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Patient Guidance Service (PGS), safety and healthcare record information reuse
Combination of CP & CSA

DECIPHER PCP

Monitoring Plan

This project is co-funded by the European Union

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Monitoring Plan

1.1 Introduction

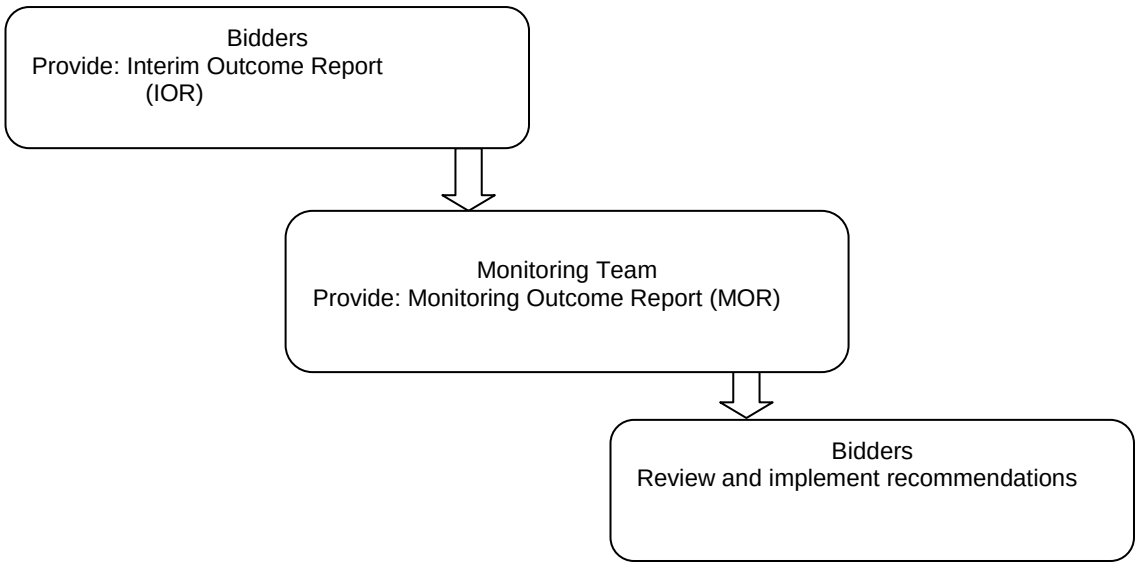
DECIPHER PCP Procedure shall follow the Phased PCP model described by the European Commission in the Communication referred to in Section 1.1.2 of the ITT, aiming at conducting R&D services up to the development of a limited volume of first products/services in the form of a test series.

In particular, the DECIPHER PCP Procedure shall be divided into four Phases. Each phase will result in a competition between the Bidders in such a way that the number of Bidders shall decrease from one Phase to the next one to ensure selecting those that best address the technical challenge on which this PCP is based: Phase 0 Initial Selection, Phase 1: Solution Design Selection, Phase 2: Prototype Development Selection and Phase 3: Proof of Concept.

As it is describe in the ITT an evaluation of bidder products will take place at the end of each Phase. Additionally, a monitoring plan ("Monitoring Plan") is put in place to be executed by the Monitoring Team to assess the progress of the bids elaborated by the Bidders.

The Monitoring Plan details a systematic approach (Figure 1) to review the progress of each of the Phases of PCP against the defined specifications and the established deliverables to be produced during this process. It includes a detailed description of all activities, outcomes, participants, calendar and deliverables to be involved in the monitoring. The aim of this plan is to ensure that bids achieve the objectives of the Project. It will be mainly focused in the specific assessment of being beyond the state of art and on the technical and commercial feasibility (please refer to the definitions provided in Annex 1):

Figure 1. Monitoring Process



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1.2 MONITORING TEAM

The Procuring Entity will appoint a team to monitor the Bidders in all Phases of the Project ("Monitoring Team"), ensuring that it includes an external expert and that each Procuring Authority is represented by at least one member appointed at its proposal (Section 4.2.2 ITT). The Monitoring Team will be entitled to review all the documents and/or information provided by the Bidders, in particular to prove that they keep complying with the relevant capacity, financial and technical requirements during all the DECIPHER PCP Procedure. A complete description of the Monitoring Team functions is available in the ITT (Section 4.2.3 and 4.2.4).

1.2.1 Guiding principles

Members of the Monitoring Team are invited to respect the following guiding principles when monitoring the progresses of the different bids:

Independence
There is to be no interference with the appointed member performance of his/her monitoring function

Impartiality
Treat all bids equally and evaluate them impartially on their merits, irrespective of their origin or the identity of the applicants.

Objectivity
Evaluate each bidas submitted; meaning on its own merit, not its potential if certain changes were to be made.

Accuracy
Make a judgment making use of the evaluation criteria defined in the ITT and nothing else.

