



NHS Fife

Annual Procurement Report

January 2017 – March 2018

Contents

1. Introduction.....	3
2. Summary of Regulated Procurements Completed.....	4
3. Review of Regulated Procurement Compliance.....	6
4. Community Benefit Summary.....	6
5. Supported Business Summary	6
6. Future Regulated Procurements Summary	7

1. Introduction

In compliance with the Procurement Reform (Scotland) Act 2014 (The Act) NHS Fife publishes its annual procurement report of regulated and unregulated procurements from 2017/2018 and regulated procurements planned for the next two years. The Procurement Reform (Scotland) Act 2014 requires Public Sector bodies with a trade spend in excess £5million per annum to publish an annual report after the end of each financial reporting period.

As this is a first such report under the Act it will cover the period 1st January 2017 to 31st March 2018, thereafter it will be reported on the basis of each financial year.

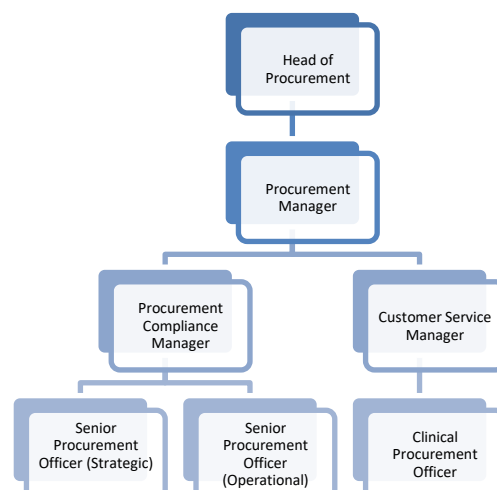
The Act requires us to report the following

- a summary of the regulated procurements that have been completed during the year covered by the report,
- a review of whether those procurements complied with the Board's procurement strategy,
- to the extent that any regulated procurements did not comply, a statement of how the Board intends to ensure that future regulated procurements do comply,
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- a summary of the regulated procurements the Board expects to commence in the next two financial years,
- such other information as the Scottish Ministers may by order specify.

A regulated procurement is any procurement for goods or services with an estimated value for the life of the contract of £50,000 or more and any such procurement for works with an estimated value for the life of the contract of £2,000,000 or more which are published on the Public Contracts Scotland Portal.

A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

Procurement Department Structure



Procurement Trade Spend

Trade Spend is defined as the spend with 3rd party suppliers. In 2017/18 the Core Trade spend for NHS Fife was £104,762,364 (Source: Scottish Procurement Information Hub (Spikes Cavell))

2. Summary of Regulated Procurements Completed

The following table provides a high-level summary of the regulated procurements NHS Fife has completed within the timeframe of this report.

Table of Regulated Procurements

Award Date	Supplier	Subject Matter	Estimated Value	Start Date	End Date
Dec 2016	HSB Engineering Insurance	Engineering Inspection Service	£66,031	01/02/17	01/02/20
Jan 2017	Boots UK; Lloyds Pharmacy; Rowlands Pharmacy	Pharmaceutical Dispensing Service	£269,406	01/02/17	01/02/20
Dec 2017	ArjoHuntleigh UK	Patient Lifting Equipment Servicing & Maintenance	£254,000	01/12/17	01/12/20
Feb 2017	Girbau UK	Supply, Installation & Commissioning of a Single Roll Ironer	£54,600	15/02/17	Upon Delivery, Installation and Commissioning
Jan 2018	Taxi Central Jock Cabs Town & Country Travel	Taxi Service	£1,800,000	01/02/18	01/02/21
Nov 2017	KONE	Supply, Installation & Maintenance of Lifts	£177,702	30/11/17	Upon Delivery, Installation and Commissioning
Oct 2017	Enterprise Holdings	Car Club Service via Crown Commercial Service Lot 5 of the Vehicle Hire Services Ref: RM1062	£142,200	09/10/17	09/10/18
Feb 2018	Roche Diagnostics	Blood Glucose Monitoring Connectivity Solution via NP316/13 Lot 2	£321,340	01/03/18	01/03/23
Jan 2018	Rackline Ltd	Supply and Installation of Medical Records Storage Tender	£56,472	15/01/18	31/03/18

