



THE SCOTTISH OFFICE

NHS
MEL.(1993)50

National Health Service in Scotland Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

CONTRACTOR MANAGEMENT INFORMATION SYSTEM

Summary

1. This letter introduces a new facility whereby from 1 April 1993 Health Boards, Directly Managed Units and NHS Trusts will be able to access the Department of Environment Contractor Management Information System (CMIS) via the Scottish Office Building Directorate.

Action

2. The introduction of the Contractor Management Information System facility should be drawn to the attention of all those within the NHS in Scotland involved in the selection of works contractors.

Other Information

3. CMIS will be of value to Scottish health bodies in collecting and maintaining information about the performance of contractors as part of arrangements for the vetting of works contractors prior to selection, and the subsequent assessment of their performance in handling capital projects in the NHS.

4. In addition Alert Notices advising a ban on tenders and contracts with certain firms in difficulty will be circulated to all Scottish health bodies.

5. The attached Non-Departmental Users Guide to the system is relevant to Scottish health bodies and this opportunity is taken to stress the necessity to have adequate contractor vetting procedures in place and to satisfy the requirements of HM Treasury in this respect.

6. The forms contained in the guide may be freely copied. For CMIS to operate effectively, it is vital that health bodies make the returns requested. These are not time consuming and should be dealt with as a matter of routine.

Yours sincerely

H R McCulloch
H R McCALLUM
Director of Estates
DJM00230.033

31 March 1993

Addressees

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COMMON SERVICES AGENCY

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