

Exceptional Activity in Accordance with Standing Financial Instructions e.g., Single Quotation or Tender Actions, Contract Change Notes, Execution of an Extension, Award of Further Business etc.

Division/Department/ DU	SFI Competition Threshold	Capital/ Revenue	Contract Ref:	Period of Agreement/ Delivery Date	Agreement Title/Description	Supplier	Cost banding	Reason/Circumstance	Compliance Comment	First or Repeat Submission
Workforce & OD	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-055-SM-21	24 th December 2021 – 23 rd December 2024	Crate hire charges - Continuation of storage facility services for Workforce.	Britannia Robbins	£5k-£25k	Ongoing need for storage. Without this service, there is a potential risk of security & inadequate data protection of personal information	This requirement is to be included in the Wider Health Board review of storage requirements in future	Repeat
Digital Services	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-056-JI-21	16 th March – 31 st March 2022	Change Management Qualifications at USW	University of South Wales, USW Commercial Services LTD	£5k-£25k	Change Management Qualifications for members of staff in the Digital Team Addressing additional training identified through PADR process	Benefits realisation – including cash releasing savings – from Digital implications is predicated on effective change management. This award is to ensure continuity in training and the approach provided to staff to achieve highly approved accredited qualification recognised by the Association of Project Management Group (APMG)	First
Support Services	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-057-JB-21	15 th December 2021 – 14 th December 2022	Renewal of Emergency Mass notification service licence/support	F_24	£5k-£25k	The F24 system is used make rapid contact with HB responders in the event of a Major Incident, and significantly improves the speed of the HB response. Without this service, there would be a risk of delayed response to emergency callouts.	This service is proprietary in nature, no alternative but to use this supplier. Current system has been in situ for several years and the support costs have been under £5,000, the increase in this year's cost is in line with inflation and represents value for money.	First
Finance Strategy & Development	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-058-JB-21	25 th February 2022	Annual membership to NHS Benchmarking Network 2022-23	NHS North of England CSU	£5k-£25k	Without the membership, the Health Board would not be able to participate in benchmarking to compare with the wider NHS and identify opportunities for savings and areas of best practice.	This is the only organisation that provides a benchmarking service for the NHS in England and Wales.	Repeat

South Wales Trauma Network	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-060-SU-21	27 th March 2022	Provision of the Trauma Care After Resuscitation (TCAR) Course and Paediatric Care After Resuscitation (PCAR) Course	Visoinem	£5k-£25k	This course is bespoke and has been specifically created to meet the learning needs of Inpatient Trauma Nurses	Only company able to provide this training package which compliments training and education needs and recognised by the National Trauma Network as appropriate for NHS Wales.	First
Pharmacy	Local Quotation Threshold over £5,000.00	HEIW Funding	SBU-SQA-28804-61-SM-21	24 th March 2022- December 2023	Science Manufacturing Technician Level 3 (wsc.ac.uk)	West Suffolk College	£5k-£25k	Unique SMT course for Pharmacy Student training launched in England in February 2021 and now open to Welsh students, as part of the initial pilot for 30 students. Essential requirement for WG TrAMS project.	Sole supplier for the SMT course, which is being paid for by HEIW. West Suffolk College are the sole supplier of this certification.	First
Corporate Nursing	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-62-SM-21	1 st April 2022 – 31 st March 2023	Essential Training Liberty Protection Safeguards (LPS) training.	University of South Wales, Swansea	£5k-£25k	Enhances existing training to prepare for the introduction of Liberty Protection Safeguards (LPS), which is expected to be introduced in early 2023. Feedback from training previously provided is that it is of a quality that meets the needs of the legal requirements on the Health Board.	The University of Swansea has provided this training historically and for consistency of the approach and to ensure the training meets WG requirements. SQA approval is appropriate. Any future requirements must be subject to a competitive exercise however, to ensure appropriateness of waver going forward.	First
MH & LD	Local Quotation Threshold over £5,000.00	Capital	SBU-SQA-28804-087-JW-21	1 st April 2022 – 31 st March 2023	A unified communications solution for Microsoft Teams This is trial programme for All-Wales development	Conversant Technologies Ltd	£5k-£25k	This is a 1-year trial. If successful, the 111 All-Wales team are planning to procure a contract, which will be subject to a competitive process on an All-Wales basis	AW Procurement exercise to be undertaken following the trial for a new contract in 2023.	First
Transformation	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-053-RC-21	1 st January 2022 – 31 st March 2022	Extension to Hire of Venue for delivery of Covid-19 Immunisation Programme – 3-month occupancy agreement	Gorseinon Development Trust	£5k-£25k	Extension to Hire of Venue for delivery of Covid-19 Immunisation Programme. To attempt to find an alternative venue at this time would have a significant impact of delivery of the vaccine programme.	At this stage, it would be impractical to re-locate the Vaccination Centre to another site. Cumulative spend is being monitored to ensure it does not breach WG reporting thresholds.	Repeat

