

Unit: CPC 307 Contribute to planning contract implementation (Commissioning, Procurement and Contracting)

Key Purpose

The key purpose identified for those working in commissioning, procurement and contracting is to: "Specify, shape and secure quality services, responses and projects that deliver improving outcomes for individuals, families and communities within the strategic objectives of the organisation"

Elements of competence

CPC 307 A	Identify the outcomes required for contracts
CPC 307 B	Contribute to developing contracts
CPC 307 C	Develop plans to implement contracts

About this unit

This unit is part of managing contracts; it is about contributing to developing a contract that delivers the required outcomes. Individuals, families and communities will identify the contract outcomes and you will need to apply your contract knowledge and experience to specific outcomes to develop the most appropriate form of contract. You need to take into account a wide range of issues such as nature and content of technical specification, nature and extent of supply market competition, time constraints, financial constraints and balance of risk to be shared between commissioner and contractor.

Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked to the words highlighted in bold in the performance criteria. You need to provide evidence for any option related to your work area.

Obtain information: directly; indirectly

Resources: financial; human; physical; time

Risks: risks to people; risks to property; health and safety risks; actions that may make adults or children vulnerable to harm from others; risks of legal action; risks to reputation; risks of poor performance; risk of financial loss

Report: to individuals, families and communities using or intending to use, services; to managers; to colleagues; to

partners. Informal report; formal report. Written; electronic; verbal

Contract objectives: quality; price; delivery; technical; health and safety; continuity of supply

Contract outcomes: strategic; national; local; individual

Appropriate criteria: risk; return; financial; organisational profile; environmental impact

Influencing factors: risk allocation; forms of contract; types of contract; terms and conditions; sourcing strategy; relationship strategy

Implementation plan: contract award; contract performance

Types of contract: individual contracts; multiple contracts; block contracts

Contractual provision: performance measures; performance incentives; milestone dates; payment time scales

Values

The values underpinning this unit have been derived from the key purpose statement, the values and principles statement, relevant service standards and codes of practice for health and social care in the four UK countries. The values and principles statement is at the start of these units:

Key words and concepts

This section provides explanations of the key words and concepts used in this unit. In occupational standards it is quite common to find familiar words or phrases used, which, in the detail of the standards, may be used in a very particular way. **Therefore we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

Outcomes: desired result of activities, interventions and/or services

Organisation: The organisation/company/local authority for whom you work or volunteer; the organisation/company you own or run; if you receive direct payments or fund your own services, it means you and the people who work for you

Relevant people: people to whom a particular issue or incident is important or who are affected by it. Who the relevant people are can depend upon circumstances

Sustainable: an activity/intervention and/or service able to meet current needs without damaging the ability of future generations to meet their needs. This means thinking about what you do and making sure that you are not damaging the environment

Specify/specified: the process of identifying and stating exactly what will be required in a contract; requirements that are included in a contract

CPC 307 A Identify the outcomes required for contracts

Performance Criteria

You must show that you:

Obtain information from individuals, families and communities about the outcomes they want the service to deliver

1. Clearly identify and record the **outcomes** required by individuals, families and communities
2. Clearly assess the implications of the outcomes you have identified for **resources, risk, sustainability** and contract management
3. Review the risks, sustainability, affordability and implications of the outcomes with individuals, families and communities in a way that supports them to make decisions
4. Identify and resolve or **report** any conflicting priorities and demands within your area of responsibility that could arise from the implementation of the contract
5. Make clear and accurate recommendations about the outcomes to be specified in the contract and share these with all **relevant people**
6. Provide supporting information to identify how to implement the contract to achieve outcomes

CPC 307 B Contribute to developing contracts

Performance Criteria

You must show that you:

1. Analyse the **specified** contract outcomes thoroughly and identify the most effective ways to achieve them
2. Analyse the **contract objectives** and identify the most effective ways to achieve them
3. Make **recommendations** about the **type of contract** best suited to deliver the specified outcomes and objectives
4. Make recommendations about how to specify the achievement of **user-directed outcomes** along with national or local strategic outcomes
5. Use an accurate analysis of the outcomes and knowledge of the market to specify the **point at which outcomes can be agreed with the service provider**

6. Clearly identify any **contractual provisions** that need to be included to ensure the delivery of outcomes and objectives

CPC 307 C Develop plans to implement contracts

Performance Criteria

You must show that you:

1. Develop and agree, with individuals, families and communities using the service, an **implementation plan** that will achieve the agreed outcomes
2. Ensure that the plan clearly identifies the correct sequence and duration of **contract activities**, the resources required and, where appropriate, links to specific contractual provisions
3. Ensure that risks and **contingencies** that may affect the delivery of the plan are clearly identified and the balance of risk is in line with organisational guidelines
4. Present the implementation plan clearly and in an accessible format and share it with **relevant people**
5. Accurately monitor the implementation plan to ensure that it continues to meet contract outcomes
6. Ensure that changes to the implementation plan are clearly identified and accurately evaluated and appropriate action is taken to modify the plan where necessary

Knowledge specification for the whole of this unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to the expectations and requirements of your job role.**

You need to show that you know, understand and can apply in practice:

Values

1. Legal and organisational requirements on equality, diversity, discrimination, rights, confidentiality and sharing of information for planning and implementing contracts

2. How to ensure that individuals, families and communities have the information and support necessary to identify the outcomes they want from a service
3. How to ensure that you and others for whom you are responsible protect the rights and the interests of individuals during the contract-planning process
4. How to manage ethical dilemmas and conflicts for individuals, families and communities that use services, partners, providers and staff
5. How to ensure that planning and implementing contracts promotes best value for the services

Legislation and organisational policy and procedures

6. Codes of practice and conduct, standards and guidance relevant to your work and the roles, responsibilities, accountability and duties of others when planning and implementing contracts
7. Current local, UK and European legislation and organisational requirements, procedures and practices for planning and implementing contracts
8. Key government initiatives which affect the organisational practices for planning and implementing contracts
9. Policies, procedures, guidance and protocols with the other organisations and professions with which you work that are relevant to planning and implementing contracts

Theory and practice

10. How to identify outcomes
11. How to identify individuals, families and communities that use services and how to give them control over deciding the outcomes they want
12. How to identify the implications of user requirements, on risk, sustainability and resources
13. What factors should be taken into account when prioritising outcomes
14. The factors that can cause conflicting demands and how to address them
15. The factors to take into account when prioritising contract outcomes and objectives
16. The information that should support contract plans
17. Why it is important to comply with organisational procedures for recording agreements
18. The methods that can be used for assessing variance
19. The types of variances likely to cause a change in the contract
20. The contractual implications of different types of variance

21. The type of contractual action that can be taken when there are variances