



National Contract Compliance Procedure

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1. Introduction

National Procurement Scotland undertakes regular tendering exercises to identify best value for money products and services for use by NHS Scotland.

After these tendering exercises have been completed National Procurement Scotland issue notices to all Boards informing them of the preferred supplier/s.

These suppliers are then classed as National Contract Suppliers and should be used by all Board's whenever possible.

This Procedure is intended to guide staff through the relevant steps in the process and the necessary actions required locally to implement these contracts.

2. Commodity Advisory Panels (CAP)

When National Procurement Scotland decides to tender for a particular product the first step is to establish a CAP. This CAP should consist of various experts in the relevant field from across NHS Scotland.

National Procurement Scotland sends invitations to all Boards asking for representatives.

An example of this letter is shown in APPENDIX A

Suppliers and products chosen by these CAPs will have been thoroughly tested and meet all Healthcare Associated Infection and Quality standards.

3. Commodity Action Report & Eps Bulletin (CAREB)

When contracts have been awarded National Procurement Scotland issue CAREBs to all Boards instructing them to implement the chosen suppliers and products/services.

At this stage NHS Shetland's Supplies Department should add all the suppliers and products from the CAREB onto PECOS and remove any existing alternatives.

This will result in all purchases being channelled down the route of National Contracts and will achieve best value for NHS Shetland.

Contracts will often be awarded to several suppliers who are then ranked on a 'value for money' basis.

It is the decision of the NHS Shetland user department which of the ranked suppliers to use locally. Departments are encouraged to use the 1st ranked supplier as this represents best value.

4. Local Procedure for Contract Implementation.

STEP 1

Invitation to attend CAP is received by NHS Shetland's Supplies Department.

STEP 2

Supplies Department will then forward CAP invitation to distribution list shown in APPENDIX B along with Checklist shown in APPENDIX C.

STEP 3

Members of distribution list must read Checklist and return to Supplies Department within 7 working days acknowledging their understanding of the invitation and whether or not they wish to attend the national CAP meetings.

Rather than attend CAP meetings, end users may contact the CAP Lead to ensure their requirements are factored into the decision process. This is a more cost effective option for island Boards. Staff may also liaise with peers from other Boards to influence proceedings.

This is the only opportunity to influence product selection. If no action is taken at this stage, the resulting CAREB will be implemented on receipt by the Supplies Department.

STEP 4

Once tendering exercise has been completed, National Procurement Scotland will issue a CAREB to NHS Shetland's Supplies Department.

STEP 5

Supplies Department add CAREB to Single Instance Benefits Tracker. This is a tool used to record procurement savings and is submitted to National Procurement Scotland on a monthly basis.

STEP 6

Supplies Department to contact relevant Head/s of Departments informing them of the new CAREB and to arrange samples of the product/s if necessary.

Once the preferred product has been identified the Supplies Department will add these suppliers and products to PECOS and remove all non-contract alternatives.

5. Complaints Procedure

Following contract implementation there may be occasions where the preferred supplier or product fails to meet the required standard of quality.

However, this should be a rare occurrence as the Commodity Advisory Panel has taken great care in selection and each product has undergone rigorous testing on factors such as quality and infection control standards.

If a supplier or product is not fit for purpose please follow the procedure below.

1. Complete a National Procurement Complaints Form and email to Head of Finance & Procurement

[National Procurement Complaint Form](#)

