

**Tavistock and Portman NHS Foundation Trust
Contracts Register, as at 20th October 2023**

Contract Name	Contract Description	Contract Type	Procurement Route	Supplier	Current Value	Start Date	End Date
Waste Water Management	Water & Waster Water Management Services	service	RFQ	ADSM	£ 26,000.00	01/06/2022	31/05/2024
Carenotes EPR	Carenotes Support and service. Patient Admin and clincial system	service	OJEU	ADVANCED HEALTH & CARE LTD	£ 414,000.00	01/05/2019	30/04/2024
Carenotes EPR. 50 Additional Licences	Patient Admin and clincial system Additional licences	service	RFQ	ADVANCED HEALTH & CARE LTD	£ 8,040.00	15/07/2017	30/04/2024
annual Carenotes hosting, support and maintenance	Renewal of annual Carenotes hosting and support and maintenance	service	Framework	Advanced Health and Care Ltd	£ 71,550.20	01/08/2023	30/07/2024
Carenotes Open API Maintenance	Carenotes Open API Maintenance	Service	Framework	Advanced Health and Care Ltd	£ 11,260.00	28/02/2023	27/02/2024
Travel Management Services	Patient Travel	service	Framework	Agiito Limited	£ 10,000.00	01/02/2023	01/02/2025
Direct Internet Access (DIA) Hosting	Direct Internet Access (DIA) Hosting	service	Framework	Aimes Management Services	£ 26,451.36	01/05/2023	30/04/2026
Cloud Hosting	Cloud Hosting	service	STW	Aimes Management Services	£ 21,307.00	20/06/2023	19/06/2024
VDI Hosting	Virtual Desktops Hosting	service	Framework	AIMES Management Services Ltd	£ 201,000.00	01/03/2022	01/03/2026
VDI	VDI - Virtual Desktop Infrastructure	service	RFQ	AIMES Management Services Ltd	£ 92,898.00	01/07/2021	30/06/2024
Electronic Disclosure And Barring Service Check Services	Electronic Disclosure and Barring Service check services	service	Framework	Atlantic Data Ltd	£ 42,534.00	01/02/2023	31/01/2026
Compassion Focused Therapy Training	Compassion Focused Therapy	Service	STW	Balanced Minds Ltd	£ 24,000.00	01/04/2022	31/03/2024
Professional Membership Fees	Professional Membership renewal for IT Staff	service	RFQ	BCS, The Chartered institute for IT	£ 6,255.00	01/12/2022	30/11/2023
Cafm Sfg20 Module	CAFM (SFG20 Module to work alongside the CAFM system)	service	STW	BESA Publications Ltd	£ 28,001.25	22/05/2023	21/05/2026
Cafm (Sfg20 Module To Work Alongside The Cafm System)	CAFM (SFG20 Module to work alongside the CAFM system)	service	Framework	BESA Publications Ltd	£ 25,436.25	01/03/2023	28/02/2026
Intellectual Property Software	Software Licence	service	RFQ	Bloomsbury Publishing PLC	£ 3,341.70	08/06/2023	28/06/2024
Ethernet Line Rental	Monthly Rental	service	Framework	BT	£ 1,465.17	01/02/2006	31/03/2024
Cryptshare Licences	Cryptshare Licences	service	STW	Business Computing & Network Services Ltd	£ 14,690.00	24/08/2023	23/08/2024

