NHS Devon ICB - Provider Selection Regime (PSR) Annual Summary & Monitoring Report

Reporting Subject	**Number of instances between 01/01/24 and 31/03/25**
Standard Award processes	
Direct Award A	1
Direct Award B	50
Direct Award C	32
Most Suitable Provider Process	2
Competitive Process	2
Frameworks	
Framework Agreements Concluded	0
Contracts awarded from a Framework	0
Urgency	
Urgent Awards or Modifications	2
Providers	
New providers awarded a contract	13
Existing providers in the previous year who are no longer contracted	8
Representations	
Written representations received during standstill periods	0
No decisions of Devon ICB were referred to the Independent Review Panel	

NB. Where the same contract has been issued to multiple providers these figures represent each provider.
The list includes 4 procurements undertaken by the Regional Hub on behalf of NHS Devon.

Monitoring Activity

All decisions on procurement routes to be used are reviewed and signed off by the ICB's Deputy Director: Contracting. All procurement recommendations are taken to the ICB PSR Steering Group (subsequently renamed Procurement Oversight Group) for noting or decision on sign off depending on value/ complexity.

Additionally the ICB holds a monthly procurement workplan meeting to review and discuss ongoing or upcoming procurements for the next 13 months.

Any contract modifications recommended that exceed £500k or act to extend the end date of a contract also go through the above processes.

Clear records are produced and retained relating to both the decision on the procurement approach (a locally produced Procurement Approach Record) and the evaluation of providers (Decision Record Form). Evaluations are undertaken by multi-disciplinary project groups.

Conflict Of Interest (COI) Compliance

Devon Procurement Policy requires that COIs are obtained from all relevant parties as part of all procurement processes.

Of the 89 procurements listed, written COIs were not recorded as obtained from the prospective service provider in 42 instances (across 10 procurement projects).

Of the 42:

6 were re-procurements of existing providers where COI information is verbally checked at every Contract Review Meeting (CRM) for the provider and ICB representatives. Additional COI forms were completed for these procurements by ICB representatives involved in the procurement activity but not the providers in 5 cases, while in the other 1 the only additional COI check was in the ICB at final authorisation to proceed stage via the PSR Steering Group - as below.

26 were low value awards to pharmacies where awards were made on a DAB basis to all able to meet basic qualification criteria. Additional written COIs forms were completed for these procurements from ICB leads with no issues identified but provider COIs were not collected.

8 were for an independent precribing pathfinder project - added to existing contracts of pharmacies elligible and willing to deliver the service. Again ICB staff COIs were completed but not provider ones.

2 other DAC procurements had the ICB leads COI in place but not providers and were not subject to CRMs where checks on COIs could be evidenced.

The PSR Steering Group which ratifies all PSR procurement decisions over £139k and is sighted on all other PSR procurements, includes a check on COIs as a standing requirement.

In cases where conflicts were declared, 2 required that one or more member of the PSR Steering Group exclude themselves from discussion/ decision making and this was actioned. Where appropriate, those individuals did not receive papers relating to those items either before or after the meetings.

ICB procurement paperwork has been updated since PSR processes were first introduced to ensure confirmation of COIs having been checked has to be given at the outset of a procurement. The Contracting team have been reminded of processes through its business meetings.