

Minutes (Pre Tender CAP)

NP517/12 Stoma Appliances - New Patient review meeting

Thursday 12th January 2017 10:00-16:00 Rooms 5&6 NDC, Canderside, Larkhall

Name		Designation	Area	Attendance
[REDACTED]	[REDACTED]	Stoma care nurse	Foth Valley	Yes
[REDACTED]	[REDACTED]	Commodity Manager	GG&C	Yes
[REDACTED]	[REDACTED]	Clinical Nurse Specialist Stoma Care	GG&C North	Yes
[REDACTED]	[REDACTED]	Paediatric Stoma & Gastrostomy CNS	GG&C W&C	Yes
Hazel	Kearney	Stoma Nurse Specialist	D&G	VC
[REDACTED]	[REDACTED]	Procurement Manager	HIG	VC
Susan	Donaldson	Colorectal/Stoma CNS	HIG	VC
Cathie	Fraser	Lead Colorectal/Stoma CNS	HIG	VC
[REDACTED]	[REDACTED]	Stoma Nurse	LAN	Notified resignation, awaiting replacement details
[REDACTED]	[REDACTED]	Stoma Care Nurse specialist	A&A	No response
[REDACTED]	[REDACTED]	Stoma Care/Colorectal Nurse	Grampian	No response
Tracey	McMeekin	Colorectal Specialist Nurse	A&A Crosshouse	Apologies
Anne	Haston	Stoma Nurse	Lothian	Apologies
Carol	Ryan	Clinical Nurse Specialist	Ninewells Hospital	Apologies
Verna	Henderson	Stoma Care Nurse Specialist	Borders	Apologies
[REDACTED]	[REDACTED]	Locality Pharmacist	Taymount Surgery	Apologies
[REDACTED]	[REDACTED]	Clinical Procurement Manager	Lothian	Apologies
[REDACTED]	[REDACTED]	Stoma Care Nurse Specialist	GG&C Clyde	Apologies
[REDACTED]	[REDACTED]	Associate Nurse Director of Practice Nurses / Lead nurse GMED	Grampian	Apologies
[REDACTED]	[REDACTED]	Colorectal Specialist Nurse	A&A Crosshouse	Apologies
[REDACTED]	[REDACTED]	Procurement	Grampian	Apologies
[REDACTED]	[REDACTED]	Macmillan Colorectal Nurse Specialist / NOSCAN TCAT Clinical Lead	Ninewells Hospital	Apologies
[REDACTED]	[REDACTED]	Commodity Manager	National Procurement	Yes
[REDACTED]	[REDACTED]	Commodity Specialist	National Procurement	Yes

Billy	Hislop	Category Manager	National Procurement	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 120117

Table of Contents

1 Welcome & Introductions

■■■■ covered the standard agenda & building housekeeping procedures, with particular reference to today's scheduled Fire Alarm test.

2 Minutes & Actions from Last Meeting

Minutes approved from meeting held on Wednesday 26th October 2016, distributed to CAP members 2nd November 2016. Agreed actions documentation provided to CAP on 16th December 2016.

3 Declaration of Interest & Pecuniary Interests

CAP members advised to make any declaration known to ■■■■ or BH, no declarations were made from the room.

4 Operation of National Contracts

PH gave a review of the CAP process to 'Why we are here', for main benefit of ■■■■, including engagement, scope, remit & to provide further guidance.

No change to EU legislation & Scottish Procurement Regulations since last meeting.

5 Role of CAP Members (Terms of Reference)

■■■■ advised the CAP on the role of a CAP member. Main purpose of today's meeting will be to agree Specifications & set the Criteria weightings.

6 Timetable of Process

Pre-tender CAP	26 th October 2016
Pre-tender CAP	12 th January 2017
OJEU Advert/Tender issued	
Tender returned on	



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CAP Evaluation of Products (Desktop)

CAP Award meeting

Contract Extension or Start

July 2017 or 2018

These dates are an indication of possible timelines and will be determined by the outcome of today's meeting.

Meeting Objectives for Today as per slides

7 Commodity Profile (Scope / Spend)

Commodity Profile : Current Position as per slide

Commodity Profile : BHTA feedback

NP held a meeting with BHTA on the 7th December 2016 to discuss the new Framework. NP advised the BHTA that their Lot proposal was discussed with the CAP but was rejected and they agreed to look at other options. BHTA have submitted a new proposal with 14 Lots. BHTA were keen that Framework was retender at earliest opportunity.