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Canon MFD	Rental of MFD fleet	service	Framework	Canon (UK) Ltd	£ 70,336.16	01/01/2023	31/12/2024
Self-paced e- training	Self-paced e- training modules for IM&T technical staff	service	RFQ	CBT Nuggets LLC	£ 6,708.00	01/06/2023	01/06/2024
Endpoint Antivirus	Antivirus software	service	RFQ	Chess CyberSecurity,	£ 24,427.00	01/04/2020	31/03/2025
TRAC E-recruitment applicant tracking system	TRAC E-recruitment applicant tracking system	Service	STW	Civica UK Limited	£ 9,876.00	01/07/2023	30/06/2024
LAN Hardware & Support	LAN Hardware & Support	service	Framework	Convergence	£ 33,548.74	15/03/2023	30/04/2024
MPLS Circuits	MPLS Circuits with WAN	service	RFQ	Convergence Group (Networks) Limited	£ 5,344.15	01/07/2023	31/07/2026
Network Hardware - Switches Replacement	Replacement switches and 12 months managed service	service	Framework	Convergence Group (Networks) Limited	£ 33,548.74	01/03/2023	01/03/2024
Network Hardware - Switches Replacement	Replacement switches and 12 months managed service	service	Framework	Convergence Group (Networks) Limited	£ 36,155.86	01/03/2023	20/02/2024
Firewall Licences	Firewall Licences	service	Framework	Convergence Group (Networks) Limited	£ 9,630.82	01/12/2022	30/11/2023
SPSS Licences	SPSS Licences and support	Service	RFQ	Crayon Limited	£ 3,950.00	01/06/2023	30/05/2024
SPSS Licences	SPSS Licences and support	service	STW	Crayon Limited	£ 21,060.00	01/11/2022	31/03/2024
SPSS Licenses	SPSS Licences and support	service	RFQ	Crayon Limited	£ 17,820.00	01/04/2021	31/03/2024
Security Advisor	Security Review in accordance with National Violence Reduction Standards	service	STW	CROWN SECURITY SOLUTIONS	£ 8,820.00	01/06/2023	31/05/2024
emergency repairs and extended warranties	Emergency repairs and extended cover for warranty purchases	service	RFQ	Dell Technologies	£ 10,000.00	27/06/2023	26/06/2024
Courier Service	Open Ended Contract Period with no upfront costs.	service	RFQ	DHL	£ 2,500.00	01/05/2020	30/04/2025
Virtual Boardroom		service	RFQ	Diligent Boardbooks Limited	£ 6,184.00	25/03/2023	25/03/2025
Lease settlements	Close-out works	Service	RFQ	DWT Consulting	£ 6,150.00	01/08/2023	31/10/2023
Journals and e-books purchasing system	NHS Library system to manage electronic book and journal subscriptions	Service	STW	EBSCO Information Services	£ 180,000.00	01/01/2022	31/12/2025
Drug and alcohol treatment and recovery workforce capability	Drug and Alcohol Workforce Consultancy	service	RFQ	Essex County Council	£ 1,569.00	18/09/2023	29/12/2023
Authorised Electrical Engineers	Authorised Engineer for Electrical - Loler - Lifts - HVAC - Mechanical – Pressure Systems	service	Framework	ETA	£ 52,000.00	01/09/2023	31/08/2024
Water dispenser	Water dispenser	service	RFQ	Express vending	£ 1,456.00	14/09/2020	13/12/2025

