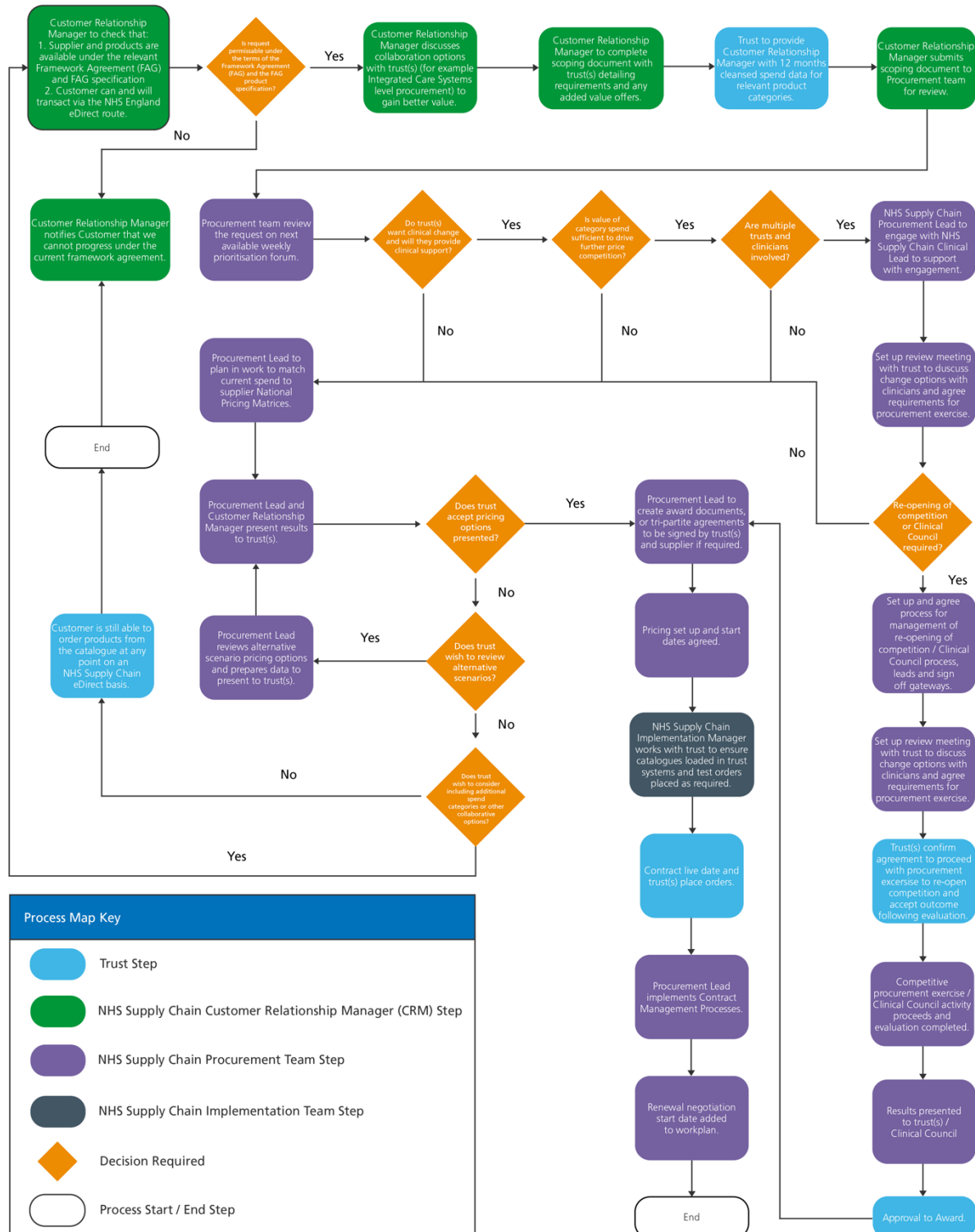


Process for Accessing Framework Pricing, Re-Opening of Competition Where Appropriate.

Process Flow



Process Map Key

- Trust Step
- NHS Supply Chain Customer Relationship Manager (CRM) Step
- NHS Supply Chain Procurement Team Step
- NHS Supply Chain Implementation Team Step
- ◆ Decision Required
- Process Start / End Step

Process Overview and Indicative Timelines

Please note that any timelines shown are purely indicative and dependent upon many different factors such as:

- Provision of accurate cleansed data
- Complexity of the areas to be reviewed
- Existing workloads
- Transactional system set up required
- Level of change required
- Number of and availability of stakeholders to set up any relevant meetings
- Time required to agree strategies.

