

**MERTON CLINICAL COMMISSIONING GROUP
GOVERNING BODY**

Date of Meeting: 26th January 2016

Agenda No: 7.6

Attachment: 14

Title of Document: Mental Health Step Down Services Procurement Process Update	Purpose of Report: For Review
Report Author: Emma Gennard Interim Senior Mental Health Commissioning and Service Transformation Manager	Lead Director: Sue Hillyard Director of Commissioning and Planning

Executive Summary:

In March 2015 South West London & St George's Trust agreed to lead and carry out a formal procurement process to re-provide Mental Health Step Down Services in the Borough of Merton. It was agreed between commissioners and the Trust that they would hold a sub-contract agreement with the new provider as part of the main mental health contract. This means the Trust is responsible for all performance and monitoring associated with the contract.

As a consequence, it was also agreed that the procurement process would be run by the Trust and therefore be subject to their formal governance arrangements. The only formal governance required from the CCG was to agree the budget (£750k) which has stayed the same and to review and agree the service specification that the Trust would use for the procurement. This was agreed by the CCG Clinical Review Group prior to the commencement of the procurement process. In addition it was agreed that the CCG mental health commissioner would be a member of the procurement project group and would also be an evaluator on the procurement panel.

With the Trust leading and responsible for the procurement it was agreed that any final decision to award would be made by the Trust and that Merton CCG would receive a report to the Finance Committee to acknowledge any decision.

Current position

The procurement process started in 24 September 2015 and is still on-going. Two providers submitted bids and have been taken forward for the evaluation process. An evaluation panel has been established consisting of representatives from the Trust, service users and carers and the CCG.

Over the last month the bids have been scrutinised, evaluated and scored, and interviews and service visits have also been completed. Both providers have been asked further clarification questions and responses have now been received; these will be evaluated and scored and be followed by a final moderation meeting to consider the overall score for the tender and to identify if there is a preferred provider.

Cont'd overleaf

Project Timescales:	
Evaluate and score clarification responses	14.01.16
Recommendation of Contract Award	22.01.16
EMC approval of award	26.01.16
Notify Merton CCG of EMC approval	27.01.16
Notify winning and losing bidders	1.02.16
Instigate 10 day standstill period and debrief of losing bidders	until 11.02.16
Post award notice in contracts finder	12.02.16
Contract Negotiation / Finalisation	02.03.16
Contract signing	w/c 07.03.16
Service Commence	01.04.16
Current arrangements	
<p>Following the decision to take the service out of Norfolk Lodge and begin the procurement process an interim service model has been provided (since 1 September 2015) within the Borough. The service will continue to be provided until a final decision is made. Since 1 September 2015, 5 people have been identified for Step Down services and all 5 have completed the recovery pathway successfully within 12 weeks.</p>	
Key sections for particular note (paragraph/page), areas of concern etc:	
<p>Paragraph One – to note this procurement is being led by South West London St George’s Trust and not the CCG.</p>	
Recommendation(s): To review the process of procurement and project timescales.	
Committees which have previously discussed/agreed the report:	
<p>South West London St Georges Trust is responsible for this procurement. Service Specification was reviewed and agreed by the CCG Clinical Review Group</p>	
Financial Implications: None	
<p>The previous spend on Step Down Services has been maintained £750k</p>	
Implications for CCG Governing Body: None	
<p>The Trust will hold the contract with the new provider.</p>	
Equality Assessment: n/a	
Information Privacy Issues: n/a	
Communication Plan: (including any implications under the Freedom of Information Act or NHS Constitution)	
<p>Service users and carers have been closely involved in this project. Initial meetings hosted by the CCG to help identify and work up plans for change included a range of user and carer representatives. The subsequent procurement process is also make use of users and carers who have received development from the Trust to take part in service procurements.</p>	