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Vending machines	Vending machines	service	RFQ	Express vending	£ 20,720.00	05/03/2020	04/06/2025
Annual training programme	Delivery of training	service	STW	FAMILY RELATIONS INSTITUTE	£ 62,495.00	01/09/2022	31/03/2024
self service printing, payment machines rental and Support	self service printing, payment machines rental and Support	service	RFQ	Fiery Digital Imaging Ltd	£ 1,320.00	01/03/2023	28/02/2025
Dragon Voice Recognition software	Access to work software	service	RFQ	FREEDOM OF SPEECH LTD	£ 6,395.59	01/07/2023	30/06/2025
Dragon Voice Recognition software	Access to work software	service	RFQ	FREEDOM OF SPEECH LTD	£ 5,811.59	07/07/2023	31/03/2024
Fire Doors	design, procure, evaluate fire door scope	service	RFQ	Fulkers Bailey Russel	£ 6,410.00	01/10/2022	31/12/2023
Consultant contract : Extension 1	Consultant contract : Extension 1	service	Framework	Gravitas Recruitment Group Limited	£ 67,100.00	09/08/2023	31/01/2024
Appointment reminders software and credits	Appointment Reminders software and credits.	Service	Framework	Healthcare Communications	£ 4,829.00	31/01/2023	30/01/2024
Service Desk Call Management Software	Tool to ensure compliance with cyber security and CareCert	service	Framework	Hornbill Technologies Ltd	£ 33,554.49	15/06/2023	14/06/2024
Consultant	Project Management	service	Framework	Hunter Healthcare Resourcing Limited	£ 24,000.00	01/08/2023	31/10/2023
Consultant	Project Management	service	Framework	Hunter Healthcare Resourcing Limited	£ 26,000.00	01/08/2023	31/10/2023
Authorised Engineers	Water	Service	STW	Hydrop ECS	£ 21,000.00	01/06/2023	31/05/2024
Consultant	Finance Consultancy	service	STW	Insight to Performance Limited	£ 76,200.00	01/07/2023	31/12/2023
MIMECast Support	MIMECast Support, email protection, large file send, Secure messaging, LCS Gold Support 24x7x365	service	Framework	Integrity360	£ 39,320.00	10/08/2023	09/08/2024
CareCert Cyber security	Tool ensures compliance with cyber security CareCert.	service	STW	ITHealth	£ 52,950.00	01/04/2023	31/03/2026
Panic button software	Panic button software	service	RFQ	Little Green button	£ 3,600.00	17/07/2023	16/07/2024
System Leadership Programme	System Leadership Programme for nurses and midwives NCL	service	RFQ	Middlesex University Higher Education Corporation	£ 79,924.00	21/03/2023	31/12/2024
CAFM Software	CAFM Software	service	Framework	MRI Software Limited	£ 85,200.00	01/03/2023	28/02/2026
Internet Contract/ Healthcare connection	Connecivity charges for the link to NHS Secure services.	Service	RFQ	Nasstar	£ 51,812.58	10/07/2022	18/07/2025
NHS Secure Boundary On-boarding Agreement	Perimeter security solution FREE to NHS trusts	service	Framework	Nasstar	£ 1.00	25/11/2020	31/07/2024