Consistency
Apply the same standard of judgment to all bids.

1.2.2 Conflict of interest

If a member of the Monitoring Team perceives a possible conclict of interest, he/she is requested to contact with the Procuring Entity sending an e-mail to decipher.aquas@gencat.cat .

1.3 Monitoring deliverables: Interim Outcome Report and Monitoring Outcome Report

1.3.1 Interim Outcome report (IOR)

Bidders will be requested to submit the IOR referred to in Figure 1 above during the execution of Phases 1, 2 and 3. .
The IOR shall be provided by the Bidders:

- In Phase 1, approximately 3 weeks before the end of the execution of this Phase;
- In Phase 2, approximately at month 4 of this Phase; and,
- In Phase 3, approximately at month 4 of this Phase.

The exact date of the delivery of the different IORs will be determined by the Monitoring Team and notified to the Bidders with enough time to prepare the IORs properly.

This IOR will provide information about how far the deveolped technology goes beyond the state of the art and it is both commercial and technical feasible.

The IOR will be reviewed by the Monitoring Team during approximately one week and the results of this review will be collected in a new report called the Monitoring Outcome Report ("MOR"). Both the IOR and the MOR templates for each Phase are attached to the corresponding Phase 1, 2 or 3 Contracts (Annex III of the ITT).

1.3.2 Monitoring Outcome Report (MOR)

The MOR will consist of two parts: 1) information related to the Bidder outcome and 2) the results of Monitoring Team review.

The Monitoring Team shall produce by consensus of all the members a MOR on each assessed bid.

The information related to Monitoring Team review refers to the assessment progress of the bid and any recommendation the Monitoring Team considers mandatory to ensure their good progress. Results of the assessment progress can be classified into: good, acceptable, unsuccessful and unsatisfactory. Definitions of these categories of assessment are:

Good progress: Bidders proposed solution and current achievements meet the objectives of the Phase and no recommendations are needed.

Acceptable progress: Bidders proposed solution and current achievements are aligned with the objectives of the Phase but recommendations are required.

Unsuccessful progress: Bidders proposed solution and current achievements reveal that the proposed technologies either do not go beyond the state of the art or lack of technical and commercial feasibility. However, where the Monitoring Team considers the aforesaid solution as a reversible one, it may make the recommendations it considers appropriate. Otherwise, when the Monitoring Team understands that the solution is not reversible, it shall recommend either the exclusion of the Bidder or not having him invited to the next phase.

Unsatisfactory progress: Bidders proposed solution and current achievements do not comply with the contractual commitments. Nevertheless, as above, when the Monitoring Team considers the solution as a reversible one, it may make the recommendations it considers as appropriate. Otherwise, when the Monitoring Team understands the solution is not reversible, it shall recommend either the exclusion of the Bidder or not having him invited to the next phase.

1.4 CONSECUENCES OF THE MONITORING PROCESS: THE END OF PHASE REPORT AND THE ASSESSMENT OF THE EXPERT BOARD

Bidders shall incorporate the recommendations made by the Monitoring Team (when applicable) in the End of Phase Report which the Bidders have to present after the assessment of the Monitoring Team, at the end of each Phase. The lack of the incorporation of the aforesaid recommendations might impact (i) on the payment to which Section 4.1 of the ITT is referred and that the Procuring Entity has to make to the Bidders in each Phase due to its implementation, or (ii) on the exclusion of the concerned Bidder of the invitation to participate in the next Phase or, even, (iii) leading to the anticipated termination of the Framework Agreement and of the Phase Contract in force when a breach of the contract/s occurs.

In any case, all the participating Bidders in each Phase shall submit an End of Phase Report at the end of such Phase. Once each End of Phase Report is delivered, the Expert Board will make its assessment and produce a report of each End of Phase Report. The report of the Expert Board shall mention if the Bidders have incorporated in their respective End of Phase reports the recommendations made by the Monitoring Team (if any, according to the MOR) and, when the Monitoring Team had made any statement about the necessity of the exclusion of any Bidder, or of not inviting him to the next Phase when he does not meet the technical requisites required in this ITT sufficiently, the Expert Board shall issue its opinion with regard to the aforesaid circumstances in order to make possible that the Procuring Entity may make a decision or confirm the satisfactory completion of the Phase by the Bidders.

1.5 SUMMARY OF THE MONITORING PROCESS DURING PCP PHASES

The monitoring process will take place at a specific time for each phases and the process will be as follow:

Phase 1: Solution Design Selection

This phase monitoring process will include the following steps:

1) The IOR shall be provided by the selected Bidders approximately 3 weeks before the end of the execution of Phase .
2) Each member of the Monitoring Team will individually review each of the assigned IOR and then the whole team will release a consensus report, the MOR, that will be delivered to the Bidders. The overall evaluation, consensus reachment and delivery of the MOR to the Bidders will last approximately a week.
3) In case the MOR contains recommendations, the Bidders should implement them into the End of Phase Report.
4) Once the End of Phase Report is delivered, the Expert Board will make its assessment and produce a report of each End of Phase Report. The report of the Expert Board shall mention if the Bidders have incorporated in their respective End of Phase Reports the recommendations made by the Monitoring Team (if any, according to the MOR).

