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NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Covering note to be distributed with all STA and SQA approval requests

Key considerations – the approval of Single Tender Action (STA) and Single Quotation Action (SQA) requests

This note is intended to provide a summary of the responsibilities, in line with Schedule 6 (Standing Financial Instructions) of the Health Board's Standing Orders of those individuals who are requested to approve STA and SQA requests. The Wales Audit Office's guidance on *Ensuring value for money in the use of single tender actions* has also incorporated in to this note.

When receiving STA/SQA documents for approval, the following considerations should be made;

Single tender Quotations or Actions **may be** appropriate when;

- There is genuinely only one provider in the market
- The services or goods required are part of follow up activity where a provider has already undertaken work in a similar area (and where the initial work was awarded under a competitive process)
- There is a compatibility consideration i.e. a specific part is required to maintain or upgrade an existing piece of equipment than can only be sourced from the manufacturer
- There is a need to retain a particular contractor for real and urgent business continuity issues

Single tender Quotations or Actions **may not** be appropriate when;

- There is competition in the market
- There is no evidence to show that the proposed course of action represents value for money
- The request is driven by time pressure over value for money considerations
- There is an urgency to spend money i.e. end of financial year
- There are ongoing Single Tender Quotations or Actions with the same supplier
- The value of the request exceeds EU procurement thresholds (£615,278 – Social & other specific services, £118,302 – Supply, service and design contracts, £4,551,413 – Works contracts).

The Procurement department is required to report all approved and rejected STA/SQA requests to each meeting of Health Board's Audit committee, providing a clear basis for each request including how the above indicators have been considered.

If you have any general queries regarding the STA/SQA process or wish to discuss a specific request then please contact the Procurement team on 01639 684438.

Yours sincerely,

KEIR WARNER
HEAD OF PROCUREMENT, SWANSEA BAY UNIVERSITY HEALTH BOARD

Mae'r Gwasanaethau Caffael yn is-adran o fewn Partneriaeth Cydwasaethau GIG Cymru
Procurement Service is a Division of the NHS Wales Shared Services Partnership