

29 May 2024

Information for participating in evaluation process for the procurement of general medical services at Withnell Health Centre

NHS Lancashire and South Cumbria Integrated Care Board (ICB) is the NHS organisation responsible for planning health services for its local population, which includes commissioning primary care services. Commissioning is the continual process of planning, agreeing and monitoring services.

NHS Lancashire and South Cumbria ICB has agreed a procurement process to secure the provision of general medical services at Withnell Health Centre through a competitive process.

NHS Lancashire and South Cumbria ICB is committed to putting the needs of people living in Lancashire and South Cumbria at the heart of all we do. There is a collective ambition to do this by working with residents and communities and our partners to co-produce and improve health and wellbeing services. To this end and in order to ensure a public voice within the procurement exercise, the ICB has committed to involving three members of public in the process who will score bids against specific questions as part of a group of subject matter experts. It is our intention that up to two of these people are current patients of Withnell Health Centre.

In order to participate in this exercise, we ask members of the public to express an interest in taking part which includes confirming they are able to take part in training and evaluation sessions, declaring any interests which may affect their ability to participate and signing a strict confidentiality agreement. These will then be reviewed before individuals are selected by a lay member representative who has had no involvement in the Withnell Health Centre procurement previously.

The procurement evaluation process will take place throughout June, so anyone expressing an interest in taking part must be available throughout the whole month.

The full process in identifying the participants to support this procurement exercise is outlined below:

- **29 May 2024 to 23:59pm on 5 June 2024:** Expressions of interest are submitted by members of the public to the ICB.
- **6 June 2024 to 10 June 2024:** Initial checks to be made by the ICB of those expressing an interest, including reviewing any previous correspondence by individuals or publicly available information
- **6 June 2024 to 10 June 2024:** All applications will be assessed by an independent lay member from the ICB who has had no involvement in the procurement to date.
- **Week commencing 10 June 2024:** A final decision will then be made on the three participants selected. All applicants will be notified by email if they have been successful or not. Those who have been selected will be invited to attend training.

The evaluation itself will require individuals to undertake training, followed by a period of individual evaluation where participants will complete a template. After this, evaluators will be required to attend at least one session to take part in moderation with the other evaluators.

Confidentiality and conflicts of interest during public procurement

In order to protect the integrity and safety of selected evaluators, the ICB will at no point identify the participants taking part in this exercise.

Individuals involved in the procurement are required to treat information (including but not restricted to bid documents, supplier evaluations, etc) with strict confidentiality, and not make any unauthorised disclosures of this information. Should confidentiality be breached, the individual who discloses information may be removed from the procurement exercise and the bid scoring process may need to be abandoned.

Any disclosed conflicts of interest will be assessed on a case-by-case basis. Individuals will only be excluded from carrying out the role where the identified conflict is considered to be material and cannot be mitigated or be reasonably dealt with in another way.

Examples of conflicts of interest may include, but are not restricted to:

- If you are a current or previous employee of a company, or have a member of your family, your partner (married, civil partnership or not), your siblings, your children, or any close personal or professional relationships that are an employee of a company that is seeking to provide the service at Withnell Health Centre;
- If you, or a member of your family/friends (as set out above), has a financial interest in a company that is seeking to provide the service at Withnell Health Centre;
- If you, or a member of your family/friends (as set out above), has a financial relationship of any kind with a company seeking to provide the service at Withnell Health Centre.
- If you have been involved in any fundraising activities, either financially or by association, established to in any way support any provider seeking to provide the service at Withnell Health Centre

This is a non-exhaustive list of examples and it is your responsibility to ensure that any and all actual, potential or perceived conflicts are disclosed prior to you being involved in the procurement.

If you are unsure whether your current or previous relationship or involvement with a company that is seeking to provide the service at Withnell Health Centre constitutes a conflict of interest, you should include this on the expression of interest form and this will be reviewed as part of the process.

If conflicts of interest arise at any time during the exercise then you must make this known to the organisers of the procurement process.

Thank you for your interest in taking part in this exercise. If you wish to submit an expression of interest to be involved, please ensure you have carefully read the information above and then complete the form and declarations at: <https://www.smartsurvey.co.uk/s/O5HRGO/>

If you are unable to complete the online form, please contact the communications and engagement team, either by email at scicb.communications@nhs.net or via ICB reception desk on 0300 3733550.

Yours sincerely

Professor Craig Harris
Chief operating officer
NHS Lancashire and South Cumbria ICB