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Drug and alcohol treatment and recovery workforce capability	Drug and Alcohol Workforce Consultancy	service	SWT	NATIONAL COLLABORATING CENTRE FOR MENTAL HEALTH (NCCMH)	£ 16,000.00	02/10/2023	31/03/2024
Escrow for Carenotes	Escrow Assurance in respect of Advanced Health & Care Ltd, Carenotes system	service	RFQ	NCC Services Limited	£ 695.00	08/12/2023	07/12/2024
Escrow for Carenotes	Escrow Assurance in respect of Advanced Health & Care Ltd, Carenotes system	service	RFQ	NCC Services Limited	£ 645.00	08/12/2022	07/12/2023
NHS Active Directory Interface	NHS Active Directory Interface	service	Framework	NHS Electronic Staff Record	£ 7,570.00	01/08/2023	01/08/2028
Electricity	Electricity supply for multiple sites - PAYG basis	service	Framework	Npower Commercial Gas Limited	£ 1.00	01/04/2022	31/03/2025
Web Filter	Web Filter	service	Framework	Pervasive Networks Ltd	£ 3,408.36	01/03/2022	31/03/2025
Wi-Fi Support and Maintenance	Wi-Fi Support and Maintenance	service	RFQ	Pervasive Networks Ltd	£ 9,943.53	01/06/2023	30/05/2024
Drug and alcohol treatment and recovery workforce capability	Drug and Alcohol Workforce Consultancy	service	RFQ	Pharmacist Consultant Sole Trader	£ 3,500.00	18/10/2023	29/03/2024
Consultancy	Consultancy Services	service	RFQ	Premra Ltd	£ 119,000.00	01/11/2023	31/03/2024
Quality Portal Software System	Provision of software and support for the Trust's Quality Portal	service	Framework	Promatica Digital Limited	£ 39,070.00	05/07/2022	04/07/2024
Franking Machine	Leased Franking Equipment	Supply	RFQ	Quadian UK Ltd (formerly Neopost)	£ 10,386.99	04/11/2022	04/11/2025
Qualtrics Core XM Accounts	Renewal of framework agreement	service	Framework	Qualtrics LLC	£ 14,191.20	01/11/2022	30/10/2023
Qualtrics Core XM	purchase of incremental accounts,	service	Framework	Qualtrics LLC	£ 20,065.00	01/11/2022	30/10/2023
Temporary administrative work	Temporary administrative work	service	Framework	Reed Specialist Recruitment Limited	£ 25,000.00	11/07/2023	31/12/2023
Consultancy Services	Team manager & consultancy	service	RFQ	Registered Psychoanalytic Psychotherapist	£ 9,000.00	01/01/2022	30/06/2025
SARD Revalidation &	Renewal for SARD Revalidation & Appraisal Software	service	STW	SARD JV LTD	£ 13,284.00	01/01/2022	31/12/2025
Confidential waste	Confidential waste, multiple locations	service	stw	Shred it	£ 32,000.00	01/04/2022	31/03/2024
Executive Recruitment Services	Executive Recruitment Services	service	Framework	Society Ltd	£ 28,000.00	04/10/2023	29/03/2024
Support and Maintenance of software	Annual Support & Maintenance contract	service	RFQ	Solarwinds Software Europe DAC	£ 3,737.00	08/12/2022	07/12/2023

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Governance Support Consultancy	Governance Support Consultancy	service	STW	Sole Trader Consultant	£ 32,400.00	21/08/2023	20/11/2023
Hard FM Services	Electrical and mechanical Maintenance, Water, Fire and reactive repairs	Works	Framework	Target building services	£ 186,630.44	01/01/2021	31/12/2023
Remedial heating pipework	Remedial heating pipework	service	STW	Target building services	£ 10,700.00	01/10/2023	31/10/2023
TeamViewer Software	TeamViewer Tensor Basic	service	STW	TeamViewer Germany GmbH	£ 19,121.90	01/09/2023	31/08/2024
Web Services and ETL for Scheduling and Timetabling	Web Services and ETL for Scheduling and Timetabling	service	Framework	Technology One Corp	£ 196,796.00	28/09/2023	28/09/2026
scheduling services software	scheduling services software	service	Framework	Technology One Corp	£ 19,708.46	01/04/2023	31/03/2024
Hosting Costs	Hosting Costs, scheduling system	service	STW	Technology One Corp	£ 25,448.76	01/07/2023	31/03/2024
Consultancy costs to move Trustwide Scheduling System from ADFS to Azure	Consultancy costs to move Trustwide Scheduling System from ADFS to Azure	service	RFQ	Technology One Corp	£ 2,700.00	01/07/2023	31/03/2024
Passenger lift	Passenger lift	Works	RFQ	ThyssenKrupp	£ 3,531.84	01/04/2014	02/04/2024
Service Lift	Service Lift	Works	RFQ	ThyssenKrupp	£ 274.68	01/04/2014	02/04/2024
Books lift - maintenace	Books lift - maintenace	Works	RFQ	ThyssenKrupp	£ 360.00	01/04/2018	31/03/2024
Good lifts - maintenance	Good lifts - maintenance	Works	RFQ	ThyssenKrupp	£ 1,885.00	01/04/2018	31/03/2024
Gas supply	Gas supply for multiple sites - PAYG basis	Supply	Framework	Total Gas & Power Ltd	£ 1.00	01/04/2022	31/03/2025
Database Access Solution	Tribal Database Solution with hosting - 5 year contract	service	RFQ	Tribal Group	£ 15,531.69	01/08/2019	31/07/2024
Support & Hosting Renewal	HE Support & Hosting Renewal	service	Framework	Tribal Group	£ 108,604.66	01/12/2022	30/11/2023
Technical Support	Technical Support for Server appliances	service	Framework	Trustmarque Business Solutions Ltd	£ 10,461.00	01/01/2024	31/12/2024
MS Project Software	Software licences	service	Framework	Trustmarque Business Solutions Ltd	£ 1,689.24	09/08/2023	09/08/2024
Programme planning software	Power framework, Programme planning software (Renewal)	service	Framework	Trustmarque Business Solutions Ltd	£ 33,050.00	01/08/2023	31/07/2024
Renewal of Adobe licences	Renewal of Adobe licences	service	RFQ	Trustmarque Business Solutions Ltd	£ 9,833.81	22/07/2023	21/07/2024

