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Bwrdd Iechyd Prifysgol  
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University Health Board



<b>Meeting Date</b>	<b>19<sup>th</sup> April 2018</b>		<b>Agenda Item</b>	<b>3b</b>
<b>Report Title</b>	<b>NWSSP Procurement : Single Tender Actions &amp; Quotations</b>			
<b>Report Author</b>	Helen James, Head of Procurement / Andrew Biston, Head of Accounting & Governance			
<b>Report Sponsor</b>	Lynne Hamilton, Director of Finance			
<b>Presented by</b>	Lynne Hamilton, Director of Finance			
<b>Freedom of Information</b>	Closed			
<b>Purpose of the Report</b>	To provide details of the Single Tender Actions (STA) and Single Quotation Actions (SQA) approved by the Health Board for the period 24th February 2018 to 12th April 2018 and to provide trend information on the number and value of STA's and SQA's.			
<b>Key Issues</b>	<p>During the period 24th February 2018 to 12th April 2018 there were 13 SQA's and 8 STA's approved.</p> <p>There is an overall reduction in the number of SQA's and STA's approved during this period in 2017/18 as compared to the same period in 2016/17.</p>			
<b>Specific Action Required</b> <i>(please ✓ one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	✓			
<b>Recommendations</b>	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li><b>Note</b></li> </ul> <p>The SQA's and STA's approved in the period 24<sup>th</sup> February 2018 to 12th April 2018 and the comparison analysis for the same period in 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 24<sup>th</sup> February 2018 to 12th April 2018. The report also provides trend information on the number and value of 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 24<sup>th</sup> February 2018 to 12th April 2018 there were 13 SQA's approved and 8 STA's as detailed below.

Source	Volume	Value (inc VAT)
STA	8	£375,024
SQA	13	£118,837

Supplier	Requirement
Roma Medical	Bariatric Commodes
Central Medical Supplies	Sleep Angel Pillows
Dell Corporation Ltd	Dell Security Tag Labels
Omniceil Ltd	Upgrade to Pharmacy Robots
Waba Logic	Access to medical photographic images using a system provided by Waba Logic
SIMUL8 Corporation	Renewal of SIMUL8 licence & software support
Next Controls	Upgrade to Pharmacy Tutela Monitoring System
Cardiobase	Cardiobase Software Licence
Bioquell UK Ltd	Bioquell UK Ltd
Canon Medical Systems	Replacement Ultrasound Transducer
Mount International	Remedial Repairs A&E X-Ray Rm 1
IMPLANTCAST GMBH	Mutars loan kit
National Joint Registry	NJR Charge
Thorlux	Thorlux Emergency Lighting Spare Parts

Lighting	
Vernacare Ltd	Vernachair Commodes
Medical Graphics UK	Cardio Pulmonary Exercise Testing Equipment
Rotamap	Licence Renewal - Anaesthetic Rota System
CIS Oncology Ltd	Upgrade of Electronic Prescribing System- ChemoCare
Weishaupt UK	Replacement Burner Boiler 3 Morriston
Kronos Systems Ltd	Time and Attendance System – Support Renewal
Elekta Ltd	Precise Linac RATM and FKP Upgrade

- 2.3. Including the SQA's & STA's approved above, the table below identifies the number of STA's and SQA's received for the financial year to 23<sup>rd</sup> February which shows an overall reduction in the numbers when compared to the same period in 2016/17 financial year. The introduction of the "Multiquote" System has enabled Procurement Services to better "test" the validity of SQA requests and as a consequence, a number of SQA's have been rejected and competitive bids obtained. Procurement Services continue to seek longer term arrangements to reduce the volume of SQA's processed on an annual basis. In addition, this may bring further savings through a longer term commitment. However, this isn't always possible.

<b>Source</b>	<b>2016/17 – 24<sup>th</sup> Feb – 12<sup>th</sup> April Number</b>	<b>2017/18 – 24<sup>th</sup> Feb – 12<sup>th</sup> April</b>	<b>2016/17 – 24<sup>th</sup> Feb – 12<sup>th</sup> April Value (£)</b>	<b>2017/18 – 24<sup>th</sup> Feb – 12<sup>th</sup> April Value (£)</b>
STA	6	8	313,865	£375,024
SQA	22	13	£222,245	£118,837

For the 13 SQA's & 8 STA's approved in the period, each has been reviewed to ensure that value for money has been obtained. The analysis of each SQA/STA is set out in Annex A to this paper.