The following contracts were awarded with Non-Competitive Actions (NCAs) but were awarded through a Single Source Justification Form as per the Standing Financial Instructions:

Table of Non-Competitive Actions (NCAs)

Award Date	Supplier	Subject Matter	Estimated Value	Start Date	End Date
Mar 2017	Minervation	Website Development Original contractor required to develop an additional module for website.	£10,000	Mar 2017	Mar 2017
June 2017	NeoTract, Inc.	Urolift System Trial of revolutionary product with no direct alternative available on the market.	£15,000	June 2017	Oct 2017
Aug 2017	Public Health England	Headband Eye Dosimeters Dosimeters already in use by staff working out-with Fife. Required to meet health and safety requirements to provide comparative measurements.	£1,000 (per annum)	Mar 2018	-

3. Review of Regulated Procurement Compliance

When undertaking contracting activity, NHS Fife is required to do so in accordance with the Procurement Reform (Scotland) Act 2014 and The Public Contracts (Scotland) Regulations 2015. Compliance is tested through audit.

Any non compliance of spend is covered within the boards Standing Financial Instructions

- A request to procure out-with the SFI's requirements must be approved by a waiver in advance of taking any action.
- Any neglect or refusal to carry out the SFI's shall be reported to the Director of Finance who may discuss the matter with the Chief Executive, Departmental Head, Internal Audit or Counter Fraud Services as appropriate.
- Failure to comply with the SFI's may result in disciplinary action being taken which could result in dismissal

A review of the regulated procurement activity in the defined period has concluded that all of these procurements complied with NHS Fife Procurement Strategy.

Where National Frameworks exist, these will be utilised by either calling off our requirement from the Framework of entering in to a mini-competition/tender with the suppliers on the Framework to obtain best value.

It is mandated that NHS Fife will utilise the Public Contracts Scotland system for the issue of all tendering opportunities.

4. Community Benefit Summary

During the reporting period, there was no community benefit requirement imposed as part of the regulated procurements undertaken. Where appropriate, NHS Fife has included corporate and social responsibility factors in the tender evaluation criteria in order to recognise employers who pay the real living wage, employ local people through apprenticeship schemes and/or are involved with local charities.

We will continue to look for opportunities to impose formal community benefit requirements where the nature of the procurement would be appropriate.

5. Supported Business Summary

During the reporting period, there were no steps taken to facilitate the involvement of supported businesses in regulated procurements due to the nature of the services, products and works being procured in the period. Where appropriate, NHS Fife has attempted to involve supported businesses in Procurement exercises in the past. Looking forward, we plan to meet Matrix Fife, a supported business based in Fife in order to look at what future opportunities there may be to work with supported businesses.

6. Future Regulated Procurements Summary

During the next two financial years, the Board expects to commence the following regulated procurement activity

Subject Matter	Estimated Value	Estimated Tender Date	Estimated Start Date
Lan Telephony Infrastructure for PPP scheme	£1,250,000	November 2019	April 2020
Ultrasound Radiology To Include Mri Suite Magnetom	£315,000	November 2018	April 2019
Scope/Electro Medical Contract	£298,000	November 2018	April 2019
Medical Scopes	£288,000	November 2018	April 2019
Pharmaceutical Dispensing Service	£269,000	September 2019	February 2020
Electro Medical Equip	£123,000	November 2018	April 2019
Screening Room	£115,000	November 2018	April 2019
Winscribe	£86,000	September 2018	February 2019
Ultrasound Imagers Radiology	£85,000	November 2018	April 2019
Iacs High Dependancy Monitoring	£72,000	November 2018	April 2019
Provision of Engineering Inspection Service	£66,000	September 2019	February 2020
Microstrategy	£66,000	November 2018	April 2019
Patientrack	£64,000	November 2018	April 2019
Vmware	£50,000	November 2018	April 2019
Isis Autosscopes & Hepa Cabinets Endo	£50,000	August 2018	January 2019
GP Out of Hours Service	£810,000	October 2018	April 2019
QMH Lift	£115,000	September 2018	January 2019
Print Mini Competition	£250,000	October 2018	February 2019