

Appendix 6 – Procurement Checklist

Service:	
Question:	Comment/Evidence:
<p>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?</p>	
<p>2. How have you involved the public in the decision to commission this service?</p>	
<p>3. What range of health professionals have been involved in designing the proposed service?</p>	
<p>4. What range of potential providers have been involved in considering the proposals.</p>	
<p>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).</p>	
<p>6. What are the proposals for monitoring the quality of the service?</p>	
<p>7. What systems will there be to monitor and publish data on referral patterns?</p>	
<p>8. Have all conflicts and potential conflicts of interests been properly declared and entered in registers.</p>	
<p>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.</p>	

Service:	
Question:	Comment/Evidence:
10. Why have you chosen this procurement route e.g. single action tender?	
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 any contract.	
Additional questions 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. 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 the 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 assurance 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.	