### 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 24<sup>th</sup> February 2018 to 12<sup>th</sup> April 2018 and the comparison analysis for the same period in 2016/17.

STA/SQA Ref	Goods/ Services	Supplier	VFM
ABM-SQA-28804-069-RC	Bariatric Commodes	Roma Medical	Bariatric Commodes that meet all IC requirements, discount for bulk purchase resulting in a saving of £720
ABM-SQA-28804-070-RC	Sleep Angel Pillows	Central Medical Supplies	HB Standardised Pillow that meet all IC requirements. Nationally applied rate.
ABM-SQA-28804-071-LP	Dell Security Tag Labels	Dell Corporation Ltd	Used for the tracking of hardware assets, price reduction of 28p per tag , previously purchased in 2016, total saving of £560
ABM-SQA-28804-072-SP	Upgrade to Pharmacy Robots	Omniceil Ltd	Upgrade to Pharmacy Robots pricing is in line with industry standards
ABM-SQA-28804-073-LP	Access to medical photographic images using a system provided by Waba Logic	Waba Logic	Closed Protocol Medical Photography Imaging Software licence only provided by originator, pricing is in line with industry standards
ABM-SQA-28804-074-SP	Renewal of SIMUL8 licence & software support	SIMUL8 Corporation	Closed Protocol Software licences only provided by originator, nationally applied rate used throughout Wales.

ABM-SQA-28804-075-SP	Upgrade to Pharmacy Tutela Monitoring System	Next Controls	Upgrade to Temperature Monitoring System for Pharmacy Fridges and Freezers needed for Compliance. Pricing is in line with industry standard
ABM-SQA-28804-079-SP	Cardiobase Software Licence	Cardiobase	Closed Protocol licence renewal only provided by originator, pricing in line with previous costs
ABM-SQA-28804-080-RC	To provide high concentration hydrogen peroxide vapour cleaning to Tempest Ward Burns Theatre	Bioquell UK Ltd	Only company able to supply a 35% decontamination system, 30% discount given for bulk purchase
ABM-SQA-28804-081-SP	Replacement Ultrasound Transducer	Canon Medical Systems	Sole supplier product pricing is in line with industry standard
ABM-SQA-28804-082-SP	Remedial Repairs A&E X-Ray Rm 1	Mount International	Closed Protocol machine can only be maintained/repared by contract provider, pricing in line with previous costs
ABM-SQA-28804-083-DS	Mutars loan kit	IMPLANTCAST GMBH	Sole supplier product pricing is in line with industry standard
ABM-SQA-28804-084-AT	NJR Charge	National Joint Registry	Sole supplier annual NJR charge, price quoted is the nationally applied rate.

ABM_STA-38560-021-BM-RC	Thorlux Emergency Lighting Spare Parts	Thorlux Lighting	Sole supplier, as preferential account holder, ABM provide a 9.75% discount
ABM_STA-28892-022-BM-RC	Vernachair Commodes	Vernacare Ltd	Bulk deal – prices negotiated better than NHS Supply Chain Framework Pricing Structure
ABM_STA-28892-023-BM-RC	Cardio Pulmonary Exercise Testing Equipment	Medical Graphics UK	Sole supplier product pricing is in line with industry standard
ABM_STA-28892-024-BM-RC	Licence Renewal - Anaesthetic Rota System	Rotamap	Closed Protocol licence renewal only provided by originator, pricing in line with previous costs
ABM_STA-28892-025-BM-RC	Upgrade of Electronic Prescribing System- ChemoCare	CIS Oncology Ltd	Closed Protocol licence version upgrade only provided by originator, pricing in line with previous costs
ABM_STA-28892-026-BM-RC	Replacement Burner Boiler 3 Morriston	Weishaupt UK	Originally selected through a competitive tender process, compatibility of spares will bring further savings through economies of scale
ABM_STA-28892-028-BM-RC	Time and Attendance System – Support Renewal	Kronos Systems Ltd	Closed Protocol licence renewal only provided by originator, pricing in line with previous costs
ABM_STA-28892-027-BM-RC	Precise Linac RATM and FKP Upgrade	Elekta Ltd	Savings negotiated based upon the purchase of 3 upgrades – sole supplier arrangement