Step #	Action	Detail	Owner	Indicative Timelines
1	Identification of opportunity	Trust identifies an opportunity or need to review pricing and / or Clinical review of product usage mix and change options.	Customer Relationship Manager (CRM)	N/A
2	Complete a scoping document to map out trust requirements	Trust completes an opportunity scoping document with the CRM's support. If clinical review is required, the name and contact details of the clinicians should be provided to enable engagement. A full 12 months spend data for the particular products or categories needs to be provided and cleansed to remove any non-applicable costs such as delivery costs and other non-device and applicable category spend.	Customer Relationship Manager (CRM)	1-2 weeks
3	Scoping document is submitted to the NHS Supply Chain Procurement team for review	The CRM sends the scoping document to the Procurement team who will schedule for review at a weekly workload Prioritisation forum. The request will be reviewed against current workload commitments and priorities. If there is any further information required then this, or a decision as to when we would be able to start work on any activity will be fed back to the CRM to advise the trust.	NHS Supply Chain Procurement team	1-2 weeks
4	NHS Supply Chain Implementation team review	Our Implementation Manager for the region will review the scoping document in parallel to the NHS Supply Chain Procurement team to ensure that there are no potential challenges to transacting via the eDirect route, such as system capabilities or known issues. They will contact the CRM and trust to discuss Implementation requirements and resolution of any issues where	NHS Supply Chain Implementation Manager	1-2 weeks

		possible to ensure we can transact via the NHS Supply Chain eDirect route.		
In accordance with the above process flow, following conclusion of steps 1 to 4 one of the following 3 approaches will be applied:				
5a	NPM activity	If there is no clinical change review required, and spend value is not significant, then the current trust spend, and volume profile will be mapped against our current supplier NPMs, and the results will be presented back to the trust and CRM. The indicative high-level steps to complete this activity type are as follows:		
		a) A project plan will be developed and start date and timings fed back to CRM and trust	NHS Supply Chain Procurement team	1 week
		b) The NHS Supply Chain Procurement Lead will map all trust spend against existing available NPMs and bandings for each supplier presently used as per data provided.	NHS Supply Chain Procurement team	2-4 weeks
		c) The trust needs to review the analysis presented and decide if it wishes to proceed in implementing the spend as presented or wants to look at alternative scenarios such as alternative suppliers.	Trust Procurement Lead	2-4 weeks
		d) If the trust wishes to review alternative options, the NHS Supply Chain Procurement Lead will generate additional scenarios and present back to customer(s).	NHS Supply Chain Procurement team	2-4 weeks
		e) If the trust wishes to proceed with scenarios presented, then the Procurement team will issue award documents or tripartite agreements issued for signature (if required) and set up of pricing and system updates to enable ordering.	NHS Supply Chain Procurement team	2-4 weeks
		f) Implementation Manager and trust work together to ensure catalogues are uploaded to trust systems, process test orders if required to ensure orders can be sent and received and align start date with supplier.	NHS Supply Chain Implementation Manager	1 week
		g) Begin ordering and set up any compliance monitoring activities required to the end of the agreement terms.	NHS Supply Chain Procurement team	2-4 weeks
5b	Re-opening of competition	If the spend area is significant, the trust may be considering clinical change and / or multiple trusts are combining spend to drive value, it may be appropriate to consider re-opening of competition. An initial scoping meeting will need to be set		

