

Vale of York CCG - GP Out of Hours procurement - DRAFT 03.02.2014

Phase	Activity Ref	Activity	Start Date	Duration	End Date	Completed By	RAG	Relevant Documents	Responsible	Actions/Comments/Issues	
Pre-Procurement	1	Initiate Project Group	01/09/13			Becky Case /Karen Mazingham	G	Work request form/Project Charter	Karen Mazingham	Project team set up: Senior Responsible Officer: Becky Case Clinical Lead: Andrew Phillips	
	2	Terms of Reference for Project Group	29/01/14			Linda Brady/ Karen Mazingham		Terms of Reference	Linda Brady		
	3	Complete Project Initiation Document (PID)	21/01/14			Karen Mazingham					
	4	Develop Risk Register	29/01/14			Linda Brady/ Karen Mazingham					
	5	Approval to commence project by Governing body			01/10/13	Becky Case	G	Case for change			
	6	Communications and public engagement.									
	7	Identify stakeholders	01/12/13		23/12/13	Sharron Hegarty/Karen Mazingham			Sharron Hegarty		
	8	Send out stakeholder briefing/ media update	31/12/13		10/01/14	Sharron Hegarty					
	9	Plan and delivery focus groups	10/01/14		28/02/14		Strategy for delivery of focus groups.				
	10	Complete Communications and Engagement report	28/02/14		03/03/14	Sharron Hegarty		Report			Stakeholder brief, plan for focus groups and report to complete.
	11	Develop first draft specification	31/10/13	4 weeks	30/11/13	Karen Mazingham					
	12	Complete Confidentiality/COI Forms			28/02/14	Karen Mazingham		Confidentiality/COI Forms			
	13	Clinical /stakeholder Workshops			28/02/14	Project team		To develop the Service specification			
	14	Conduct Market Analysis	17/02/14			TBC		Market Analysis SOP			
	15	Request for Information (RFI) developed	02/02/14	3 to 4 weeks	28/03/14	Linda Brady/ Karen Mazingham		RFI Information Doc and RFI Response	Linda Brady		
	16	Complete final draft of service specification to issue with RFI			14/03/14						
	17	Complete activity and financial modelling to issue with RFI			14/03/14						
	18	Letter to current providers - confirm one year notice period			14/03/14						
	19	Request for TUPE information									
	20	RFI Documents Quality Assurance Check	14/03/14	2 weeks	28/03/14	NECS			Linda Brady		
	21	Issue Prior Information Notice	31/03/14	1 day	31/03/14	NECS					
	22	Request for Information (RFI) issued and completed by providers	31/03/14	4 weeks	25/04/15	NECS/Project Team					
	23	Analysis of RFI and arranging appointments	28/04/14	2 days	29/04/15	NECS/Project Team					
	24	Market Engagement Event / Face to Face interviews with Providers	01/05/14	2 days	02/05/14	NECS/Project Team		Market Analysis SOP			
	25	Analysis of outcome from Market Engagement Event	07/05/14	2 days	08/05/14	NECS/Project Team					
	26	Market Engagment Strategy Report	09/05/04	2 days	12/05/14	NECS					
	27	Board sign-off for Market Engagement Strategy		1 day	16/05/14	NECS					
	28	Develop Procurement and Evaluation Strategy			17/04/14	NECS/Project team		Procurement Strategy Template			
	29	Finalise Specification	08/05/14			Project team					
	30	Finalise Evaluation Panel	08/05/14			Project Team		Board Meeting Front Sheet			
	31	Develop Evaluation Questions				Project leads/Evaluation Panel					
	32	Develop Capability and Capacity Assessment				NECS/Project team					
	33	Develop Evaluation Criteria/Weightings				Project team/NECS		Capability and Capacity Template			
	34	Finalise Financial Methodology/FMT				Finance leads					
	35	Submit Procurement and Evaluation Strategy to Board for Approval			23/05/14	NECS/Commissioner		Financial Model Template	COMMISSIONER		
	36	Populate Contract Documents				Contract lead		Standard NHS contract	COMMISSIONER		
	37	Finalise Procurement Documents				NECS		Procurement Document(s) Template			
	38	Prepare Online Adverts				NECS					
	39	Signoff of documentation by CCGs		10 days	12/06/14	Commissioner		Governing body meeting on xx/06/2014			
40	Develop Bravo templates and Bravo for project		2 weeks		NECS						
41	Procurement Documents Quality Assurance Check		2 weeks		NECS		Procurement Documents	NECS			
Procurement	42	Publish Advert		1 day	02/06/14	NECS			NECS		
	43	Bidder Event (if applicable)		1 day		NECS/Commissioner			NECS		
	44	Clarification Query Deadline (for Bidders)		4 weeks		Bidders		Clarification Query Log	NECS		
	45	Clarification Response Deadline		5 weeks		Commissioner/NECS		Clarification Query Log	NECS		
	46	Set-up AWARD Project				NECS		AWARD Template	NECS		
	47	Tender Submission Deadline		6 weeks	11/07/14	NECS			NECS		
	48	Tender Opening		1 day	14/07/14	NECS		Tender Opening Log	NECS		
	49	Compliance Checks		4 days	18/07/14	NECS			NECS		
	50	Download Third Party Credit Reports		2 days	18/07/14	NECS		Equifax Log-in Details	NECS		
	51	Evaluation Software (AWARD) training for panel		1/2 day		NECS/Evaluation Panel					
	52	Financial Evaluation Period	21/07/14	2 weeks	01/08/14	Financial Evaluation Panel					
	53	Evaluation Period	04/08/14	2 weeks	15/08/14	Evaluation Panel			PANEL		
	54	Consensus Meeting	18/08/14	4 days	22/08/14	NECS/Consensus Panel					
	55	Bidder Presentations	26/08/14	2 days	29/08/14						
	Post Procurement	56	Draft Recommended Bidder Report	01/09/14	5 days	05/09/14	NECS		Recommended Bidder Report Template	NECS	
57		Submit Recommended Bidder Report to Board		2 days	12/09/14	Commissioner/NECS		Board Meeting Front Sheet	NECS		
58		Send Successful/Unsuccessful Bidder Letters	15/09/14	2 days	16/09/14	NECS		Successful/Unsuccessful Bidder Letters	NECS		
59		10-Day Standstill Period		10 days	29/09/14	NECS			NECS		
60		Send Contract Award Letters to Bidders		1 day	30/09/14	NECS		Contract Award Letters	NECS		
61		Finalise Contract Signature(s)		5 days	10/10/14	Commissioner		NHS (or other) Contract	COMMISSIONER		
62		Mobilisation/Transition Phase		6 months		Commissioner			COMMISSIONER		
63		Contract Commencement			01/04/15	Commissioner			COMMISSIONER		
64		Contract Expiry Date				Commissioner			COMMISSIONER		

