

WMQRS HOST ORGANISATION – SUPPLEMENTARY PAPER

Purpose of Report:

This report is supplementary to the previous paper headed WMQRS Host Organisation which has already been circulated to Board members.

Key Points:

- 1 WMQRS has received further advice which suggests that Official Journal of the European Community (OJEU) and public procurement regulations would not apply to the hosting procurement because WMQRS is not a legal entity in its own right. This procurement is therefore akin to a ‘machinery of government’ change.
- 2 WMQRS has also received varying views about whether a formal tender process is required or whether ‘expressions of interest’ are sufficient. If formal tendering is required then this would need to be run under a specific organisation’s Standing Orders and Standing Financial Instructions, on behalf of NHS organisations in the West Midlands. Discussions with NHS Redditch and Bromsgrove Clinical Commissioning Group are taking place on this and a verbal update will be given at the Board meeting.
- 3 Further details of the proposed approach to re-procurement of the WMQRS host organisation are given for the Board’s consideration.
- 4 If these proposals are agreed, the Board is asked to agree the membership of the Evaluation Panel.

ADDITIONAL DETAIL OF PROPOSED APPROACH

INVITATIONS

- 1 Invitations to tender to host WMQRS will be circulated to¹:
 - a. NHS England
 - b. All Trusts in West Midlands
 - c. Midlands and Lancashire Commissioning Support Unit
 - d. Arden and Greater East Midlands Commissioning Support Unit
 - e. West Midlands Academic Health Science Network
- 2 Organisations interested in becoming the host organisation for WMQRS are asked to register their interest as soon as possible by emailing Claire Launder on Claire.launder@nhs.net, including the name of their lead contact.

¹ Alternative wording: Invitations to express interest in hosting WMQRS will be circulated to:

SUBMISSIONS

- 3 Proposals should include details of:
- How the organisation sees the future development of WMQRS and the contribution which it could bring to the future success of WMQRS
 - How the organisation meets / will meet each of the hosting requirements (table 1)
 - Outline of a suggested approach to re-negotiating WMQRS core funding for 2017/18 and beyond.
 - Name and short curriculum vitae of the person who would have management responsibility for WMQRS
 - Proposed cost and costing structure
- 4 ***[Detail of arrangements for submission of proposals to be added when tender requirements are clarified]***

EVALUATION

- 5 Initial evaluation will exclude any proposals which do not meet the specification or which offer value for money significantly below that of other applications. A panel of the WMQRS Board will meet representatives of remaining potential host organisations to discuss their proposals. The Evaluation Panel will consider proposals against the evaluation criteria and make a recommendation to the WMQRS Board.
- 6 Table 2 gives the weights which will be used for the non-financial evaluation.

Table 2 Weighting of non-financial criteria

Requirement		Weight
A	Ethos, culture and values	30
B	Operational support	45
C	Business development	25

- 7 Results of the non-financial evaluation will be combined with the financial evaluation and a recommendation made to the WMQRS Board.

TIMESCALES

- 8 Table 3 gives the timescales for consideration of applications. It is expected that the re-procured host organisation will start working with WMQRS staff from April 2016. The hosting agreement with Sandwell and West Birmingham Hospitals NHS Trust continues for six months after notice is given and appropriate TUPE processes will need to be followed before staff employment contracts are transferred².

Table 3 Timescale

Action		Date
1	Notice given to Sandwell and West Birmingham Hospitals NHS Trust	1 st February 2016 (subject to Board agreement)
2	Invitation to submit proposals to become WMQRS host organisation issued	5 th February 2016
3	Deadline for submission of proposals	4 th March 2016
4	Initial evaluation of proposals invitations to meet Evaluation Panel	w/c 7 th March 2016
5	Evaluation Panel	w/c 21 st March 2016
6	WMQRS Board makes decision on host organisation	[To be confirmed]

² This sentence is not applicable if Sandwell and West Birmingham Hospitals NHS Trust is the selected future host organisation.

CONTRACTUAL ARRANGEMENTS

- 9 A 'hosting agreement' would be agreed between the WMQRS Board and the re-procured host organisation. It is anticipated that this will be similar to the hosting agreement in place with Sandwell and West Birmingham Hospitals NHS Trust.
- 10 The WMQRS Board currently has responsibility for WMQRS on behalf of NHS organisations in the West Midlands, acts as a 'Customer Panel' advising on its development and has specific roles within the WMQRS governance structures (for example for approving Overview Reports and considering appeals). Potential providers may wish to introduce alternative ways of fulfilling these functions. Alternative arrangements will be accepted only with the agreement of the WMQRS Board.

FURTHER INFORMATION

- 11 The WMQRS website www.wmqrns.nhs.uk contains significant additional information about WMQRS and its work.
- 12 Potential providers are welcome to contact WMQRS. Any information additional to that which is already available on the WMQRS website will be circulated to all those who have registered an interest in becoming the host organisation.
- 13 Any queries or requests for additional information should be addressed to Claire Launders, Business Manager, West Midlands Quality Review Service, Claire.launders@nhs.net or 0121 507 2891.