the contracting authority's intention to audit.
6. Evaluation of preliminary audits. Short listed parties will be issued with the Invitation to Tender and invited to attend supplier conference 2...
7. Attendance at supplier conference 2 (anticipated to occur early November 2007)
8. Completion of Invitation to Tender
9. Evaluation of Invitation to Tender
10. eAuction
11. Evaluation of eAuction
12. Contract Award (anticipated to occur by 1 April 2008)

**Note:** The contracting authority reserves the right to carry out a full audit of short listed parties, at any time, both prior to and post commencement of the contract. Parties will be provided with a minimum 48 hours notice of the contracting authority's intention to audit.

Interested parties will only proceed to the next stage of the process if they have been successful in the previous stage.

**How to respond to this tender:**

Interested parties wishing to be considered for this contract must respond by registering their expression of interest and providing additional procurement specific information by:

1. Registration and completion of a company profile on NHS Supplier Information Database (NHS-sid) as detailed earlier.
2. Completion of an online preliminary Pre Qualification Questionnaire (PQQ) using the NHS PaSA eTendering portal, [www.pasa.bravosolution.com](http://www.pasa.bravosolution.com)

Preliminary Pre Qualification Questionnaire

Code = RFI\_28547

Title = Medical Locums – National

Interested parties can log back into the eTendering portal at anytime up until the closing date in order to complete their expression of interest.

For support in submitting your expression of interest, please contact the eTendering Help-desk at 0800-011-2470 or [help@bravosolution.com](mailto:help@bravosolution.com).

**Note:** All contact or request for further information must be directed electronically via the eTendering Bravo Messaging Service.