DELAYED
IN PROGRESS
COMPLETE

AQP Risk Log

Risk Log	
Project Lead	
Project No.	

Version Number	Reviewed by:	Review Date

Date Raised	Risk description	Consequence	Likelihood	Risk Rating	Impact	Risk Owner	Controls to Manage Risk (Mitigation)	Due Date	Update on Mitigation	Last Updated	Risk Status
		Major	Possible	Medium							
		Major	Possible	Medium							Open
		Medium	Not likely	Low							Open
		Medium	Not likely	Low							Open
		High	High	High							Open
			Not likely	Low							

Linda Brady/ Karen Mazingham

Consequence	RAG Rating	Likelihood	RAG Rating	Risk Rating (Matrix Score)	RAG Rating	Risk Status	RAG Rating
Catastrophic	Red	Almost Certain	Red	Extremely High	Red	Open	Red
Major	Red	Likely	Red	High	Red	Closed	Yellow
Moderate	Orange	Possible	Orange	Moderate	Orange		
Minor	Yellow	Unlikely	Yellow	Low	Green		
Insignificant	Green	Rare	Green	Very Low	Green		

Linda Brady/ Karen Mazingham

Stakeholder Prioritisation

PROJECT NAME:

PROJECT REF:

HIGH POWER	Satisfy			Manage		
LOW POWER	Monitor			Inform		
	LOW IMPACT/STAKE HOLDING			HIGH IMPACT/STAKE HOLDING		

Linda Brady/ Karen Mazingham