Rehabilitation	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-089-JRC-22	1 st March 2022 – 30 th June 2022	Training and support in virtual group clinics and webinars.	Georgina Craig Associates	£5k-£25k	To provide further development for long covid pathway virtual group clinics and development of webinars for Swansea Bay population regarding long covid advice. The process will be able to be utilised across services as an example of good practice on how to deliver virtual consultations. This is a time sensitive programme with regards to short term funding for the Adferiad programme for long covid from Welsh Government.	Previously worked with company free of charge, as part of Welsh government scheme, to set up first virtual group consultations with Team GP and patients suffering with long covid. SQA approved based upon previous engagement with this supplier through the WG initiative	First
Cardiac Services	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-090-JRC-22	1 st April 2022 – 31 st March 2024	Annual subscription to benchmarking service for cardiac centres	National Cardiac Benchmarking Collaborative	£5k-£25k	Continuation of this subscription is essential for maintaining and improving patient care for cardiac patients within SBUHB. Failure to renew would result in a loss of profile and service provision, which could adversely affect service efficiency and impact on patient care.	The NCBC are the only national benchmarking organisation in the UK.	Repeat
Caswell Clinic	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-091-AT-21	1 st July 2022 – 30 th June 2025	Annual membership for Royal College of Psychiatry Quality Network Standards for Forensic Mental Health	Royal College of Psychiatrists Quality Network	£5k-£25k	Annual membership for Royal College of Psychiatry Quality Network Standards for Forensic Mental Health for Caswell Clinic & Taith Newydd Services. Failure to renew would result in a loss of vital annual audits.	Sole Supplier, there is no alternative supplier in the market.	Repeat
MH/A&E	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-092-DS-21	April 1 st 2022 – 31 st March 2023	Participation in Trauma Audit & Research Network	University of Manchester	£5k-£25k	The Network are an independent monitor of trauma care in England & Wales. Feedback from the Trauma Network enables improvement in care through national comparative clinical audit data. Without participation, monitoring of Trauma Care would cease, which would have a detrimental impact on patient care.	The University of Manchester offer the only way to participate in all England/Wales audit and research programme.	Repeat
Cardiac Services	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-093-RC-21	30 th March 2022	Purchase of software to support Inherited Cardiac Condition Service	Progeny Europe	£5k-£25k	Digital solution to allow co-ordinated and efficient working, real time sharing of information to avoid duplication & waste within the ICC Team.	SQA approved given the obvious service benefits, but competition will need to be sought going forward.	First

EMRTS	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-094-SP-21	1 st April 2022 – 31 st March 2023	Renewal of Insurance Policy for Air Ambulance Service	James Hallam	£5k-£25k	Provision of insurance for employee personal accident cover, which is essential for provision of the service.	This is the recommended Insurer of the UK Air Ambulance Association, due to the unique requirements of the Air Ambulance Service, other The cost reflects high risk nature of work and number of staff, wage-roll, missions attended and type (road/air). Procurement Services previously tested the market by channelling the requirement through the All Wales Broker, but due to the niche nature of the cover, alternative proposals received could not meet the requirements and were cost prohibited.	Repeat
Learning & OD	Local Quotation Threshold over £5,000.00	Revenue	SBU-SQA-28804-095-SP-21	29 th March 2022	Engagement Workshop to review the concept values/behaviours images with a stakeholder group with the Health Board	Scarlet Design Limited	£5k-£25k	This workshop will involve a range of people who can bring different perspectives with the aim to create hand drawn images, which look at how the organisation's culture will affect service users. These will be developed by Stakeholders in the organisation and can be used to provide learning and development resources for the Just Culture programme.	Sole accredited supplier in the UK for this service. Images used are subject to copyright. No viable alternative in the marketplace.	First
MEMS	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-074-SP-21	1 st April 2022 – 31 st March 2027	Document management system renewal and additional licence upgrade	Genial Compliance Systems Ltd	£25k-£50k	A number of departments use iPassport to underpin their ISO accreditation (iso9001 or 13485). This order will expand on the system and roll out to other departments who are establishing a quality management and or a document management system.	In 2019 the Health Board went out to tender for document management software. Genial Compliance Ltd won the tender with the iPassport system by virtue of it meeting the specification in full and being the lowest cost. The initial tender exercise demonstrated VFM - The 5-year licences will save £6,823 + Vat (10.4%).	First

