Procedure for Engaging External Consultants

HiFlex Physio

HiFlex Physio acknowledges that time from time-to-time the organisation will need to engage external support, whether consultants, contractors or external service providers, through a competitive procedure to put in place appropriate management processes for the successful completion of projects and to achieve the benefits in such a way that value for Money is obtained.

Value for Money includes three basic elements: economy, efficiency and effectivess, and is achieved when organisations use their resources, including bought-in external resources, with economy and efficiency to achieve effectiveness in their operations.

A contractor is a person, organisation or group thereof engaged, for limited time period, to provide specified goods, works or services that implement established policy objectives; to assist HiFlex Physio in carrying out its operations and functions; or perform operations or functions what involve skills or capabilities that would normally be expected to reside within HiFlex Physio but which are not currently available.

Before a contracting authority considers hiring external support, it must first determine that the peoject cannot be delivered in-house. If adequeste internal resources are not available or if an external review is mandated, it is only at this stage that hiring of external support should be considered.

HiFlex Physio will use a competitive process for the purchase of goods and services, whatever the value. Consultants, contractors and outside service providers, therefore, must be engaged following such as process.

The Project Manager must decide the pricing model that will allow the award of a contract on a basis that is approved by the CEO and that will also obtain Value for Money over the life of the project. This can be achieved by developing a pricing model or cost breakdown structure that will evaluate the fixed (and variable, if any) prices proposed by tenderers over the whole life of project. In particular, a tenderer's cost proposal must be evaluated to see if it changes the cost to HiFlex Physio and what impact such changes would have on the whole life cost of the project.

Risk management should be bult into a contracting authority's procurement procedures. The Project Manager should ensure that appropriate procedures are in place to identify and assess all relevant risks throughout the procurement cycle. As a general principle, risks should be Bornse by the party best placed to mange them and a body should not accept risks which another party is better placed to manage.

The CEO must review the business case, assess and approve the business justification for the project on presentation of the full business case; the decision to hire extrernal support; and the procurement strategy proposed.

The CEO must also confirms that the project is well planned and will achieve policy objectives of sufficient importance to HiFlex Physio relative to the whole life costs, in terms of the resources, both financial and personnel, which they are preapred to commit to the implementation of the project and thereafter; that the business case is comprehensive, has been properly prepared and is justified; and, that, on implementation, the project will achieve HiFlex Physio policy Objectives and Value for Money.

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