

# TAYSIDE PROCUREMENT CONSORTIUM

Steering Group – 22 August 2017 (BUYER'S GUIDE)

## Framework for the Provision of Occupational Therapy Equipment and Physiotherapy Equipment

### Report by the Head of Procurement

#### ABSTRACT

The purpose of this paper is to recommend the award of a Framework for the Provision of Occupational Therapy Equipment and Physiotherapy Equipment (for Adults and Children).

#### 1. RECOMMENDATIONS

The steering group is asked to approve the award of a Multi-Supplier Framework for the Provision of Occupational Therapy Equipment and Physiotherapy Equipment as set out in this Report.

#### 2. BACKGROUND & SCOPE

TPC were asked by the Tayside Children's Equipment Strategic Group to support the collaborative procurement of OT & Physio Equipment. TPC could find no evidence of any contractual arrangements in place in any of the Councils that we could reasonably recognise as being a contractual arrangement that would be compliant with either the Councils' own financial regulations, or with the Public Contracts Scotland Regulations that regulate this area of expenditure.

#### Strategic Objectives

The strategic objectives of this procurement are to:

- Maximise efficiency and collaboration;
- Allow for a strategic approach to the Provision of Occupational Therapy Equipment and Physiotherapy Equipment across Tayside and deliver best value in terms of price and quality/service;
- Provide sufficient scope and flexibility to meet current and future equipment loan needs;
- Target sustainability benefits, including community benefits.

#### Parties Accessing the Framework

The Framework is available to the following Purchasing Organisations;–

- Angus Council
- Dundee City Council
- Perth and Kinross Council
- NHS Tayside

Dundee City Council advised that they were representing Angus Council interests in this area of activity( though the joint equipment loan store), and may following a review of their approach to how they procure this type of equipment, utilise this Framework. The specification, strategy and approach to this collaboration was communicated to and shared with the responsible IJB Locality manager.

#### Procurement Category

This procurement is a Cat C1 collaborative procurement exercise.

The Framework will endure for an initial period of three years from September 2017. Subject to satisfactory supplier performance, the Framework may be extended for 12 months.

The anticipated annual spend on the equipment provision is c £500,000, giving a total estimated spend of £2m for the four year duration of the Framework (including the optional extension).

#### Sustainable Procurement

*The Framework was advertised as 31 lots to allow SMEs and local suppliers to bid for the opportunity, as set out in **Appendix 2** of this report.*

There are a variety of suppliers, providing a combination of equipment manufacturers and equipment agents, in the Adult's Occupational Therapy Equipment but the supply market for Children's Occupational Therapy and Children's Physiotherapy Equipment is less dense. Therefore, a one-stage procurement was necessary to maximise Framework capability.

A full formal tender process has been carried out. The opportunity was advertised through Public Contracts Scotland (PCS).

**Appendix 1** (Tender Response) shows all suppliers (location and postcode) that noted an interest in the tender opportunity and the status of their bid.

#### Supplier Selection

In line with the procurement strategy for this commodity, the Framework is to be awarded on the basis of the most economically advantageous tender on a price/quality split of 60% commercial (price), 40% technical (quality) and applying the following quality criteria:

#### *Quality*

The following Quality elements were evaluated:

<b>Criteria</b>	<b>% Points</b>	<b>Sub Criteria</b>	<b>% Points</b>
<b>Lead Times (Duty of Care)</b>	<b>15.0</b>	Ensuring continuity of supply and service to ensure 'duty of care' to the end user.	
<b>Service</b>	<b>5.0</b>	<i>Order Fulfilment – Arrangements for fulfilling order requirements Accurately</i>	<b>3.0</b>
		<i>Ensuring Reduced Invoice Transactions and Invoice Accuracy</i>	<b>1.0</b>
		<i>Ensuring Management Information can be provided</i>	<b>1.0</b>
<b>Sustainability</b>	<b>10.0</b>	Tenderer's proposed approach to Sustainability throughout the life of the Framework. Eg measures after sale of products (eg 'buy-back' at end of product lifecycle for spare parts restoration and/other measures).	<b>5.0</b>
		Eg. training provision to ensure that each local authority/NHS Trust are supported in developing the necessary skills to maximise re-use and repair of product.	
		Community Benefits (Specified)	<b>2.5</b>
		Community Benefits (Additional to those Specified)	<b>2.5</b>
		Fair Working Practices (not Scored)	<b>NA</b>
<b>Price (Discount on Non-core Products)</b>	<b>10.0</b>	Tenderers to detail the level of discount that will apply to purchase orders for non-core (not tendered for) items of equipment. Tenderers must explain the pricing strategy (eg x% discount from the published catalogue RRP which is reviewed annually).	

#### *Price*

The pricing element was evaluated based on the Total Price per Contract Lot. The bidder with the lowest contract lot price was awarded full marks and each other bidder awarded marks based on a pro-rata system relevant to the lowest priced contract lot.