MEMS	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-075-SP-21	1 st March 2022	RFID tags to track medical devices	Stanley Security Solutions	£25k-£50k	The Health Board has standardised on the Mobileview RFID Tagging System to track the location and use of medical equipment across Health Board sites. Without these tags there is a potential for loss of assets incurring cost for replacement	Only Stanley Aeroscout Tags will work on the existing system. There are currently over 3,000 already installed. Stanley have provided discounts of between 15 and 32% on the products that make up the package. This is in line with previous volume discounts that have been applied.	First
EMRTS	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-078-SP-21	2 nd December 2021 – 30 th April 2022	Lease of a quantity of 2 x 21 registration plate MAN TGE low floor modular box body ambulance	St John Ambulance	£50k – PCR (£138,760)	Due to manufacturing problems of new vehicles being delivered following a tender exercise - a lease from St John Ambulance has been agreed to facilitate this interim solution	The lease will ensure a suitable platform to establish and develop the new ACCTS service, support training of new personnel and facilitate a seamless transition to permanent vehicles upon delivery	First
Pathology	Local Tender Threshold over £25,000.00	Capital	SBU-STA-28892-079-PB-21	1 st March 2022 – 28 th February 2029	Tissue-Tek Smart Connect, Automated Transfer System	Sakura Finetek UK Ltd	£25k-£50k	The existing Tissue Processors are being replaced as they are end of life and creating a risk to patient samples. The robotic arm (transfer system) is necessary to realise the full potential of the Processors.	Sakura Finetek UK Ltd are the only supplier who can provide this level of robotic automation for this purpose.	First
Health & Safety	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-080-PB-21	9 th March 2022	FFP3 valve masks – AJ-Pro	Digital2000 Ltd	£25k-£50k	During the pandemic and the global challenges of consistent supply of personal protective equipment and in particular respiratory protection equipment (RPE), namely FFP3 disposable masks. Swansea Bay UHB in conjunction with local procurement team successfully sourced and purchased the AJ Pro FFP3 Mask from Digital 2000.	SBUHB undertook significant investment in fit testing, with over 85% pass rate, so to move away from AJ-Pro to another mask would require further significant investment in fit testing, with no guarantee of a similar pass rate.	First
Health & Safety	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-081-PB-21	9 th March 2022	FFP3 valve masks – AJ-Pro – Alternative Source of supply for AJ Pro Masks.	Agua Fabrics Ltd	£50k – PCR (£138,760)	During the pandemic and the global challenges of consistent supply of personal protective equipment and in particular respiratory protection equipment (RPE), namely FFP3 disposable masks. Swansea Bay UHB in conjunction with local procurement team successfully sourced and purchased the AJ Pro FFP3 Mask.	SBUHB undertook significant investment in fit testing, with over 85% pass rate, so to move away from AJ-Pro to another mask would require further significant investment in fit testing, with no guarantee of a similar pass rate.	First

