

STAGE 1: CORE ASSESSMENT DOCUMENT – EVALUATION GUIDANCE

1	BASIC DETAILS OF YOUR ORGANISATION	Weighting	Pass	Fail	Outcome	0	1	2	3	4	5	Total
	All relevant information must be completed to pass the core assessment. Note that some organisations may not be able to complete every line of the document (e.g. company registration if organisation not a company). Common sense should be used to determine which information is relevant to the organisation in question.		Complete information = PASS	Incomplete information = FAIL								
2	BUSINESS ACTIVITIES					No response provided	some response provided but not adequate	Major Concern over relevance of business activities and/or resource level	Concern over relevance of business activities and/or resource level	Minor concern over relevance of business activities and/or resource level	Relevant business activities and adequate resource levels	
3	REFERENCES					No references provided	Irrelevant/ inappropriate references provided	Irrelevant/ inappropriate references provided	Partially relevant/ appropriate references	Partially relevant	Relevant references	
4	CONTRACT HISTORY					Several contracts terminated/ liquidated damages claimed, with unsatisfactory – cause for concern in previous contract history.	A number of contracts terminated/ liquidated damages claimed, with unsatisfactory – cause for concern in previous contract history.	More than one contract has been terminated/ liquidated damages claimed, with satisfactory explanation provided	One contract has been terminated/ liquidated damages claimed, with satisfactory explanation provided	No contract has been terminated/ liquidated damages claimed, with satisfactory explanation provided	Sound history of contract performance with no cause for concern	
5	FINANCIAL INFORMATION		PASS	FAIL								
	This will be scored on a pass/ fail basis, taking into account the guidance											
	Guidance											
	For relatively small services, this factor may not be critical, and the PCT will not assess this area in such a way as to unduly disadvantage smaller organisations or new market entrants.											
	This information should be assessed by a Finance specialist from the PCT Finance Department. This part of the assessment document will be assessed on a non-scored risk basis.											
	The Financial Information will be assessed proportionately, with regard to factors such as the nature and size of the service, the patient, financial and reputational risks to the PCT if a provider became unable to continue providing the service, and the possibility of referring to alternative services.											
	Turnover											
	The PCT Finance Evaluator should ensure that there has not been a drastic fall in turnover within the last 2 years – this suggests financial instability.											
	The turnover of the organisation should be proportionate to the likely value of the contract (although no guaranteed contract value can be given)											
	If there are a significant number of omissions in the financial data provided this may indicate a lack of proper financial controls.											
	If accounts have been provided, these should be scrutinised for any cash flow problems, or issues around servicing debt.											
6	BUSINESS ACTIVITIES					No responses provided	Inadequate responses provided	Concern over relevance of business activities and/or resource level	Concern over relevance of business activities and/or resource level	Concern over relevance of business activities and/or resource level	Relevant business activities and adequate resource levels	
7	REFERENCES					No references provided	Irrelevant/ inappropriate references provided	Irrelevant/ inappropriate references provided	Partially relevant/ appropriate references	Partially relevant	Relevant references	
8	INSURANCE - All organisations employing staff should have employer's liability insurance; Organisations performing clinical services must have professional indemnity insurance commensurate with the level of clinical risk involved; If the organisation is newly formed, it should provide assurances that it will obtain the relevant insurances before the contract commences and that this will be a condition of any contract awarded					No Insurance	Some insurance but inadequate more than 10% below level required but less than 50% below level required	Some insurance but inadequate more than 50% below level required	Some insurance but inadequate upto 10% below level required	Insurances in place at level required	Insurances in place and above levels required	
9	QUALITY ASSURANCE					No quality management system	Some quality management but no formal accreditation	Proprietary quality management system but not accredited	Proprietary quality management system and accredited for less than 2 years	Certified quality management system and accredited for more than 2 years but less than 5 years	Certified quality management system and accredited for 5years +	

