Procurement of healthcare (clinical) services

_Briefing 5: Summary of the decision-making process_

First published: September 2012

_Prepared by the Commissioning Development Directorate_
Have you decided that a new service model or significant additional capacity is required or has an existing contract come to the end of its term?

**yes**

Can this be delivered through an existing contract without breaching procurement rules?

**yes**

Implement contract variation, extension or management with existing service provider

**no**

Is there likely to be more than one viable provider?

**no**

Use Single Tender Action

**yes**

Conduct competitive procurement

Is the service suitable for a local AQP Framework?

**yes**

Set up AQP framework following appropriate accreditation process

**no**

Consider which procurement process is appropriate

Does specification require further development with providers or do you want innovation from bidders?

**yes**

Use procurement procedure that allows for dialogue

**no**

Use simpler procurement procedure with no dialogue

Consider:
- Is it envisaged as part of the original procurement and contract?
- Would it have affected the original choice of provider?
- Have you taken legal advice?

Consider:
- Have appropriate steps been taken to identify other capable providers?
- Will delivery still be value for money?
- Have conflicts of interest been declared and dealt with?

Consider:
- Follow relevant guidance regarding accreditation process and framework
- Ensure audit trail exists
- Have conflicts of interest been declared and dealt with?

Consider:
- Is your process transparent, proportionate and non-discriminatory?
- Do you need to reduce the number of likely bidders?
- How will you treat all bidders equally?
- What are your award criteria?
- Where will you advertise?
- Have conflicts of interest been declared and dealt with?