

CHESHIRE ADULT COMMUNITY EQUIPMENT (GOODS AND SERVICES) FRAMEWORK USER GUIDE

This user guide should be used in conjunction with all other framework documentation.

Cheshire East Council reserve the right to apply an access and administration charge to identified bodies using the framework.

INTRODUCTION

Cheshire East Borough Council are the lead Authority for this framework working with other partners. Other identified bodies are also permitted to call off this framework.

SCOPE OF THE FRAMEWORK

Community Equipment Services provide equipment in discharge of their statutory duties to meet the needs of individuals. Equipment is provided to adults and children when, by reason of a temporary or permanent disability or health needs, they require the provision of equipment on a temporary or permanent basis for daily independent living. This includes equipment for rehabilitation, long term care and support for formal and informal carers. It is also vital for hospital discharge, hospital admission avoidance, and nursing need.

The framework is split into 8 lots:

- Lot 1 – Beds, mattresses and accessories.
- Lot 2 – Mobile hoists and slings.
- Lot 3 – Standing turners / seated transfers
- Lot 4 – Lifting cushions.
- Lot 5 – Bath Lifts.
- Lot 6 – Bathing / Toileting.
- Lot 7 – Safer handling sheets.
- Lot 8 – Emergency provision.

In addition to the provision of the products the framework covers a full end to end process which includes but is not limited to the delivery, collection and handover of equipment, refurbishment, decommissioning, servicing, inspection and testing of equipment, maintenance, breakdowns and service repairs.

FRAMEWORK DETAILS

Start date – 8th December 2016

End date – 7th December 2020

Option to extend – no

OJEU contract notice – xxx

OJEU award notice – xxx

WHO CAN USE THIS FRAMEWORK?

The framework can be used by those identified bodies listed in the OJEU contract notice.

BENEFITS OF USING THE FRAMEWORK

Compliant: No requirement to run a full UK / EU tender as Cheshire East Council have already done the procurement work.

Quick and easy to use: Direct awards can be made to suppliers following the call off criteria; saving procurement time and money.

Supplier vetting: suppliers have already been fully evaluated to ensure they have the expertise and capacity to fulfil orders and delivery requirements.

Terms and conditions pre-agreed: The terms and conditions have already been agreed and signed by each supplier and underpin each order.

FOR CHESHIRE EAST AND THEIR PARTNERS - (DOESN'T APPLY TO IDENTIFIED BODIES) HOW TO CALL OFF UNDER THE CHESHIRE ADULT COMMUNITY EQUIPEMENT (GOODS AND SERVICES) FRAMEWORK –Call off from the Cheshire framework, is done via a web based ordering system via a range of prescribers.

Choicequip, the Cheshire admin team, allocate orders in the following the framework call off criteria: (If you wish to obtain information on the Choicequip process, please contact choicequip@cheshireeast.gov.uk)

CALL OFF CRITERIA (LOTS 1-7): if more than one supplier is identified as having the full range of equipment available in CCES stock Choicequip will call off an order from the supplier who can offer best value for money, which shall mean:

- 1 Availability
- 2 Delivery timescales (See section 8 of the service specification)
- 3 Delivery and handover of equipment (See section 8 of the service specification)
- 4 Price

LOT 8 - This a single supplier for emergency equipment on a rental basis and emergency repairs.

HOW TO CALL OFF UNDER THE FRAMEWORK – FOR IDENTIFIED BODIES ONLY

STEP ONE: Fill in the access agreement. The identified body must enter into a contract with each supplier on each chosen LOT, in accordance with the call off contract terms and conditions and ordering procedures.

STEP TWO: The identified body will agree with each supplier on the LOT how they will place orders, check lead times and check stock availability in order to meet the call off criteria of the framework.

Requests for equipment from LOTS 1-7 will be called off as follows:

STEP THREE: The identified body will place an order based on value for money which shall mean:

- 1 Availability
- 2 Delivery timescales (See section 8 of the service specification)
- 3 Delivery and handover of equipment (See section 8 of the service specification)
- 4 Price

LOT 8 - This a single supplier for emergency equipment on a rental basis and emergency repairs.

STEP FOUR: The order will be placed with the successful supplier and processed in accordance with the identified body's own agreed processes.

SUPPLIERS ON THE FRAMEWORK

Lots 1 – 7 have a maximum of 3 suppliers per lot and Lot 8 has one supplier appointed to the Lot.

EVALUATION OF TENDERS

A detailed and thorough evaluation of tenders will be completed by Cheshire East Borough Council and partners. The evaluation is to determine the suppliers who could provide the best value for the Council and have the capacity to fulfil requirements. The evaluation criteria used for lots 1 – 8 were 30% price and 70% quality.

DURATION OF THE FRAMEWORK

This framework will be awarded for a period of 4 years. The identified bodies can award contracts for any duration up to the expiry date of the framework only.

MANAGEMENT INFORMATION

The identified body will supply management information on a 3 monthly basis to Choiceequip@cheshireeast.gov.uk

This information must include as a minimum:

Details of the equipment purchased.
Price of equipment purchased.

To be completed by the identified bodies

Before carrying out any activity under Lots 1 – 8 of this framework please complete the form below in black ink using block capitals and return it, procurement@cheshireeast.gov.uk

Please note that signing and submitting this form doesn't commit you to using the framework or any of Lots 1 – 8.

CONTACT DETAILS:

Declaration: I confirm that the identified body listed below would like to access one or more of the Lots on the above mentioned agreement and that in doing so will act in accordance with the guidance and instructions set out in the relevant contract documentation and in accordance with the Public Contract Regulations 2015.	
Name of Authority	
Contact name	
Position	
Address	
Telephone number	
Email address	
Specify which lot you intend to access and the estimated annual spend for each lot in £	
Signed	
Dated	

