# Annex G: Procurement checklist

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| **Service:** | | |
|
| **Question** | | **Comment/ Evidence** |
| **1. How does the proposal deliver good or improved outcomes and value for money – what are the estimated costs and the estimated benefits? How does it reflect the CCG’s proposed commissioning priorities? How does it comply with the CCG’s commissioning obligations?** | |  |
| **2. How have you involved the public in the decision to commission this service?** | |  |
| **3. What range of health professionals have been involved in designing the proposed service?** | |  |
| **4. What range of potential providers have been involved in considering the proposals?** | |  |
| **5. How have you involved your Health and Wellbeing Board(s)? How does the proposal support the priorities in the relevant joint health and wellbeing strategy (or strategies)?** | |  |
| **6. What are the proposals for monitoring the quality of the service?** | |  |
| **7. What systems will there be to monitor and publish data on referral patterns?** | |  |
| **8. Have all conflicts and potential conflicts of interests been appropriately declared and entered in registers?** | |  |
| **9. In respect of every conflict or potential conflict, you must record how you have managed that conflict or potential conflict. Has the management of all conflicts been recorded with a brief explanation of how they have been managed?** | |  |
| **10. Why have you chosen this procurement route e.g., single action tender?[[1]](#footnote-1)** | |  |
| **11. What additional external involvement will there be in scrutinising the proposed decisions?** | |  |
| **12. How will the CCG make its final commissioning decision in ways that preserve the integrity of the decision-making process and award of any contract?** | |  |
| **Additional question when qualifying a provider on a list or framework or pre selection for tender (including but not limited to any qualified provider) or direct award (for services where national tariffs do not apply)** | | |
| **13. How have you determined a fair price for the service?** |  | |
| **Additional questions when qualifying a provider on a list or framework or pre selection for tender (including but not limited to any qualified provider) where GP practices are likely to be qualified providers** | | |
| **14. How will you ensure that patients are aware of the full range of qualified providers from whom they can choose?** |  | |
| **Additional questions for proposed direct awards to GP providers** | | |
| **15. What steps have been taken to demonstrate that the services to which the contract relates are capable of being provided by only one provider?** |  | |
| **16. In what ways does the proposed service go above and beyond what GP practices should be expected to provide under the GP contract?** |  | |
| **17. What assurances will there be that a GP practice is providing high-quality services under the GP contract before it has the opportunity to provide any new services?** |  | |

Template: Procurement decisions and contracts awarded

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| **Ref**  **No** | **Contract/ Service title** | **Procurement description** | **Existing contract or new procurement (if existing include details)** | **Procurement type – CCG procurement, collaborative procurement with partners** | **CCG clinical**  **lead**  **(Name)** | **CCG contract manger**  **(Name)** | **Decision making process and name of decision making committee** | **Summary of conflicts of interest noted** | **Actions to**  **mitigate conflicts of interest** | **Justification for actions to mitigate conflicts of interest** | **Contract**  **awarded (supplier name & registered address)** | **Contract value (£) (Total) and value to CCG** | **Comments to note** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

To the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information.

Signed:

On behalf of:

Date:

Please return to **<insert name/contact details for team or individual in CCG nominated for procurement management and administrative processes>**

1. Taking into account all relevant regulations (e.g. the NHS (Procurement, patient choice and competition) (No 2) Regulations 2013 and guidance (e.g. that of Monitor). [↑](#footnote-ref-1)