

CCG REPORT COVER SHEET

Meeting Title:	Governing Body in Public		Date: 11 May 2021	
Report Title:	Non-Emergency Patient Transport Service (NEPTS) – procurement update		Agenda Item: 4.3	
Chief Officer:	Sue Graham			
Clinical Lead:	Will need to be appointed to support the procurement			
Report Author:	Sue Oakman			
Document Status:	FINAL			
Report Summary:	This report provides the procurement timeline for the NEPTS procurement to the Governing Body.			
Report Purpose:	For Assurance	<input checked="" type="checkbox"/>	For Decision	<input type="checkbox"/>
			For Approval	<input type="checkbox"/>
				For Recommendation
Recommendation:	The Governing Body is asked to note the procurement update provided and the planned procurement timeline. The Governing Body is asked to approve the commencement of the NEPTS procurement with the new Provider to commence service delivery on the 1/9/2022.			
Link to Corporate Objectives: 2020/22	Ensure everyone has the opportunity to improve their health and well-being			
	Level-up health and care provision to ensure our communities in areas of high deprivation and need get the resources needed to minimise inequalities			<input checked="" type="checkbox"/>
	Focus time and resources on areas where people receive most of their health and care services, the community			<input checked="" type="checkbox"/>
	Facilitate organisations to join forces at ‘place’ and offer ‘patient first’ well-co-ordinated efficient services to those who need them.			<input checked="" type="checkbox"/>
	Deliver our statutory financial commitments as best as possible			<input checked="" type="checkbox"/>
CAF (Strategic Risk) Reference	Description of Risk			Current Risk Score
CAF01	There is a risk that there will be further outbreaks of Covid-19 which result in substantial impact either from patients needing hospital care or from disruption to services as a result of contact tracing and staff isolation.			15 Red
CAF02	There is a risk that the impact of Covid-19 and non-Covid-19 diseases will widen health inequalities within Cambridgeshire and Peterborough.			20 Red
CAF12	There is a risk of serious impact to patients as a result of a failure in quality, safety and patient experience in the services that the CCG commissions as a result of the covid pandemic and recovery requirements			20 Red
Impact Assessments	Equality		Impact Assessments to be completed	
	Health Inequalities		Impact Assessments to be completed	
	Health Impact		Impact Assessments to be completed	
	Data Privacy		Impact Assessments to be completed	
	Sustainability		Impact Assessments to be completed	
	Quality		Impact Assessments to be completed	
Financial Impact	<ul style="list-style-type: none"> The current contract value for the NEPTS is in the region of £6.4M per annum. The CCG will need to appoint a procurement partner who will provide advice and guidance and provide the e-tendering system through which tender documents would be issued/evaluated and moderated. The cost for the procurement partner is covered from within the contract budget. 			
Chief Officer/ SRO Sign Off:	Sue Graham			
Chief Finance Officer Sign Off: (if required)	Not required for this update paper			
Legal implications	Specialist legal advice on the use of safe harbours has been obtained for the Herts Urgent Care contract, and Peterborough UTC contract. This advice focussed on the legal risks and mitigations on extending the contracts without undertaking a procurement, and included how the CCG could achieve this while remaining compliant with Public Contract Regulations (PCR) 2015. The safe harbours being proposed in this paper are the same as previously agreed by the Chief Officer Team for these two contracts. However, Governing Body should be aware, that specific legal advice in relation to this contract has not been sought.			

Conflicts of Interest	No known Conflicts of Interest in relation to this paper. Conflicts of Interest would be managed as part of any procurement for a new service following the CCG policy.
Report history:	Update provided to the Chief Officer Team on 15 th March 2021
Next steps: (if applicable)	Implement procurement plan as per attached timelines (See Attachment 1)

MEETING: GOVERNING BODY IN PUBLIC

AGENDA ITEM: 4.3

DATE: 11 MAY 2021

TITLE: NON-EMERGENCY PATIENT TRANSPORT SERVICE (NEPTS)
PROCUREMENT UPDATE

FROM: SUE GRAHAM
DIRECTOR OF PERFORMANCE & CONTRACTS

1 ISSUE

- 1.1 A paper came to the Chief Officer Team (COT) in January 2021 highlighting the fact there was insufficient time to run a procurement before the NEPTS contract expired in August 2021. The recommendation that the contract be extended to 31st August 2022 using a 'Not Substantial' safe harbour was approved. COT asked that an update paper came back to them in March showing the planning stages of the procurement. This request was actioned.
- 1.2 East of England Ambulance Service (EEAST) NHS Trust have now shared their costings for the 12-month extension to 31st August 2022 with the CCG and this is being examined by both finance and contracting teams to understand how the proposal has been constructed and identify areas of challenge before any contract negotiations with EEAST are commenced. A further update on progress will be shared, particularly if any cost pressures are identified.
- 1.3 COT asked that the planning stages of the NEPTS procurement was shared with Governing Body so that approval could be gained to commence the procurement.

2 KEY POINTS

- 2.1 The attached procurement timeline describes pre-procurement actions such as stakeholder and market engagement, governance arrangements for the procurement and when COT will receive updates at key procurement junctures (phases 1-4). These are documented within the timeline.
- 2.2 A benefit of the agreed contract extension is that there is sufficient time to undertake meaningful stakeholder engagement with the North & South Alliances, Acute Trusts and patients via Healthwatch so that the service procured is fully supportive of 7 day working, patient flow including discharge to assess, and helps support the 2021/22 priorities described in recent guidance.
- 2.3 Clear milestones are in place to manage the procurement (phase 5) and there is also enough contingency within the plan to accommodate any unforeseen issues which could affect the planned 'go-live' date of 1st September 2022.

- 2.4 Next steps are –
- Undertake the stakeholder engagement.
 - Provide an update to COT on the outcomes of the stakeholder engagement.
 - Undertake a mini tender exercise to appoint a procurement partner to aid with the procurement. Typically, the procurement partner will provide general advice and guidance to the CCG to ensure compliance with procurement regulations, issue the Prior Information Notice (PIN), support the CCG with market engagement events, and issue the contract award notice. They provide the e-tendering system for issuing, evaluating and moderating the Invitation to Tender (ITT) and training in its use, and manage the flow of information between the CCG and any potential bidders – i.e. clarification questions. The cost for the procurement partner is included within the overall contract budget for the NEPTS procurement.

3 RECOMMENDATION

3.1 The Governing Body is asked to:

- **NOTE** the procurement update provided and the suggested procurement timeline.
- **APPROVE** the commencement of the NEPTS procurement with the new Provider to commence service delivery on the 1/9/2022.

4 REASON FOR RECOMMENDATION

- 4.1 COT approved the draft timeline and are supportive of the planned procurement.
- 4.2 This paper, and the detailed timeline in attachment 1, evidence there is robust planning and governance in place to support a successful procurement.

5 BACKGROUND INFORMATION

- 5.1 The current NEPTS contract is valued at £6,457K and has 5.5 months to run before it expires on the 31 August 2021.

6 IMPACT ASSESSMENT

- 6.1 Impact Assessments will be completed as part of any forthcoming procurement process.

7 CONCLUSION

- 7.1 The timeline for the NEPTS procurement was presented to COT in March when approval to extend the contract to 31st August 2022 was given. The procurement timeline provided shows planned pre-procurement actions and underpinning governance. It provides a clear roadmap describing the procurement steps to be undertaken to ensure the procurement is completed within the required window.

Author *Sue Oakman,
Head of Contracts - Transformation
27/4/21*

Appendix 1 - NEPTS procurement timeline