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| **Department:** | **Procurement** |
| **Approval:** | **Audit Committee / Senior Management Team** |



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# Introduction

To comply with the Procurement Reform (Scotland) Act 2014 (The Act), the Golden Jubilee Foundation (legally known as the National Waiting Times Board) is required to publish Procurement Report annually detailing information on all regulated procurement activity. This initial report reflects information for the extended period 1st January 2017 to 31st March 2018. In addition to reporting previous activity the report includes information on all regulated procurements that are planned for the next two year period (1st April 2018 – 31st March 2020).

A regulated procurement is any procurement for goods or services with an estimated value over the life of the contract of £50,000 or more and any such procurement for works with an estimated value over the life of the contract of £2,000,000 or more.

The professional management of procurement activity is an important factor contributing towards the efficient operation of the Golden Jubilee Foundation and the attainment of corporate objectives as identified within the Corporate Plan. It is essential for both patients and staff that quality projects, supplies and services are delivered on time to the Golden Jubilee Foundation within optimum commercial arrangements.

The Golden Jubilee has a total non-pay spend of £74.6M p.a. net of Vat (based on 2017/18 data) of which approximately £36.9M p.a. net of Vat is expenditure with 3rd Party providers and as such can be influenced by procurement activity.

The current Procurement Strategy positions procurement activity visibly within the Board objectives establishing Board level commitment to and involvement in the management of the Health Board’s procurement deliverables. It additionally sets out clear, measurable objectives and priorities for improvement which is closely monitored. Progress against strategic objectives is reported annually to the Board Audit and Risk Committee, and the Senior Management Team by the Director of Finance who is the nominated Director with responsibility for Procurement Services. The strategy addresses key procurement issues over a 3 year time frame and is subject to annual review. The strategy was approved by the Audit and Risk Committee and the Senior Management Team February 2017.

Following publication of the Boards annual Procurement report, the Board’s Procurement Strategy shall be updated in line with “The Act” and presented for approval at a future Audit and Risk committee and SMT meeting.

The strategy is delivered through the line management accountability structures with clear targets and timescales being established in relation to improvement in procurement activity undertaken at strategic and operational levels. These targets are reflected within the individual performance plans of the Head of Procurement and other senior managers.

The Head of Procurement currently has responsibility for procurement services that covers both the Golden Jubilee Foundation and since January 2018 NHS24.

The compliance and outcomes set-out in the Strategy document apply to all parts of the organisation and all procurement activity undertaken by The Board

Please note that a separate Procurement Annual Report will be prepared and published for NHS24 Board.

The report owner is:

**Brian Laughland**

**National Waiting Times Centre Board**

**Head of Procurement,**

**Golden Jubilee National Hospital**

**Agamemnon St**

**Clydebank**

**G81 4DY**

# Summary of Regulated Procurements 2017/18

The following is a list of regulated procurements for the Golden Jubilee Foundation completed during the period January 2017 to March 2018.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref No | Description | Complied with Procurement Strategy | Community Benefits  |
| NWTC17/01 | Turnkey Works Associated with MRI Installation | Yes | No |
| NWTC17/02 | Ultrasound Cardiology Echo Cardiography | Yes | No |
| NWTC17/03 | Reconfiguration Works in Pharmacy Department | Yes | No |
| NWTC17/04 | Expansion Programme - Appointment of Principal Supply Chain Partner | Yes | Yes |
| NWTC17/05 | Upgrade Works in connection with MRI Installation | Yes | No |
| NWTC17/06 | Procedure Custom Packs - Cath Lab | Yes | No |
| NWTC18/01 | Expansion Programme - Appointment of Project Manager | Yes | No |
| NWTC18/02 | Expansion Programme – Appointment of Cost Advisor | Yes | No |
| NWTC18/03 | Digital X Ray Room (Supply & Install) | Yes | No |
| NWTC18/04 | Mobile C Arm (2) | Yes | No |
| NWTC18/05 | Mobile Digital X Ray Machine | Yes | No |
| NWTC18/06 | Expansion Programme - Appointment of CDM | Yes | No |
| NWTC18/07 | Biochemistry Analysers (2) | Yes | No |
| NWTC18/08 | Cardiac Perfusion - Cardioplegia Devices | Yes | No |
| NWTC18/09 | Cardiac Perfusion - Tubing Packs & Oxygenators (Lotted) | Yes | No |
| NWTC18/10 | Cardiac Perfusion - In Line Blood Monitoring | Yes | No |
| NWTC18/11 | Cerebral Oximetery | Yes | No |
| NWTC18/12 | EP Cath Lab Consumables (Multi Lotted) | Yes | No |
| NWTC18/13 | Blood Gas Analysers (8) | Yes | No |
| NWTC18/14 | Blood Transfusion Analysers (2) Mirrored | Yes | No |
| NWTC18/15 | Operating Microscope - Ophthalmology | Yes | No |
| NWTC18/16 | Thromboelastography Testing Equipment | Yes | No |
| NWTC18/17 | Blood Tracking System - Laboratories | Yes | No |
| NWTC18/18 | Surgical Robot, Maintenance & Consumables | Yes | No |

Further detail for each procurement exercise is contained in Appendix 1.