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Acrobat Pro Licences	Acrobat Pro software	service	Framework	Trustmarque Business Solutions Ltd	£ 181.83	19/09/2023	21/07/2024
Dragon Voice Recognition software	Dragon Voice Recognition software and support and maintenance	service	Framework	Trustmarque Business Solutions Ltd	£ 612.59	01/06/2023	31/05/2024
Annual Renewal of Microsoft O365 Licensing	Annual Renewal of Microsoft O365 Licensing	service	Framework	Trustmarque Business Solutions Ltd	£ 228,848.92	01/04/2023	30/04/2024
Cloud Storage	Cloud Storage Fees	service	Framework	Trustmarque Business Solutions Ltd	£ 10,000.00	01/03/2022	31/03/2024
Technical Support 24/7 for Celestix Edge appliances	Technical Support 24/7 for Celestix Edge appliances	service	Framework	Trustmarque Business Solutions Ltd	£ 7,401.92	31/12/2022	31/12/2023
Technical Support for Server appliances	Technical Support for Server appliances	service	Framework	Trustmarque Business Solutions Ltd	£ 7,401.92	31/12/2022	31/12/2023
Treesize Licences	Licences plus Support and Maintenance	Service	Framework	Trustmarque Business Solutions Ltd	£ 47.50	01/11/2022	30/11/2023
Telephony System, Support and Maintenance	Annual support and maintenance for Trustwide Telephony System	service	STW	Ultima Business Solutions	£ 43,783.37	31/03/2023	03/05/2024
Consultancy - Trainers	Provision of accredited trainers to deliver training and supervision	service	STW	VIDEO INTERACTION GUIDANCE HK (VIGHK) LTD	£ 92,140.00	01/04/2022	31/03/2024
Telefonica O2 Mobile Contract	Telefonica O2 Mobile Contract annual line rentals	service	Framework	Virgin Media Business Limited	£ 52,920.72	28/09/2023	27/09/2026
Internet Connections	Internet Connections for Ampthill Site	service	RFQ	Wavenet Limited	£ 9,090.00	01/12/2022	30/11/2023
Manage Engine Software licences	Software licences for 12 months,	service	RFQ	Zoho Corporation B.V	£ 9,113.00	25/07/2023	24/07/2024
Zoom	Zoom Licence variation	service	RFQ	Zoom Video Communications Inc	£ 261.71	01/08/2022	01/02/2025

Procurement Policy

Version:	2.0
Bodies consulted:	EMT
Approved by:	EMT
Date Approved:	31 October 2022
Lead Manager:	Procurement Manager / Deputy Chief Financial Officer
Responsible Director:	Chief Financial Officer
Date issued:	November 2022
Review date:	November 2024
Intranet	Yes
Extranet	Yes

