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University Health Board



AN EXAMPLE

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| Meeting Date | 15th March 2018 | Agenda Item | 3c |
| Report Title | NWSSP Procurement : Single Tender Actions & Quotations | | |
| Report Author | Helen James, Head of Procurement / Andrew Biston, Head of Accounting & Governance | | |
| Report Sponsor | Lynne Hamilton, Director of Finance | | |
| Presented by | Lynne Hamilton, Director of Finance | | |
| Freedom of Information | Closed | | |
| Purpose of the Report | To provide details of the Single Tender Actions (STA) and Single Quotation Actions (SQA) approved by the Health Board for the period 19th January 2018 to 23rd February 2018 and to provide trend information on the number and value of STA's and SQA's. | | |
| Key Issues | <p>During the period 19th January 2018 to 23rd February 2018 there were 3 SQA's approved. No STA's were approved in the period.</p> <p>There is a reduction in the number of SQA's and STA's approved in 2017/18 as compared to 2016/17.</p> | | |
| Specific Action Required (please ✓ one only) | Information | Discussion | Assurance |
| | ✓ | | |
| Recommendations | <p>Members are asked to:</p> <ul style="list-style-type: none"> Note <p>The SQA's and STA's approved in the period 19th January 2018 to 23rd February 2018 and the comparison analysis for 2016/17 and 2017/18 to date.</p> | | |

1. INTRODUCTION

- 1.1. This report provides the Audit Committee with details of the Single Tender Actions (STA) and Single Quotation Actions (SQA) approved by the Health Board for the period 19th January 2018 to 23rd February 2018. The report also provides trend information on the number and value of STA's and SQA's and details of regular STA's and SQA's.

2. BACKGROUND

- 2.1. Standing Financial Instructions require 3 competitive quotations to be obtained for the purchase of goods and services between the value of £5,000 and £25,000 exclusive of VAT. Where the sum exceeds £25,000 competitive tendering is required for the purchase of goods and services. SQA's and STA's should be an exception and should only be called for when a single firm or contractor or a proprietary item or service of a special character is required and must be formally authorised by the Director of Finance/Director of Strategy/Chief Operating Officer and reported to the Audit Committee.
- 2.2. During the period 19th January 2018 to 23rd February 2018 there were 3 SQA's approved as detailed below. No STA's were approved in the period.

| Source | Volume | Value (inc VAT) |
|--------|--------|-----------------|
| STA | 0 | 0 |
| SQA | 3 | £32,003.88 |

| Supplier | Requirement |
|-----------------------|--|
| Joint Advisory Group | JAG Accreditation of Morrision, Singleton and Neath Port Talbot Hospital's Endoscopy Units |
| Omnicell | Interface Upgrade with JAC Pharmacy Stock Control System |
| University of Bristol | Specialist Training in Damage Control Surgery in Mass Casualty Situations |

- 2.3. Including the SQA's approved above, the table below identifies the number of STA's and SQA's received for the financial year to 23rd February which shows a reduction in the numbers when compared to the 2016/17 financial year.

| Source | 2016/17 Number | 2017/18 to February | 2016/17 Value (£) | 2017/18 to February (£) |
|--------|----------------|---------------------|-------------------|-------------------------|
| STA | 33 | 12 | £2,441,543 | £1,100,892 |
| SQA | 100 | 46 | £1,170,614 | £480,979 |

For the 3 SQA's approved in the period, each has been reviewed to ensure that value for money has been obtained. The analysis of each SQA is detailed below.

SQA-38377-057-NB – Joint Advisory Group (JAG)

Accreditation of Endoscopy Units at a cost of £9,000.00 + VAT. The accreditation is a National requirement to assess the Unit's compliance against recognised standards. JAG are the only provider that can undertake the assessment however, they have applied the nationally applied rate for the NHS and independent providers in the UK.

SQA-38240-056-PJ– Omnicell

Interface Upgrade with the JAC Pharmacy Stock Control System. An interface is required between the Omnicell cabinets and the JAC Pharmacy System, to allow Morrington Pharmacy to manage part pack of medication with their robot. The interface will allow the JAC to part pack medication which will provide significant savings due to improved waste management. Procurement has reviewed other recent projects where interfaces were required, as part of a formal procurement process, and can confirm that the cost of the Omnicell interface is in line with current market rates.

SQA-2884-059-LP – Bristol University

Provision of specialist training in Damage Control Surgery in Mass Casualty Situations at a cost of £11,669.90 + VAT. Procurement researched the market to establish whether the course was available from other providers and established that there was only one provider in the UK, The Royal College of Surgeons (RCS) and a provider in Norway and Canada. The RCS Definitive Surgical Trauma Skills course was similar; however, it was more in-depth at a cost of £34,950. The Bristol University course is adequate and supported by Wales NHS Mass Casualty Group and has demonstrated to offer value for money.

3. GOVERNANCE AND RISK ISSUES

3.1. The SQA and STA process is administered by NWSSP Procurement who continually review SQA and STA requests to determine if such requests are appropriate. The approval process and reporting of approvals to the Audit Committee ensures that Standing Financial Instructions are complied with.

4. FINANCIAL IMPLICATIONS

4.1. All SQA and STA requests are reviewed by NWSSP Procurement to ensure that value for money is being obtained in all cases and so the

financial implications of each request are taken into account prior to the approval of all SQA's and STA's.

5 RECOMMENDATIONS

- 5.1 The Audit Committee is asked to note the SQA's and STA's approved in the period 19th January 2018 to 23rd February 2018 and the comparison analysis for 2016/17 and 2017/18 to date.