

23 August 2007

Pre-Qualification Questionnaire (PQQ) for the supply of medical locums

Dear Supplier

Thank you for expressing your interest in the national framework agreement for the supply of medical locums of all grades and specialties (excluding locum GPs) to all NHS bodies within England, Scotland and Wales and other participating authorities.

The aim of the national framework agreement is to ensure that NHS bodies within England, Scotland and Wales and other participating authorities, have access to the most competitive and capable suppliers within the market that are committed to:

- sourcing competent, qualified, compliant and productive temporary medical staff (locum doctors) that meet current and future NHS requirements
- ensure availability of temporary medical staff so that supply meets NHS demand in both depth and breadth, i.e. that volumes, grades and specialties required are available from the commencement of the contract
- reduce process and total non-NHS (agency) temporary medical staffing costs
- minimise the risk to the NHS, patients and other healthcare workers
- support the development of effective flexible working practices throughout the NHS and other participating authorities
- improve health outcomes for patients, temporary workers and permanent staff
- offering excellent customer service through achieving high fill rates against clear, simple and effective ordering and invoicing standards

Please note that the above list is not exhaustive and has been communicated in no particular order.

The national framework agreement represents a unique and significant opportunity for all interested parties through:

- aggregated spend, as a result of
 - increased uptake and compliance by NHS bodies within England, Scotland and Wales and other participating authorities
 - less fragmented supplier base
- best practice procurement policies, practices and procedures to ensure a fair, equitable and level playing field for all successful suppliers
- excellent opportunity to develop strategic relationships with NHS bodies and other participating authorities identified within the advertisement, at a national, regional and/or local level

The information provided by your company in this questionnaire will be used for evaluation purposes and short-listing of interested parties. It is therefore important that you complete all questions honestly, accurately and in full.

Many of the questions will be scored along side your company's pre-award audit. Your progression to the next stage of the tender process will be determined by your overall performance.

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

This questionnaire contains four main sections:

1. Further commercial information regarding your company
2. Provision of medical locums of all grades and specialties (excluding locum GPs)
 - 2.1. Previous and current supply of medical locums
 - 2.2. Capability and coverage
 - 2.3. Service provision
3. Pre-employment screening checks
4. Other information

It is likely that you may have already supplied data for some of the questions encountered within this questionnaire. The reason for the need for the contracting authority to duplicate this information is to ensure that it has the most appropriate and up-to-date information relevant to this tender process.

Please note that the deadline for submission of this questionnaire is no later than **12.00 noon on 11 September 2007.**

Prior to this deadline, responses to this questionnaire may be saved and modified through the eTendering portal, www.pasa.bravosolution.com as many times as necessary. However, once the deadline has passed, your company will not be able to withdraw or alter its response.

At the sole discretion of the contracting authority, all proposals and information submitted by your company in response to this questionnaire may be reviewed, evaluated and verified at any time, prior to and post commencement of the contract by any person including independent advisors or consultants hired or retained by the contracting authority.

This may be by any means the contracting authority deems reasonable, including by means of audit and visits to your company's registered office and/or other identified offices/branches. The contracting authority also reserves the right to request appropriate independent or objective evidence to support your company's responses/statements.

The responses provided by your company will remain confidential to the contracting authority, its project team and any independent advisors retained by the contracting authority.

Should you require any further assistance regarding the completion of this questionnaire, please contact the Medical locums category team in writing through the Bravo messaging service.

Yours faithfully

Medical locum category team
Agency and Services Directorate