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Procurement Policy

1 Introduction

- 1.1. Procurement is the process of acquiring supplies, works and services, covering both acquisitions from third parties, other NHS Trusts and any in-house suppliers providing a commercial service.
- 1.2. The process spans the whole life cycle from identification of needs, management of the process and through to its expiry and disposal.
- 1.3. The management of procurement is important to the efficiency and effectiveness of the Trust's services. Patient care and student experience depends on the guaranteed availability of quality equipment, premises, materials and services. Accountability for the expenditure of taxpayer's money requires that sound economic decisions are taken in relation to procurement.
- 1.4. The Tavistock and Portman NHS Foundation Trust ("Trust") recognises that the provision of quality patient care and student experience is supported by using cost effective procurement processes which deliver value for money. This can be achieved by developing supplier and customer relationships that consider whole life cost and by ensuring appropriate competition.
- 1.5. Procurement performance at the Trust is reviewed periodically to recognise and endorse the key recommendations of Best Practice Guidelines published and updated by the Department of Health and NHS Improvement, including the NHS Procurement and Commercial Standards.
- 1.6. This policy sets out the principles that ensure the Trust provides an effective procurement process, good stewardship and value for money.
- 1.7. The role of the Procurement Department can be defined as follows:
 - To lead and operate a best practice supply management service, that adds value to the provision of healthcare for patients and to the educational experience of students by delivering value for money.
 - To deliver procurement services that are efficient, innovative, cost effective and continually developing for the overall benefit of the Trust, its patients and its students.
- 1.8. This policy should be read in conjunction with the Trust's Standing Financial Instructions.

2 Purpose

- 2.1 There are four main objectives for procurement within the Trust:
- To provide end users with what they need, when they need it and at the best value for money.
 - To protect the Trust and minimise risk through means of appropriate managerial and contractual arrangements.
 - To provide the tax payer with value for money through expenditure on procurement.
 - To support the Trust's core objective of providing excellent health care and education and training.
- 2.2 The department's activities are also influenced by:
- EU and UK Law
 - Public Sector and Department of Health Policy and Guidance
 - Other Trust Policy and Procedures

3 Scope

- 3.1 The Public Contracts Regulations 2015 as amended ("Regulations") set out the law on public procurement. Their purpose is to open up the public procurement market and to ensure the free movement of supplies and services.
- 3.2 The rules apply to purchases by public bodies which are above set monetary thresholds. Where the Regulations apply, contracts must be advertised on the Governments Find a Tender service and there are other detailed rules that must be followed. The purchase of all supplies and services are subject to the UK Regulations, regardless of whether they are capital or revenue funded.
- 3.3 Details of current UK contract thresholds can be found on the intranet.
- 3.4 It should be noted that the UK sterling thresholds are revised every two years, in line with fluctuations in exchange rates, with the next due in January 2024.
- 3.5 More details can be found here:
<https://www.gov.uk/government/publications/procurement-guide-for-commissioners-of-nhs-funded-services>
- 3.6 The Trust has a legal requirement to adhere to these regulations.

4 Duties and responsibilities

4.1 Specific roles and responsibilities are noted below.

Chief Financial Officer (“CFO”)

4.2 The CFO has overall responsibility for ensuring good procurement practice throughout the Trust.

Procurement Department

4.3 It is the responsibility of the Procurement Department to develop procedures to cover all the Trust's non-pay expenditure that encompass the requirements of Standing Financial Instructions, Standing Orders, UK Procurement Regulations and all specific NHS/DoH Policies.

Trust Managers

4.4 Trust Managers have a key role in ensuring good procurement practice and therefore are expected to be conversant with Standing Financial Instructions and Standing Orders.

Other Staff

4.5 All staff involved in procurement must comply with Standing Financial Instructions, Standing Orders, UK Procurement Regulations, and follow relevant Trust procedures.

4.6 There is a general duty on all public sector procurers to apply the key principles of public procurement. These require the delivery of value for money (“VFM”), appropriate quality and service to meet business needs, and appropriate governance (i.e. adherence to HM Treasury rules concerning the use of public money in procurement).