The scores against each tenderer are detailed in the embedded Excel File provided at **Appendix 2**.

In line with the approved procurement strategy for this commodity, the Framework is to be awarded to all suppliers who met the 'qualification' and 'technical' requirements (including the product specification).

The Purchasing Organisations reserve the right to carry out mini-competitions between suppliers on a Contract Lot for any additional items of equipment identified as being required during the term of the Contract. There will be no mini-competitions across Lots.

### **3 CASHABLE BENEFITS**

The commercials for this exercise are an improvement on those anticipated from the strategy for this procurement which accounted for supply base and current market condition.

The projected average saving across the councils is expected to in excess of 20% against typical current rates, however the projected savings for each partner may differ in relation to the volume and variance of products purchased. Using benchmarking information based on Perth and Kinross Council Joint Equipment Loan Service and NHS Children's Physio equipment costs, the prices in this tender exercise and the items of equipment which were within scope, indicate that for the 3 Councils and NHS collectively there are anticipated cashable benefits of c £152,000 per annum (based on current spend of c £561,000). A detailed breakdown of the estimated savings is provided in the embedded Excel file (**Appendix 2**).

Tenderers also committed to a level of discount that will apply to purchase orders for non-core (not tendered for) items of equipment.

#### 4 SUSTAINABILITY AND NON-CASH BENEFITS

**ENVIRONMENTAL** Commitments from the suppliers include use of re-cycled product, reduction of waste, logistical initiatives, and remanufacturing and reuse of product

##### CBIPS

Commitments from the recommended suppliers include:

- The appointment of apprentices and graduates with relevant training schemes.
- Work placements for school pupils, undergraduates and long term unemployed.
- Holding career advice sessions, workshops and industry advice sessions for both school pupils and college students.

##### LIVING WAGE

All the recommended suppliers ,either pay the living wage , or have committed to work towards same within the period of the Framework Contract.

##### ISP

This procurement was not considered to be applicable to a review under the ISP protocol with Police Scotland.

#### 5 E-PROCUREMENT & IMPLEMENTATION

This contract is only suitable for delivery by e-Procurement on a "non-catalogue" basis (i.e. purchase orders are made through e-Procurement systems but on a free text basis). To allow verification of costs, however, up-to-date pricing information may be circulated from time-to-time.

A Buyers' Guide will be produced and will be circulated to the Participating Organisations. This information will be made available to users to assure compliance with, and ease of access to and use of, the Framework.

As the arrangement is a Framework Agreement and call off arrangements have been specified in the Tender documents, the Buyers' Guide also includes all information necessary to support the effective and valid conduct of such further mini competitions (e.g. the evaluation criteria and/or weightings to be applied).

## 6 CONSULTATION

The following officers were involved in the UIG:

Name	Designation	Organisation
Julie Thompson	Commodity Manager	TPC
Elaine Cargill	Tayside Child Health Occupational Therapy Service Manager	NHS
Catherine Morris	Paediatric Occupational Therapist, Perth	NHS
Debbie Whyte	Paediatric Occupational Therapist, Dundee	NHS
Avril Alexander-Parr	Team Manager (OT), Perth	PKC
Elizabeth Peters	Occupational Therapist, Perth	PKC
Michael Law	Stores Manager, Perth	PKC
Christina Kiddie	Child Health Physiotherapy Service Manager (Tayside)	NHS
Claudia Adams	Senior Paediatric Physiotherapist, Perth	NHS
Joanna Fitzgerald	Physio Technical Instructor 2, Women and Child Health, Angus	NHS
Claire Norrie	Physiotherapy Support Worker, Dundee	NHS

## 7 PROCUREMENT STRATEGY & OBJECTIVES

This activity is fully aligned to the Tayside Procurement Strategy 2015-20. In particular, it contributes to achievement of the following agreed *strategic priorities*:

- *Improving Supplier Access to Public Contracts*
- *Maximising efficiency and collaboration*
- *Embedding Sustainability in all we do*
- *Delivering Savings and Benefits*

## 8 EQUALITIES ASSESSMENT

The function presented in this report was considered under the Equalities Assessment Framework and the determination was made that the items summarised in this report do not require further assessment as they do not have an impact on people's wellbeing. This will positively impact on people who have as assessed need for equipment loan services.

## 9 STRATEGIC ENVIRONMENTAL ASSESSMENT

The plan, programme or strategy presented in this report was considered under the Environmental Assessment (Scotland) Act 2005 and the determination was made that the items summarised in the report do not require further action as they do not qualify as a plan, programme or strategy as defined by the Act.

