

**United Kingdom-Newbury: Administration services**  
**OJ S 197/2013 10/10/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Central Southern Commissioning Support Unit

Postal address: Wessex House, 22 Oxford Road

Town: Newbury

Postal code: RG14 1PA

Country: United Kingdom

For the attention of: Robert Card

E-mail: [r.card@nhs.net](mailto:r.card@nhs.net)

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Health

**I.4. Contract award on behalf of other contracting authorities**

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

The Procurement, Contracting and Invoicing of NHS Continuing Healthcare Services in Buckinghamshire.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: Buckinghamshire.

NUTS code UKJ13 Buckinghamshire CC

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5.**

## **Short description of the contract or purchase(s)**

The Procurement, Contracting and Invoicing of NHS Continuing Healthcare Services in Buckinghamshire NHS Chiltern Clinical Commissioning Group and NHS Aylesbury Vale Clinical Commissioning Group are seeking applications from suitably qualified providers of Procurement, Contract Management and Invoicing Services in the area of Adults & Children's NHS Continuing Healthcare.

This Tender process is being managed by the Central Southern Commissioning Support Unit. The Continuing Healthcare service is already in place within Buckinghamshire. The intention is to undertake a procurement to transfer the Procurement of Home Care and Nursing home placements, Contract Management, Payment and Invoicing Services functions to an appropriate provider.

The Budget of the service will be transferred to the successful provider for the purpose of procuring, contracting, invoicing and placement.

The Care Packages budget for individual clients is circa GBP 34,200,000 per annum.

The provider will be expected to work closely with the Clinical Continuing Health Clinical Assessment Service (which is the subject of a separate Part B procurement)

The performance of the contract for the Procurement, Contracting and Invoicing of NHS Continuing Health Care Service will be linked to risk share and gain share contractual levers to maximise the savings within the budget whilst not compromising the quality of the provision of the services

The contract will be subject to an optional 12 months extension. The estimated contract values shown in the notice at item II 2.1 includes the optional extension.

The anticipated date for commencement of this procurement , contracting and invoicing of of NHS Continuing health care services is 1st September 2014.

The procurement will be conducted via the NHS Sourcing e-tendering web site. If you would like to express an interest in this opportunity please register your organisation on the web-site (<https://www.nhssourcing.co.uk>) as soon as possible and at the latest prior to the closing date for expressions of interest, allowing sufficient time to access and complete the Pre-qualification Questionnaire (PQQ). Reference PQQ 28646

Should you require any assistance in accessing or registering on the e-tendering web site please contact the Bravo Solution Helpdesk via telephone on +44 8003684850 and/or by e-mail to [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

The closing date for organisations to express an interest and submit their completed PQQ is 17:00 hours on the 12.11.2013.

### **II.1.6. CPV code(s)**

75100000 Administration services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

Estimated value excluding VAT:

Range: between 136 000 000 and 144 000 000 GBP

## **II.2.2. Information about options**

## **II.2.3. Information about renewals**

### **II.3. Duration of the contract or time limit for completion**

Duration in months: 36 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

As per PQQ/ITT documentation.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As per PQQ/ITT documentation.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

As per PQQ/ITT documentation.

#### **III.1.4. Contract performance conditions**

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Suppliers Instructions How to Express Interest in this Tender~: 1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://www.nhssourcing.co.uk> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online and offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: As per PQQ/ITT documentation.

Minimum level(s) of standards possibly required: As per PQQ/ITT documentation.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

As per PQQ/ITT documentation.

Minimum level(s) of standards possibly required:

As per PQQ/ITT documentation.

### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

#### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

#### **IV.3.2. Previous publication concerning this procedure**

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 12.11.2013 - 17:00

Payable documents: no

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

12.11.2013 - 17:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

8.10.2013