4.7 It is the responsibility of all managers and staff involved with procurement to understand the above and strive for best value.

Ordering Probity

4.8 The placing of a purchase order with suppliers prior to receipt of supplies and invoice is good business practice. **Standing Financial Instructions state that an official purchase order must be placed in advance of receipt of any supplies.**

4.9 A purchase order is a legally binding contract between the buyer and seller. It is important for both parties to understand which terms and conditions of contract they are working on. The Trust asks that all orders are placed using one of the following contracts:

- Framework contract conditions
- Standard NHS Terms and Conditions
- JCT/NEC standard contract (works only).

4.10 On rare occasions the Trust may need to sign into supplier Terms. If this is the case they will need to be agreed by the CFO before signature.

Trust Procedures and Standing Financial Instructions

- 4.11 The Trust operates a 'No PO No Pay' procedure. This means for all procurements an order must be raised in advance via SBS without exception
- 4.12 Invoices for items/services without a valid purchase order number may be returned to suppliers or become the personal liability of the person who placed the order.

5 Procedures

- 5.1 The Trust shall endeavour that all procurement activity is conducted in line with the professional and ethical guidance provided by the Chartered Institute of Procurement and Supply. Regardless, Public Procurement Regulations will also be adhered to, as will Trust Standing Orders and Standing Financial Instructions.

Acquiring Supplies and Services

- 5.2 In order to ensure best value for money it is essential that competitive quotations or tenders are obtained. In determining the number of quotes or tenders to obtain, consideration should be given to the likely volume of the supplies or services to be required in the year ahead and subsequent years.
- 5.3 The following are the quotation and tender requirements based on total life time costs (i.e. supplies plus number of years maintenance) or total value over contract period, **including VAT**:

Value	Route To Market	Procurement Lead
Over UK Procurement Threshold (currently £138,760 inclusive of VAT)	UK Procurement Regulation required	Procurement
£60,000 – to UK Procurement Threshold	Formal Tender	Procurement
£10,000 – 59,999	At least three written quotes	Department / Procurement
£9,999 or less	Up to three written quotes	Department
< £500	P-Card	Department

NB. As the UK Public Procurement Threshold is revised every two years, good practice stipulates any contract with a value of £130,000 (for supplies or services) should be considered as needing to be compliant with UK Regulations.

- 5.4 If a framework (see below) can be used for a contract, then this is always the preferred route to market, and negates the need for some of the tendering processes.

Framework Agreements

- 5.5 Prior to undertaking any competition, a review of supplies or services available through National and Regional Contracts / Framework Agreements should be performed. A Framework Agreement is a centrally pre-tendered list of suppliers who are available for the Trust to contract with - without the need to follow a more strenuous tendering procedure. The Framework itself is not a contract but the 'call off' from the Framework is a contract. Frameworks can be used for services, supplies and works.

NHS Supply Chain

- 5.6 Where appropriate, evaluation of the range of items held on the NHS Supply Chain catalogue should also be undertaken. Benchmarking price, quality and service of proposed purchases with other trusts can also prove valuable and is supported by the Procurement Department.
- 5.7 Through using the Procurement Department's contacts in other trusts, there may be an opportunity for both formal and informal collaboration. For some products and services, combining demand can improve the commercial outcome and ensure better value for the Trust.

Tendering

- 5.8 Once it is established that specific supplies or services cannot be sourced through the above mentioned routes, the Trust should seek to obtain best value for money through competition.
- 5.9 This procedure is conducted in line with the Procurement Strategy, the Trust Procurement Policy and the Trust Standing Financial Instructions/Standing Orders. The Procurement Department will be happy to lead tendering exercises and, in line with the DoH eProcurement Strategy, utilise online tendering portals.
- 5.10 Each tender must have a clear specification or scope and a strong scoring system agreed prior to the issue of documentation. The most economically advantageous tender ("MEAT") will be awarded the contract, provided that the total amount falls within the agreed budget. This scoring mechanism will be the basis for all debriefs to unsuccessful bidders. Guidance will be given by the Procurement Department in constructing the evaluation criteria.
- 5.11 All purchases/contracts which exceed the relevant UK financial thresholds (except those where appropriate National or Regional / Framework Contracts are in place), will be advertised on the UK Governments 'Find a Tender' website, through the Procurement Department.

