ITAC Health – Membership and Program Development Committee - Procurement Task Force

Terms of Reference

Mandate:	To continually streamline the procurement process of healthcare technology related goods and services in Canada to the benefit of taxpayers, buyers of such goods and services, and for vendors of such goods and services. Healthcare technology encompasses all hardware, devices and software that manage information related to health and wellness.
Objectives:	Less money and time spent on procurement, allowing for more to be invested directly in the value of healthcare technology goods & services. The Task Force will strive to become the *de facto* conduit between purchasers and vendors of healthcare technology goods and services in order to: • **Identify** challenges, issues and opportunities for improvement in the current procurement processes for either set of parties. • **Educate** either party on the other's position on such matters. • Representing its vendor members, **establish**, through a collaborative and reconciliatory process, 'Industry Positions' on such matters.
Operating Model:	The Task Force will coordinate the activities related to all of the above. It will do so through one or more of the following means: • Routinely poll both members and purchasers for input on procurement matters requiring attention. • Aggregate & prioritize the results of such polls to identify the 'hot topics'. • In consultation with the Executive Director, assign a Project Owner(s) for each 'topic' the Task Force intends to pursue. Such Project Owner(s) may come from outside the Task Force, or the ITAC membership at large. The Project Owner shall: o Manage the process of collecting appropriate input from the representative stakeholders associated with the 'topic'. o Working with the stakeholders, reconcile a position or resolution for the 'topic'. o Document for all ITAC Members and other stakeholder as ITAC deems appropriate background on the 'topic' and the proposed resolution.

	• Organize as appropriate education and communication sessions around the 'topic' and the resolution. • Work with Executive Director to communicate the currently identified "hot topics", the activities underway to address these topics, the current status of these activities and the results of the Task Force's efforts.	
Initiatives	Value of Procurement – Develop an Algorithm to be universally applied to any procurement to enable comparative relative value amongst other procurements.	Complete
	National Procurement Harmonization – Lobby to unify procurement processes nationally in order to streamline the efficiency of procurement.	Perpetual
	Limitation of Liability – Lobby for the removal of "No Limits of Liability" clause(s) imposed on vendors in the contracting process.	Underway
	eSubmission of Proposals – Lobby for the elimination of multiple hard-copy proposal responses.	Underway
	Public Private Partnerships (P3) – Lobby for a standard framework of P3s be accepted nationally. As part of this initiative, liaise with ITAC to identify possible players outside the traditional healthcare technology vendors who might lead P3s.	To be started
	Educating Startups and New Market Entrants - Through various mechanisms offer insights into various aspects of how the Canadian healthcare system operates and purchases healthcare technology solutions and services to vendors unfamiliar with this market. This initiative will be coordinated with the efforts of the new "startup" task force. Also, consider coordinating with NIHI to deliver training as part of their bootcamp events.	Proposed
	Partnering – Facilitate partnering among larger, established vendors and startups / SMEs with niche or specialized healthcare technology and services. This initiative will be coordinated with the efforts of the new "startup" task force.	Proposed
	Promote use of the "Value of Procurement" algorithm – The intent is to position the algorithm as a vehicle for common ground among all stakeholders. Consider assigning an academic as the Project Owner rather than a vendor representative and working with CHIEF to identify past procurements that might be good candidates for	Proposed

	assessment using the "Value of Procurement" algorithm.	