	<p>up with the trust(s) involved to discuss and consider strategy and available options to deliver the right outcomes. The indicative high-level steps to complete this activity type are as follows:</p>		
a)	An initial project plan will be developed and start date and timings fed back to CRM and trust.	NHS Supply Chain Procurement team	1 week
b)	The Buyer will map all spend against existing available NPMs and bandings for each supplier presently used as per data provided	NHS Supply Chain Procurement team	3 weeks
c)	Trust and Procurement team meet to review data and agree a strategy. This may require several meetings to review alternative data scenarios with clinicians, agree any change strategy, and activity plan.	Trust Procurement Lead(s) and Clinicians, NHS Supply Chain Procurement team	2-8 weeks
d)	Pre-market engagement meetings may be held with Suppliers if appropriate.	NHS Supply Chain Procurement team	2-3 weeks
e)	Agree detailed terms of the procurement, any commitment levels and timescales, additional value requirements, product specifications and evaluation criteria with trust and clinicians.	Trust Procurement Lead(s) and NHS Supply Chain Procurement team	2-4 weeks
f)	Draft any tender documentation required and share with trust for review.	NHS Supply Chain Procurement team	2-3 weeks
a)	Trust to review tender documents and formally provide approval to proceed.	Trust Procurement Lead(s)	1 week
g)	Competitive activity in market for 3 or 4 weeks depending on complexity, and possible time required for any extension requests to be considered.	NHS Supply Chain Procurement team	3-4 weeks
h)	Submissions are reviewed, clarifications completed and evaluated. Results are collated to be presented to trust(s)	NHS Supply Chain Procurement team	3-6 weeks
i)	Results are presented to trust for them to review scenarios and decide on how to proceed with any award.	Trust Procurement Lead(s)	2-4 weeks
j)	Trust(s) confirm the award requirements, and Procurement team prepare award documentation for relevant suppliers.	NHS Supply Chain Procurement team	2-3 weeks
k)	Award letters are issued, and standstill commences.	NHS Supply Chain	2 weeks

			Procurement team	
		l) Award documents or tripartite agreements are issued for signature (if required) and set up of pricing and system updates to enable ordering to begin.	NHS Supply Chain Procurement team	4-6 weeks
		m) Implementation Manager and trust(s) work together to ensure catalogues are uploaded to trust systems, process test orders if required to ensure orders can be sent and received and align start date with supplier	NHS Supply Chain Implementation Manager	1 week
		n) Begin ordering and set up any compliance monitoring activities required to the end of the agreement terms.	NHS Supply Chain Procurement team	2-4 weeks
5c	Clinical Council	<p>If there is an opportunity for a significant collaboration of trusts at ICS, STP or Regional level who are willing to work together to make significant clinical changes and look at clinically led value-based procurement, then it may be decided to adopt a Clinical Council model to manage such a large activity. This may also be used to procure at a national level supported by NHSE.</p> <p>This type of collaboration requires commitment from trust procurement and clinical leaders across the collaborative, who will be required to sign up to a memorandum of agreement. A formal structure will be adopted with an elected Chairperson, Executive Sponsor, and a Medical Advisor where appropriate. Trusts will nominate Clinical Leads to sit on the council and represent the trust, and NHS Supply Chain will provide a Clinical Lead and Procurement Lead to facilitate the council meetings and structure, as well as Data Analyst and Project Management support.</p> <p>An initial scoping meeting will need to be set up with the trust(s) involved to discuss and consider strategy and available options to deliver the right outcomes. The timescales for setting up the Clinical Council team, structure and objectives is variable depending upon the volumes of trusts involved, stakeholder availability and many other factors. However, once this has been put in place, the indicative high-level steps</p>		

		to complete this activity type are as follows:		
		a) Obtain and analyse data and set up meetings to review the data with the Council member.	NHS Supply Chain Clinical Lead	4-8 weeks
		b) Determine clinical specifications for in scope products	NHS Supply Chain Clinical Lead	4 weeks
		c) Conduct any clinical evaluations that may be required and finalise clinical specification, minimum requirements and added value needs for the procurement activity.	NHS Supply Chain Clinical Lead	4 weeks
		d) Create tender documentation and gain council approval to send to market	NHS Supply Chain Clinical Lead and NHS Supply Chain Procurement team	4 weeks
		e) Tender out in market	NHS Supply Chain Procurement team	4 weeks
		f) Review tender submissions and analyse options for award based on specific criteria.	NHS Supply Chain Clinical Lead	4-6 weeks
		g) Prepare results for review by Clinical Council and meet to make award decisions	NHS Supply Chain Clinical Lead	2-4 weeks
		h) Trust (s) confirm the award requirements, and Procurement team prepare award documentation for relevant suppliers.	NHS Supply Chain Procurement team	2-3 weeks
		i) Award letters are issued, and standstill commences.	NHS Supply Chain Procurement team	2 weeks
		j) Award documents or tripartite agreements are issued for signature and set up of pricing and system updates to enable ordering to begin.	NHS Supply Chain Procurement team	4-8 weeks
		k) Implementation Manager and trust(s) work together to ensure catalogues are uploaded to trust systems, process test orders if required to ensure orders can be sent and received and align start date with supplier	NHS Supply Chain Implementation Manager	1 week
		l) Begin ordering and set up any compliance monitoring activities required to the end of the agreement terms.	NHS Supply Chain Procurement team	2-4 weeks