Current Framework Lots as per slide. ■ indicated the number of items per Lot and how many were currently being used.

Potential Framework Suppliers as per slide. ■ indicated that there were currently 8 Suppliers on the Framework and there was the potential of at least another three being added.

Commodity Profile: New Products as per slide.

8 Supplier Profiles / Performance (Complaints)



9 Definition of Requirements as per slides

Tender Schedule Headings as per slides

Product Literature in PDF Format: could go out of date, superseded for reference purposes if loaded into shared systems. Remove from tender Schedule Headings.



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Current Framework Lots as per slides

Lot Proposal as per slides

It was agreed to tender for 10 Lots on the new framework as per the NP Lot proposal.

- Lot 1 Colostomy Bags/Pouches
- Lot 2 Colostomy Convex Bags/Pouches
- Lot 3 Ileostomy Bags/Pouches
- Lot 4 Ileostomy Convex Bags/Pouches
- Lot 5 Urostomy Bags/Pouches
- Lot 6 Urostomy Convex Bags/Pouches
- Lot 7 Two Piece Bags/Pouches/Flanges
- Lot 8 Two Piece Convex Flanges
- Lot 9 Paediatric
- Lot 10 Wound Managers – Look at list of products may have to split.

BHTA Lot Proposal as per slide

The new BHTA 14 Lot proposal was discussed but it was agreed to tender for the 10 Lot option.

BHTA Tender Proposal as per slide

The BHTA tender proposal was discussed and elements were considered beneficial. The main points were that the Framework should be tendered during 2017, include all products from all suppliers except accessories which would mean no quality evaluation and the suppliers would offer a preferential price.

NP proposed and it was agreed to set a capped/ceiling price for each of the Lots and as long as the Suppliers meet or offer lower prices for their tendered items then they will be added to the New Patient Framework. Any products tendered at a higher price than the capped/ceiling price will not be accepted.

A capped/ceiling price will not be used for the Paediatric Lot and possibly part of the Wound Managers Lot. The CAP advised that a capped/ceiling price may be possible against some of



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the Wound Manager products. NP to review the list of products in the Wound Managers Lot, CAP to review before Lot list is finalised.

It was agreed that by using this pricing method there would be no requirement to carry out a quality evaluation during the tender process as all the items that met the capped/ceiling price would be added to the Framework.

In summary Lots 1-8 capped/ceiling price, Lot 9 **no** capped/ceiling price, Lot 10 some items would be a capped/ceiling price, but not all items.

10 Selection Criteria & Process as per slides

It was agreed that the following minimum standards must be met by all the tendered suppliers. Failure to meet these standards would exclude the supplier from the tender process.

Minimum Standards

- CE Marking
- Quality Management Systems - ISO13485, ISO9001 or Equivalent.
- Latex Free – Information supplied by Manufactures in tender schedule.
- ISO 8670-2 :1997 Ostomy Collection Bags Requirements and Test Methods
- ISO 8670-3 : 2000 Ostomy Collection Bags Determination of Odour Transmission of Colostomy and Ileostomy Bags
- Reference from English speaking clinical personnel that product brand is acceptable?
- All suppliers must have a UK based representative

11 Any Other Business

Community as per slide

PH gave an update of the work being done within Scotland to meet the points raised in the Scottish Government audit. PH highlighted the work being carried out in GG&C, Lothian and Tayside.

Implementation / Compliance as per slides

█ advised that as part of the Manufactures Specification of Requirement sign up NHS Scotland either receive a sum of money through a claw back scheme or a Value for Money (VfM) offer. The Manufactures who have indicated a VfM



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offer were asked to break this figure down by HB to allow verification. After a discussion it was agreed to circulate the subjects and sums of money to HB for verification.

ISD Stoma Patient Information as per slides. This indicated that during October 2015 and September 2016 that there were 20,293 Stoma patients in Scotland.

Prisims – Top 50 as per slide

Scottish Stoma Listing - updated slide

12 Record of Actions

Tender to be issued in 2017.

Tender minimum Standards agreed.

Tender Schedule Headings agreed.

Lot headings agreed.

It was agreed that all Manufacturers products will be added to the framework if they meet the Capped/ceiling Price.

It was agreed that no quality evaluation would be required as all items would be included onto the framework if the suppliers meet the Capped/ceiling Price.

It was agreed that CAP would verify Manufactures VfM offering.

13 Date, Time and Place of Next Meeting

Next meeting will now be the Award of Business meeting and the date will be communicated later, once we have finalised the tender timescales.



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