

Minutes (Pre Tender CAP)

**NP517/12 Stoma Appliances - New Patient review meeting
Wednesday 26th October 2016 10:00-15:00 Rooms 5&6 NDC,
Canderside, Larkhall**

Tracey	McMeekin	Colorectal Specialist Nurse	A&A Crosshouse	WoS	Yes
█	█	Stoma care nurse	Foth Valley	Forth Valley	Yes
█	█	Commodity Manager (Commodity Lead WOS)	GG&C	WoS	Yes
Anne	Haston	Stoma Nurse	Lothian	Lothian	Yes
Carol	Ryan	Clinical Nurse Specialist	Ninewells Hospital	Tayside	Yes
Verna	Henderson	Stoma Care Nurse Specialist	Borders	Borders	Yes
█	█	Locality Pharmacist	Taymount Surgery	Tayside	Yes
█	█	Clinical Nurse Specialist Stoma Care	GG&C North	WoS	Yes
Hazel	Kearney	Stoma Nurse Specialist	D&G	WoS	Yes
Gordon	Beattie	Head of Procurement - GGC	GG&C	GG&C	Yes
█	█	Procurement Manager	HIG	Highland	VC: █
Susan	Donaldson	Colorectal/Stoma CNS	HIG	Highland	VC: █
Cathie	Fraser	Lead Colorectal/Stoma CNS	HIG	Highland	VC: █
█	█	Colorectal Specialist Nurse	A&A Crosshouse	WoS	No response
█	█	Stoma Nurse	LAN	WoS	No response
█	█	Procurement	Grampian	Grampian	Minutes Only
█	█	Stoma Care Nurse Specialist	GG&C Clyde	WoS	Apologies received
█	█	Stoma Care Nurse specialist	A&A	WoS	Apologies received
█	█	Clinical Procurement Manager	Lothian	Lothian	Apologies received
█	█	Stoma Care/Colorectal Nurse	Grampian	Grampian	Apologies received
█	█	Paediatric Stoma & Gastrostomy CNS	GG&C W&C	WoS	Apologies received
█	█	Macmillan Colorectal Nurse Specialist/NOSCAN TCAT Clinical Lead	Ninewells Hospital	Tayside	Apologies received
█	█	Associate Nurse Director of Practice Nurses / Lead nurse GMED	Grampian	Grampian	Apologies received

█	█	Commodity Manager	National Procurement	█	Yes
█	█	Commodity Specialist	National Procurement	█	Yes
Billy	Hislop	Category Manager	National Procurement		Yes
█	█	Principal Pharmacy Technical Specialist	National Services Scotland		Yes
Paul	Hornby	Head of Strategic Sourcing & Commercial	National Procurement		Yes
Alice	MacLeod	Senior Nurse	National Procurement		Yes

Papers Tabled



NP517 Pre Tender
CAP Meeting 261016 International Standar



ISO 8670-2

Table of Contents

1 Welcome & Introductions

█ covered the standard agenda, introductions & building housekeeping procedures, delegates in room gave a brief outline of job roles [VC not working at time]

2 Minutes & Actions from Last Meeting

Award of Business Minutes 23rd April 2013. Formal challenge delayed award, Framework started on 8th July 2013.

3 Declaration of Interest & Pecuniary Interests

Reference was made to Document SS-FOR-103e CAP Ethical Behaviour circulated at Nomination & Membership process stage. CAP members advised to make any declaration known to █ or BH, no declarations where made from the room.

4 Operation of National Contracts

BH advised the CAP on the adherence to EU/Scottish Regulations. BH highlighted that work is underway to address another known issue – once frameworks are awarded; these are often not implemented, or implemented only after considerable effort. Key for the future will be how we work together to plan the implementation of contracts, after award. A review of the CAP process, including engagement, scope, remit, etc. is looking to provide further guidance.

5 Role of CAP Members (Terms of Reference)



█ advised the CAP on the role of a CAP member.
Emphasis on CAP participation at each stage of tender being required & importance to assist with Award, Adoption, Endorsement & leading Change, alleviating supply & quality issues while promoting Contractor Supplier Management

6 Timetable of Process

Pre-tender CAP	26 th October 2016
Pre-tender CAP	12 th January 2017
OJEU Advert/Tender issued	1 st February 2017
Tender returned on	15 th March 2017
CAP Evaluation of Products (Desktop)	6 th April 2017
CAP Award meeting	20 th April 2017
Contract Extension or Start	8 th July 2017 or 2018

These dates are an indication of possible timelines and will be reviewed at the next CAP in January 2017.

Meeting Objectives for Today as per slides

7 Commodity Profile (Scope / Spend)

Commodity Profile : Current Position as per slides

Is the current framework delivering, is there a requirement to re-tender at this point or utilise the extension? Timelines could be tight if there was to be a major change to the structure. Part of the final year extension could be used if required.

Current Framework Lots as per slides

Does the descriptions still meet expectations, do we need to be smarter with descriptions going forward, BHTA/industry want the Lots expanded, if Lots expanded to test market not all tendered Lots need to be awarded. We can also lock down additions or extensions to range for a pre-determined period of time.

NP517/12 Current Framework Suppliers as per slides

Current Framework Supplier Spend as per slides

Framework Value per Health Board as per slides

New Patient Spend per Health Board as per slides

Commodity Profile: BHTA Feedback as per slides

Convexity should now become a standalone Lot



Commodity Profile: New Products

Soft convex; previously type of convex (soft/hard) was not identified in the Lot description

8 Supplier Profiles / Performance (Complaints)

9 Implementation / Compliance

Supplier indicated that they have provided in the region of £21,000 worth of complimentary products to all the Health boards over the last year. This was confirmed by the Clinical members in the room and was deemed to be either trial products or minor product changes for education & information, no compromise to framework compliance

10 Definition of Requirements as per slides

It was agreed to review and action at the CAP meeting on the 12th January 2017

11 Selection Criteria & Process as per slides

A list of minimum requirements were reviewed with special reference to ISO information attached at *Papers Tabled* section

12 Award Criteria & Evaluation Process

Cost explained to CAP as per slides

Current Non- Cost Criteria as per slides

13 Record of Decisions

The timelines, Lot review and Criteria for the New Patient framework will be agreed at the next CAP meeting scheduled for Thursday 12th January 2017 10:00-16:00 NDC, Canderside, Larkhall.

14 Record of Actions

NP will distribute additional & appropriate information to CAP members to ensure they have all the relevant data to agree the Definition of Requirements, Award Criteria and Evaluation Process. National Procurement will issue this information by the 16th December.

15 Any Other Business

PH informed the CAP on the Community work being carried out by National Procurement. PH presented information on the Scottish Governments "Stoma Appliance Service in the Community Review 2015" and how the 26 recommendations could be transferred into the Community.

It was proposed that a Clinical Review Panel sub group could be formed to look at the Scottish Stoma Listing and make recommendations on the use of



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Chair

Professor Elizabeth Ireland

accessories in partnership where appropriate with other recognised NHS groups.

16 Date, Time and Place of Next Meeting

Pre-Tender CAP

Thursday 12th January 2017 10:00-16:00

NDC, Canderside, Larkhall



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