**Allan Harrow**  
**Head of Procurement**

**Contact Officer:** Julie Thompson, Commodity Manager

**Address of Service:** Tayside Procurement Consortium, Fairmuir Depot, Dundee

**Date of Report:** 24 August 2017

**Framework Ref:** TPC/OTEQUIP/16/15

Appendix 1

Suppliers Who Tendered:

	Supplier Expression of Interest	Location	Postcode	SME Org	Outcome/Recommendation
1	Aidapt Bathrooms Ltd	Merseyside	WA9 3EX	SME	Placement on Framework
2	Allardyce Healthcare	Dundee	DD4 8XD	SME	No Award (Products did not meet product specification)
3	DCS Joncare, a division of Bes Rehab Ltd	Bristol	BS3 2SZ	-	Placement on Framework
4	Care and Independence Ltd	Bicester	OX26 4LD	SME	Placement on Framework
5	Cefndy Healthcare and Manufacturing	Denbighshire County Council (Parent Company)	LL18 2HG	SME	No Award (Products did not meet product specification)
6	Parkhouse Healthcare Ltd, t/a Drive DeVilbiss Healthcare Ltd	Birkenshaw	BD11 2HW	-	Placement on Framework
7	Fast Aid Products	Midlothian	EH20 9HX	SME	Placement on Framework
8	Jenx Ltd, t/a Jiraffe	Sheffield	S6 1RQ	SME	Placement on Framework
9	James Leckey Design, t/a Vida Global	Lisburn	BT28 2SA	SME	Placement on Framework
10	Langham GE, trading division of Gordon Ellis & Co	Derby	DE74 2PY	SME	Placement on Framework
11	Mangar International Ltd	Powys	LD8 2UF	SME	Placement on Framework
12	W Munro (Rehab) Ltd	Clydebank	G81 2QP	SME	Placement on Framework
13	Nottingham Rehab Limited, t/a NRS Healthcare	Leicestershire	LE67 1UB	-	Placement on Framework
14	Quest 88 Ltd	Shropshire	TF11 8DF	SME	Placement on Framework
15	Safe and Sound Products, a division of Gordon Ellis & Co	Derby	DE74 2AT	SME	Placement on Framework
16	SJS Services	Muir od Ord, near Dingwall	IV67 7RL	SME (Sole Trader)	Placement on Framework
17	Smirthwaite Ltd	Devon	TQ12 6TL	-	Placement on Framework
18	Smitcare Limited	Camberley	GU15 3DP	-	Placement on Framework
19	Moorings Mediquip Ltd, t/a Wheelchair Care	Forres	IV56 2GW	SME	Placement on Framework

**Supplier Registered An Interest But Declined To Submit A Bid:**

	<b>Supplier Expression of Interest</b>	<b>Location</b>	<b>Postcode</b>	<b>Reason Given For Declining Opportunity (on PCST)</b>
1	Accora Ltd	Cambridgeshire	SG8 5QP	
2	AKW Medicare Ltd	Worcestershire	WR9 0LR	'Prefer Not To Say'
3	ArjoHuntleigh UK	Bedfordshire	LU5 5XF	'Not aligned with our core business'
4	Evolution Healthcare Limited	Tyrone	BT71 6JT	
5	GBUK Healthcare Ltd	North Yorkshire	Y08 5DD	
6	Handicare Accessibility Ltd	West Midlands	DY6 7JF	
7	Hugh Steeper Ltd (trading as RSL Steeper)	West Yorkshire	LS10 1BL	'Not aligned with our core business'
8	May-Isle Company Limited	Fife	KY1 2DP	
9	Nordic Care Services	Blaenau Gwent	NP22 3AA	
10	OTS Ltd	Worcestershire	WR14 1QB	
11	Patterson Medical Limited	Nottinghamshire	NG17 2HU	
12	R82 UK Ltd	West Midlands	B62 8HB	
13	Sarabec Ltd	Middlesbrough	TS2 1RH	'For the sensory hearing products required that we can supply we would not be competitive at this time. Product development is continuing and we hope to have competitive product during the life of this tender.'
14	Tendercare Ltd	West Sussex	BN16 2WF	
15	The Helping Hand Company (Ledbury) Ltd	Herefordshire	HR8 1NS	
16	Thorpe Mill Ltd	West Yorkshire	BD21 4BZ	
17	Wealdon Rehab	Kent	ME5 7NP	

<b>Response to Quality Questions (Out of 40%)</b>		
1	Aidapt	32.00
2	Bes Rehab	14.69
3	Care and Independence	29.44
4	Fastaid Products	30.94
5	James Leckey	26.19
6	Jenx (Jiraffe)	28.94
7	Langham-GE	28.75
8	Mangar	19.75
9	NRS Healthcare	33.94
10	Parkhouse Healthcare	32.69
11	Quest 88	15.25
12	Safe and Sound	27.25
13	SJS	20.31
14	Smirthwaite	23.44
15	Smitcare	32.50
16	Wheelchair Care	21.89
17	W Munro	24.50

**PRICE SCORES (Please see enclosed embedded Excel File Revised).**