Phase 2: Prototype Development Selection

This phase monitoring process will include the following steps:

1) The IOR shall be provided by the selected Bidders approximately at month 4 of Phase 2.
2) Each member of the Monitoring Team will individually review each of the assigned IOR and then the whole team will release a consensus report, the MOR, that will be delivered to the Bidders. The overall evaluation, consensus reachment and delivery of the MOR to the Bidders will last approximately a week.
3) In case the MOR contains recommendations, the Bidders should implement them into the End of Phase Report.
4) Once the End of Phase Report is delivered, the Expert Board will make its assessment and produce a report of each End of Phase Report. The report of the Expert Board shall mention if the Bidders have incorporated in their respective End of Phase Reports the recommendations made by the Monitoring Team (if any, according to the MOR).

Phase 3: Proof of Concept

This phase will include the following steps:

1) The IOR shall be provided by the selected Bidders approximately at month 4 of Phase 3.
2) Each member of the Monitoring Team will individually review each of the assigned IOR and then the whole team will release a consensus report, the MOR, that will be delivered to the Bidders. The overall evaluation, consensus reachment and delivery of the MOR to the Bidders will last approximately a week.
3) In case the MOR contains recommendations, the Bidders should implement them into the End of Phase Report.
4) Once the End of Phase Report is delivered, the Expert Board will make its assessment and produce a report of each End of Phase Report. The report of the Expert Board shall mention if the Bidders have incorporated in their respective End of Phase Reports the recommendations made by the Monitoring Team (if any, according to the MOR).

ANNEX 1 – Criteria to monitor

INNOVATION

Assessing:

Description of existing solutions for the needs/goals described in the Challenge Brief (CB). Description of how far the proposed solution will go beyond the current state of the art (including the use of novel algorithms, concepts, approaches, methodologies, tools or technologies, advances in generic approaches for capturing, transmitting, storing, retrieving, manipulating or displaying information, image processing, data management and presentation, intelligent systems, secure systems and interoperable systems) and explanation of the offered research and development (R&D) services with regard to the CB and according to the OECD Frascati Manual standard definition mentioned, 2002 Edition1 to ensure that the proposed solution goes beyond the state of the art and the procurement keeps under the explicit exemption for this type of services set out in the Directive 2004/18/EC.

TECHNICAL FEASIBILITY

Assessing:

Description of the technical feasibility of the solution proposed to meet the Technical Specifications described in the corresponding section of the Challenge Brief (CB) document, and identification and management of technical risks (for example: technology quality (e.g.: functionality coverage, scalability, maintenance, internationalization, adaptability), validity (e.g.: process flow, data flow), security (e.g.: compliancy with information governance) and risks (e.g.: selection of the development platform).

COMMERCIAL FEASIBILITY

Assessing:

Analysis of marketing & sales plan and exploitability costs:

Analysis of market identification (e.g.: business plan and market opportunity, cost-benefit analysis from the perspective of the healthcare providers; Return of Investment analysis),

exploitability costs if any (e.g.: plan to protect the resulting technologies, third party dependencies, patents, licences, maintenance cost, internationalisation, software quality),

actual and/or possible commercial alliances,

communication & dissemination skills

The level of realism of the analysis of the business plan, the exploitability opportunities and the costs

[1] According to OECD Frascati Manual: Frascati Manual, Proposed Standard Practice for Surveys on research and Experimental Development (OECD, latest edition 2002) " *"The term R&D covers three activities; basic research, applied research and experimental development […] Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view. Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective. Experimental development is systematic work, drawing on the existing knowledge gained from research and/or practical experience, which is directed to produce new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produces or installed. R&D covers both formal R&D in R&D units and informal or occasional R&D in other units. (...)".*

[19] (OCDE, última*experimental [...] La recerca bàsica és treball experimental o teòric emprès principalment per adquirir coneixement nou de la fundació subjacent de fenòmens i fets observables, sense cap aplicació particular o ús a la vista. La recerca aplicada és també investigació original empresa per adquirir coneixement nou. Està, tanmateix, dirigit principalment cap a una meta o objectiu pràctic específic. El desenvolupament experimental és treball sistemàtic, que deriva del coneixement existent guanyat de la recerca i/o experiència pràctica, i que va dirigit des de la producció de materials, productes o aparells nous, fins a la instal·lació de processos nous, sistemes i serveis, o a millorar substancialment aquells que ja han estat produïts o elaborats. R&D cobreix tant la R&D formal en unitats de R&D com la R&D informal o ocasional en unes altres unitats. (...)".*

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