

Freedom of Information Request

Reference Number: EPUT.FOI.24.3714

Date Received: 05/09/2024

Information Requested:

I am writing to formally submit a Freedom of Information (FOI) request concerning the procurement and award of contracts under Lot 1 of the Workforce Alliance RM6281 framework for providing temporary nurses and clinical staffing. I kindly request your assistance in addressing the following inquiries:

1. **Compliance with Public Contracts Regulations 2015:** Please provide information on how the Trust ensures that the awarding of contracts under Lot 1 of the Workforce Alliance RM6281 framework adheres to the Public Contracts Regulations 2015.

Direct Award - through contact with all the agencies on the framework and using the supplier matrix we have identified which agencies are able to supply the areas in which the Trust operate and are able to supply the appropriate trained and skilled staff. Due to the specialities operated within the Trust additional training/skills are required above the framework provision for many of roles that may require agency fill – Depending on the profession and length of use for some areas candidates may be required to participate in a selection process to ensure the best candidate is engaged.

The Rate card and award support tool and Simplified short order form may also be utilised as part of the selection process

2. **Non-discrimination and Fairness:** How does the Trust ensure that it does not discriminate or act unfairly towards suppliers when selecting contractors under this framework?

Shift availability is provided to all agencies who are able to supplier the Trust at the same time via our temporary staffing system. Allocation is based on response time to request and urgency of need, suitability of the worker put forward and rate compliance.

3. **Supplier Invitation:** Does the Trust invite all approved suppliers under the framework to bid or supply services, as stipulated by the framework's rules? If so, could you provide evidence or examples of this process in practice?

Yes – all suppliers are emailed via our temporary staffing system with unfilled shift requirements.

4. **Supplier Selection Process:** Please outline the legal justification the Trust uses when selecting certain suppliers while excluding others under the Workforce Alliance RM6281 framework.

The supplier matrix, Rate card and award support tool and Simplified short order form is utilised as selection tool

Depending on role, urgency and length of placement the Trust may also require candidates put forward by agencies to participate in a selection process to ensure the best worker is selected.

5. **Compliance with Selection Criteria:** Could you explain the process by which suppliers are selected under the framework, particularly concerning ensuring compliance with the selection criteria set out in the Workforce Alliance RM6281 framework and the Public Contracts Regulations 2015?

The supplier matrix, Rate card and award support tool and Simplified short order form is utilised as selection tool

6. **Further Competition Process:** Could you describe the process your Trust follows for further competition under the Workforce Alliance RM6281 framework? Specifically, do you use direct awards, or do you invite suppliers for further competition for Lot 1? Please provide evidence to support your response.

Direct award only – see above response

7. **Evidence of Compliance:** Kindly provide any documentation or evidence demonstrating how the Trust ensures compliance with the aforementioned regulations and framework rules when awarding contracts under Lot 1 for the provision of temporary nurses and clinical staffing.

Supplier lists and matrix are maintained on our temporary staffing system – unfilled shifts availability requiring agency filled are sent to all suppliers via the system

Short order forms are utilised to assess the suitability of the candidate and price cap / rate card compliance

8. **Legal Queries and Proceedings:** Please provide contact details (department and individual, if available) for submitting legal queries or initiating legal proceedings related to procurement processes under this framework.

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