- 5.12 Failure to comply with Trust rules could result in disciplinary action.
- 5.13 Failure to comply with UK procurement Regulations could result in:
- The High Court setting aside a contract – stopping a contract award
 - High Court claims for damages from companies denied the ability to participate in competitive tenders
 - Infringement proceedings in the Royal Court of Justice
- 5.14 For contracts which fall below the UK threshold, potential alternative sources can be found through placing an electronic notice through the Procurement department on to other websites.

6 Benchmarking

- 6.1 The Trust will share information and best practice with other parts of the Health Service and Public Sector to measure the cost and effectiveness of its procurement processes.
- 6.2 Benchmarking is an important part of the procurement process and the transparency and sharing of pricing information is supported in the NHS Terms and Conditions of Supply. There is an online portal which has been set up for NHS procurement staff to share innovation and pricing details.

7 Collaboration

- 7.1 The Trust will work with other NHS or Public Sector partners where appropriate to investigate the use of joint or consortium contracts when cost or service benefits can be identified.

8 Retention Of Documents

- 8.1 All documentation will be kept either electronically or on file in accordance with the NHS recommendations in HSC1999/053. Documents will be retained electronically via the Trust's IT infrastructure in the Procurement Drive.

9 Training Requirements

- 9.1 All staff involved with any procurement processes must be fully conversant with this policy, and all related policies and procedures.
- 9.2 All staff with any budgetary responsibility must be trained on procurement procedures.
- 9.3 All staff who requisition orders on behalf of the Trust are also recommended to do the online training.

10 Process for monitoring compliance with this Procedure

- 10.1 The CFO is ultimately responsible for monitoring compliance with this Policy.
- 10.2 Procurement risks will form part of the Finance Department Risk Register.

11 References

NHS Procurement and Commercial Standards

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/539626/Standards_of_Procurement.pdf

NHS eProcurement Strategy [NHS eProcurement Strategy](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/539626/NHS_eProcurement_Strategy.pdf)
([publishing.service.gov.uk](https://assets.publishing.service.gov.uk))

12 Associated documents

Procurement Strategy
Trust Standing Orders
Trust Standing Financial Instructions
Trust Scheme of Delegation

Equality Impact Assessment

Completed by	Devron Cariba
Position	Procurement Consultant
Date	August 2022

The following questions determine whether analysis is needed	Yes	No
Is it likely to affect people with particular protected characteristics differently?		X
Is it a major policy, significantly affecting how Trust services are delivered?		X
Will the policy have a significant effect on how partner organisations operate in terms of equality?		X
Does the policy relate to functions that have been identified through engagement as being important to people with particular protected characteristics?		X
Does the policy relate to an area with known inequalities?		X
Does the policy relate to any equality objectives that have been set by the Trust?		X
Other?		X

If the answer to *all* of these questions was no, then the assessment is complete.

If the answer to *any* of the questions was yes, then undertake the following analysis:

	Yes	No	Comment
Do policy outcomes and service take-up differ between people with different protected characteristics?			
What are the key findings of any engagement you have undertaken?			
If there is a greater effect on one group, is that consistent with the policy aims?			
If the policy has negative effects on people sharing particular characteristics, what steps can be taken to mitigate these effects?			
Will the policy deliver practical benefits for certain groups?			
Does the policy miss opportunities to advance equality of opportunity and foster good relations?			
Do other policies need to change to enable this policy to be effective?			

If one or more answers are yes, then the policy may unlawful under the Equality Act 2010 –seek advice from Human Resources.