# Board Procurement Strategy Procurements not complying with Golden Jubilee Foundation instructions

In compliance with the Procurement Reform (Scotland) Act 2014 (The Act) Golden Jubilee is required to provide information on and Procurement that did not comply with the Board Procurement Strategy.

This confirms that all of the regulated procurements awarded over the period January 2017 to March 2018 complied with the Board Procurement Strategy requirements.

# Community Benefits

The summary table indicated procurements that were awarded with contractual requirements imposed on the successful bidder to provide community benefits as part of the delivery of the requirement. There follows a description of these community benefits for each applicable procurement.

## NWTC/1704 – Expansion Programme – Appointment of Principal Supply Chain Partner

As part of the tender process the Board asked each bidder to demonstrate their approach to providing community benefits and how these would be delivered and reported on. The Board aimed to support local employment, training and apprenticeships, creating links with local schools and colleges.

The successful bidder Kier Construction included a community benefits project plan comprising information on how the Principal Supply Chain Partner would:-

* Engage with small and medium local enterprises to include them within their supply chain.
* Develop their recruitment procedure approach to ensure equal opportunities.
* Target a number of apprenticeships that would be created by Kier within the overall programme.
* Develop trade skills within their existing workforce.
* Build links with local schools and colleges, specifically West College Scotland in Clydebank and local primary and secondary schools.

Robust governance processes are in place to track and monitor the above community benefits.

# Supported Businesses

The Board is committed to facilitating the involvement of supported businesses in competition and the award of business through our procurement processes.

The Head of Procurement and senior procurement staff visited Haven Premises in Larbert Stirlingshire to review product offerings and opportunities for business. Haven currently has several work areas included in a Scottish Government Framework for supported businesses. Haven is involved in the manufacturing of staff uniforms for all NHSS Boards as part of the National Uniform programme.

During 2017/18 work has been undertaken with Haven Recycling in Glasgow in connection with the preparation for resale of a quantity of technically obsolete IT equipment, and the Board have also utilised their sign production facility for GJF signage requirements.

# Proposed Regulated Procurements 2018/19 and 2019/20

The following is a list of regulated procurements likely to be undertaken during the next two financial years. Definitive start dates and go live dates are dependent on allocated capital and final approval to proceed.

 This will be published on the Golden Jubilee Foundation public Website.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Annual Budget or Budget Allocation** | **Start Date** | **Go Live date** |
| Navigation System Theatres (2) | 90,000 | TBC | Pending Approval |
| Computed Radiography Processors (4) | 212,095 | TBC | Pending Approval |
| Monitor CCO ICU | 65,718 | TBC | Pending Approval |
| Workstation MRI | 50,000 | TBC | Pending Approval |
| Analyser ECG | 79,985 | TBC | Pending Approval |
| Monitor Multiparameter MRI (33) | 321,239 | TBC | Pending Approval |
| PC Review Workstation | 54,000 | TBC | Pending Approval |
| Radiography Room Replacement (Digital) | 202,000 | TBC | Pending Approval |
| ECG Recorder (7) | 57,400 | TBC | Pending Approval |
| Muse Server | 50,000 | TBC | Pending Approval |
| Ultrasound  | 52,000 | TBC | Pending Approval |
| Dexa Scanner (Bone Densitometry) | 60,300 | TBC | Pending Approval |
| Intra Aortic Balloon Pump (4) | 190,000 | TBC | Pending Approval |
| Ventilators (5) | 132,800 | TBC | Pending Approval |
| Sternum Saw | 60,000 | TBC | Pending Approval |
| Theatre Prep Rooms – Air Handling Units (6) | 130,000 | TBC | Pending Approval |
| Computed Tomography System (CT)  | 850,000 | TBC | Pending Approval |

# Reference Documents / Appendices

 [Procurement Reform (Scotland) Act 2014](http://www.legislation.gov.uk/asp/2014/12/contents)

<https://www.legislation.gov.uk/asp/2014/12/part/1>

**Board** [Procurement Strategy](http://www.nhsaaa.net/media/3201/procurementstrategy13-18.pdf)

[www.nhsgoldenjubilee.co.uk/files/2514/8527/5320/Procurement\_Strategy\_2016-18DECSMT.pdf](http://www.nhsgoldenjubilee.co.uk/files/2514/8527/5320/Procurement_Strategy_2016-18DECSMT.pdf)

Appendix 1 - Regulated Procurements January 2017 to March 2018



# Glossary of Terms

|  |  |
| --- | --- |
| SMT | Senior Management Team |
| GJF | Golden Jubilee Foundation |
| GJNH | Golden Jubilee National Hospital |
| Framework Agreement | In the context of this document a contract establishing a supplier or suppliers with agreed terms and conditions for the supply of goods services or works established for one or more health board who will call off as required. |
| EP | Electro Physiology |
| ECG | Electro Cardiography |
| ICU | Intensive Care Unit |
| CCO | Continuous Cardiac Output |
| MRI | Magnetic Resonance Imaging |