Laboratory Medicine	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-082-SP-21	11 th March 2022	External audits undertaken by UKAS	United Kingdom Accreditation Services (UKAS)	£25k-£50k	All Pathology laboratories in Wales are mandated by the Welsh Government to attain & maintain accreditation against ISO 15189	UKAS is the sole national accreditation body by the British government to assess the competence of organisations for compliance against ISO 15189.	Repeat
Support Services	OJEU - £122,976.00	Revenue	SBU-STA-28892-084-SP-21	1 st April 2022 – 30 th April 2027	MyPorter Task Management Software System & Licencing	Global View Systems Ltd	PCR (£138,760) - £500k	My Porter is a unique task management system that is compatible with the current communication infrastructure and can use both radio and wireless devices. It is essential for supporting the service with efficient and timely patient transfers and Portering tasks.	This product has unique features that will improve the efficiency of service delivery/ A compliant route through a framework is available for this system. However, a cost avoidance saving of £83,085 is available by purchasing direct.	First
Mental Health & Learning Disabilities	Local Tender Threshold over £25,000.00	WG Funding	SBU-STA-28892-085-SM-21	1 st April 2022 – 31 st March 2023	MHM Assessments	Mental Health Matters (Wales)	£50k – PCR (£138,760)	SBUHB currently has a contract in place with Mental Health Matters, for the Deprivation of Liberty (DOLS) Safeguard. WG have provided funding for Mental Health Matters to provide additional assessments to address the 250-case backlog in the Swansea Bay area.	STA approved as there is insufficient time to undertake a competitive exercise. No further extension of this requirement will be approved through an STA/SQA process. Competition must be sought for any future requirements	First
Strategy	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-087-SM-21	1 st May 2022 – 30 th April 2023	Mental Health Services pilot commissioned by the Health Board in 2021. Services to support children & young people with their mental health as part of a multi-agency approach	Kooth Digital Health Limited	£50k – PCR (£138,760)	Continuation of existing Kooth Pilot scheme 2020/21 'SBU-STA-28892-048-RP-20' to fully assess the benefits of the service.	STA approved as this is a unique solution. Should multiple Health Boards decide to continue with this solution post trial, then a collaborative multi-organisational procurement exercise maybe beneficial.	Repeat
Estates	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-89-SM-21	25 th March 2022	Support of the WBFGA, by enhancing the outdoor facilities within hospital grounds.	Botanical Garden of Wales	£50k – PCR (£138,760)	The HB has worked with Botanical Garden of Wales over the last 3 years, as part of the Biophilic Wales project. Recognised as market leaders in horticulture across Wales, they will work with Estates to provide a green environment for patients, staff & visitors.	Botanical Garden of Wales are positioned a to manage a niche project of this nature. However. Should there be a continuation of the service in future, a market test exercise is recommended.	First
Workforce & OD	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-090-SP-21	1 st March 2022 – 31 st March 2023	Provision of a Cultural Intelligence and Inclusive Leadership workshop for SBUHB Executive Board	Above Difference Limited	£50k – PCR (£138,760)	Supplier to work with HB using a unique approach that combines inclusive leadership theory with cultural intelligence	The content of the programme is highly specialised and tailored to meet a specific	First

								to create a work programme that enables leaders to shift from managing diversity to leading for inclusion	need with the HB - supporting culturally inclusive leadership. Sole supplier in the UK accredited to deliver this work.	
Emergency Care and Hospital Operations	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-091-SP-21	1 st April 2022 – 31 st March 2023	Temporary site storage facility	A2H Live	£25k-£50k	Continuation of original storage facility installed at height of pandemic. Repurposed for onsite storage to address potential H&S & fire safety risk.	Alternative solutions are being explored and this is a temporary continuation of an existing solution that is already in place	Repeat
Workforce & OD	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-092-SP-21	March 2022	Specialised Leadership Programme aimed specifically at developing leadership in women	Good Business Initiative	£25k-£50k	A highly specialised and tailored programme which meets the specific needs of the health board.	STA previously approved as this service is specialist in nature and tailored to meet the HB's requirements, however, an additional financial component was missed therefore, this combines all, supersedes and replaces the previous SQA.	Repeat
ARCH	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-094-SP-21	1 st April 2022 – 30 th November 2023	ARCH Senior Leader Development Programme	Swansea University	£25k-£50k	The Programme has been specifically developed for Swansea Bay & Hywel Dda University Health Board Clinical Leaders, Business Unit Leaders and Executive Managers by the Chief Executive and Deputy Chief Operating Officer in conjunction with the University.	STA is wholly appropriate as the programme insights are drawn from the Intensive Learning Academy for Innovation, the Intensive Learning Academy for Value Based Health and AgorIP, all WG initiatives that can only be delivered by Swansea University	First
Morrison Medicine	Local Tender Threshold over £25,000.00	Revenue	SBU-STA-28892-095-PB-21	12 th April 2022	Provision of a Consultant Gastroenterologist	Supreme Locums Agency	£50k – PCR (£138,760)	Consultant Gastroenterologist for a three-month period only, to engage in 8 sessions per week. This will avoid the RTT position from deteriorating and prevent the length of stay of patients worsening.	This initiative proposed for a 3-month period to cover off gaps in rota coverage. Difficulties in recruiting and unable to seek a suitable locum through Framework Agencies.	First

NB 1: All SQA/STAs are now incorporated into the Procurement Work Plan for review.