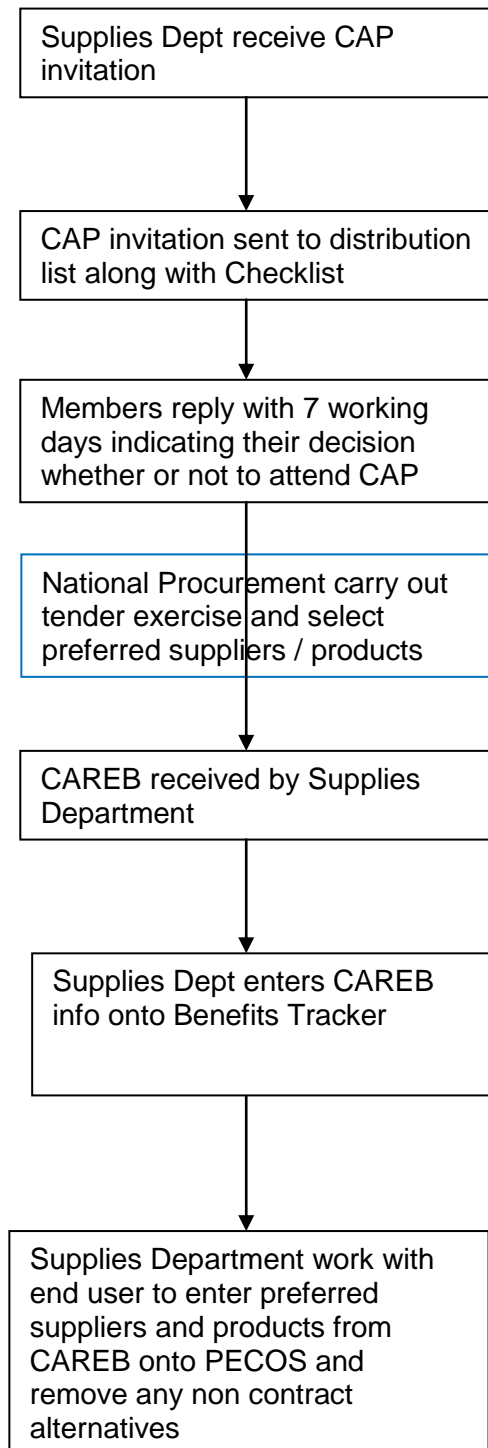
This will be used by National Procurement during their supplier management process and if products are found not to be fit for purpose the supplier may be removed from the national contract register.

2. If the end user simply wishes to move to another national contract product, included on the relevant CAREB, they should email the Head of Finance & Procurement giving a clinical reason for the proposed change. The Supplies Department will then implement the change and communicate it to all relevant users.

If the end user wishes to move to a product out with national contracts altogether, National Procurement Scotland will have to support this change via an acceptance that the issue raised in the complaints form is credible.

If National Procurement do not determine the complaint to be credible, products can only be changed with the express permission of the Director of Finance or Medical Director.

6. Flowchart



APPENDIX A

National Procurement
NHS Scotland
National Distribution Centre
Canderside
2 Swinhill Avenue
Larkhall
ML9 2QX

Telephone 01698 794400
Fax 01698 794401
**RNID Typetalk: 18001 01698
794400/794410**



28/05/12

Your Ref

Our Ref : NP181/12 Dental Lab Services

Dear Sir or Madam,

COMMODITY ADVISORY PANEL: NP181/12 DENTAL LAB SERVICES

I write to request nominations for the above Advisory Panel.

Please nominate individuals from your Health Board who have the necessary expertise and knowledge of the product area, and who are willing to serve on and contribute to the work of the Panel. Nominations should be made on the Nomination form enclosed and Emailed back to the Commodity Manager named on the form.

Completed nominations must be returned no later than: 21st June 2012.

If we do not receive a response from you by this date it will be assumed you do not wish to put forward a nomination.

We would particularly like to see nominations from the following areas: Theatre Managers.

Please note that CAP members will be required to meet any travelling or other expenses incurred when attending these meetings.

Normally the frequency of meetings will be 2-3 per year, but may vary according to CAP activity.

A review of the nominations and selection of membership of the CAP will be carried out by the relevant Commodity Manager.

When membership is finalised I will advise you of the outcome.

Yours faithfully,

Mr Smith

APPENDIX B

Distribution List for CAP Invitations

Medical Director

Director of Acute & Specialist Services

Hospital Manager

Head of Finance & Procurement

Dental Director

Service Manager Primary Care

Head of Estates

APPENDIX C

CAP Checklist

CAP Description	
Date issued by Supplies Department	
Return Date	
National CAP Lead Name	
National CAP Lead email / Telephone	

Name	
Position	

Please tick

I have read and understood the content of this CAP invitation	
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This CAP invitation is relevant to my area of expertise	
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I wish to attend the national CAP	
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I do not wish to attend the national CAP so I will accept their decision on supplier / product selection	
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To be returned to Mark Goodhand, Stores & Transport Manager, on or before the Return Date above. If no response is received it will be assumed that you do not wish to attend the national CAP.

Mark.goodhand@nhs.net