NB 2: Where practicable, where competition cannot be sought, longer terms arrangements are sought for SQA/STA, to take advantage of preferential terms through longer term commitment and to negate the necessity for the submission of annual SQA/STA applications

Further Matters to be Brought to the Attention of the Audit Committee (Retrospective Action)

Division/Department/DU	SFI Competition Threshold	Capital/Revenue	Contract Ref:	Period of Agreement/Delivery Date	Agreement Title/Description	Supplier	Cost banding	Reason/Circumstance	Compliance Comment	First or Repeat Submission
Morrison	Local Quotation Threshold over £5,000.00	Revenue	RA -029-AT-21	1 st April 2021 – 31 st March 2022	Annual subscription to benchmarking service for cardiac centres	NCBC National Cardiac Benchmarking Collaborative	£5k-£25k	Continuation of this subscription is essential for maintaining and improving patient care for cardiac patients within SBUHB. Failure to renew would result in a loss of profile and service provision, which could adversely affect service efficiency and impact on patient care.	The NCBC are the only national benchmarking organisation in the UK. This is an annual subscription which should have been the subject of an SQA/STA. The Service Has been reminded to engage earlier with Procurement to ensure timely renewal in accordance with procedure.	First
EMRTS	Local Tender Threshold over £25,000.00	Revenue	RA-030-PJ-21	23 rd March 2022	Cost for two MAN TGE Ambulances provided by St John England	ST Johns Ambulance	£25k-£50k	Due to manufacturing problems of new vehicles being delivered following a tender exercise - a lease from St John Ambulance has been agreed to facilitate this interim solution	Delay in receiving invoice/quote from St John England. Further discussion to separate payments into two lines (One for each vehicle). Delay in receiving SLA and updating STA accordingly. Two requisitions on Oracle. 10957465 & 10957595. SBU-STA-28892-078-SP-21 refers	First
Corporate	Local Tender Threshold over £25,000.00	Revenue	RA-032-SP-21	4 th March 2022	Remedial works to Margam Orangery	CGL Services	£25k-£50k	SBUHB had a tenancy at will with NPTC for Margam Orangery for use as an LVC which ended on the 31 st December 2021. Council had to carry out dilapidation works very quickly to ensure venue was ready for first wedding booked in. Council obtained 3 quotes and successful contractor appointed in agreement with Health Board. Council had to progress works immediately to meet deadlines, this unfortunately meant that the works had already been progressed/completed by time the STA was complete.	The activity undertaken would have been justifiable under an STA. As per the Health Boards standing orders all commitment of expenditure must be approved in advance of works commencing.	First

Morrison Estates	Local Tender Threshold over £25,000.00	Revenue	RA-035-JB-21	23 rd March 2022	Hiring of portable air-con units	Andrew Sykes	£25k-£50k	During the Covid Pandemic and the hot weather, potable air con units were ordered and distributed throughout several clinical and non-clinical areas. Some remained on Ward J due to the limited ventilation in this area, making the donning of PPE in the working environment more manageable.	Approved. No explanation of why Health Board standing orders were not complied with in ordering this necessary equipment, although appreciate that this may be as a result of pandemic response. Any requirement for this equipment after the end of March 2022 will require a compliant procurement process	First
NPTH	Local Tender Threshold over £25,000.00	Revenue	RA-037-SM-21	December 1 st 2021 – 31 st March 2022	Transport of medicines in accordance with MHRA MS license	Polarspeed	£25k-£50k	Competition sought previously but needs a repeat exercise, extension sought until repeat exercise is completed RA Form to cover payment of invoices for a courier service provided by Polarspeed from December 2021-March 2022.	An interim 6-month arrangement will be implemented through Multi Quote, to ensure continuation of service and compliance. The service has been advised that market testing needs to be explored for long term continuation of this service, as there has been no formal market engagement since 2018. Procurement and pharmacy colleagues are scheduled to meet 28/04/2022 to discuss competition options and timescales.	First