

THE STATE HOSPITALS BOARD FOR SCOTLAND

ANNUAL PROCUREMENT REPORT

March 2020 April 2021

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Approved by	The State Hospital Audit Committee
Date Approved	Approved
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Introduction

To comply with the Procurement Reform (Scotland) Act 2014 (The Act), the State Hospitals Board for Scotland is required to publish a Procurement Report annually detailing information on all regulated procurement activity. This report reflects information for the period April 2020 to March 2021. In addition to reporting previous activity, the report includes information on all regulated procurements that are planned for the period (April 2021 – March 2022).

The professional management of procurement activity is an important factor contributing towards the efficient operation of the State Hospitals Board for Scotland and the attainment of corporate objectives as identified within the Local Delivery Plan.

The State Hospital has a total non-pay spend of around £17.5m per annum excluding VAT with around £8M regarded as influencable spend.

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. In addition, it sets out clear, measurable objectives and priorities for improvement, which are closely monitored. Progress against strategic objectives is reported annually to the Board Audit and Risk Committee, and the Senior Management Team by the Finance and e-Health Director who is the nominated Director with responsibility for Procurement Services.

The strategy addresses key procurement issues over a 3-year period and is subject to annual review.

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 committee and Procurement Steering Group 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 procurement manager together with other senior managers.

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

The State Hospital procurement requirements are met via local, regional or National contracts. Other routes to market include, in excess of £50,000 (regulated procurements) are advertised on the Public Contracts Scotland website and for regulated procurements over EU thresholds, in the Find a Tender (FTS) website

The State Hospital has also taken the decision to publish both regulated and non-regulated contracts on our public facing contracts register on Public Contracts Scotland.

Section 1 – Summary of Regulated Procurement Completed

1.1 As a Scottish Public Body, The State Hospital is committed to the principle of transparency which it implements through publishing its regulated procurement activities via the Public Contracts Scotland portal and, where appropriate, the Official Journal of the European Union. The following table provides a high-level summary of the regulated procurements awarded within the 2020/21 financial year covered by this report:

Date of Award	Contract Description	Awarded To	Estimated Value
05/05/2020	Auc: Additions	Security Contracting Services Ltd	£84,112.02
09/06/2020	Electricity	Edf Energy	£312,763.01
05/05/2020	Auc: Additions	Thomson Gray Ltd	£217,506.60
17/07/2020	Pay For Services Non-nhs Orgs	Patients Advocacy Service	£133,282.38
22/07/2020	Other Fuel	AMP Clean	£90,650.00
20/08/2020	Agency P T B Works	Nhs Lanarkshire	£63,679.66
22/09/2020	Purchase Software Licence Std	Servelec Healthcare	£50,000.00
02/11/2020	Purchase Software Licence Std	Servelec Healthcare	£50,000.00
06/02/2021	Auc: Transport Equipment	Western Commercial	£51,481.00
01/03/2021	Auc: Additions	Senstar Corp	£58,598.00
24/03/2021	Shop/canteen Purchases	J W Filshill Limited	£70000.00
24/03/2021	Prescribing Drugs	Nhs Lothian	£218000.00
24/03/2021	Professional Fees - Other	Nhs Lothian	£73,475.92

1.2 Non - Regulated Procurements completed during the year:

Date of Award	Contract Description	Awarded To	Estimated Value
21/04/2020	Vehicle Repair Service	AG Barr Ltd	£3811.45
12/01/2021	Other Training Charges	Glasgow Centre For Inclusive Living	£7,189.75

21/04/2020	Healthy Heart and Nourishment	Abbot Technology	£8073.00
05/05/2020	Construction Consultancy	Doig & Smith	£1902.94
05/05/2020	Blrd Control	Hawkman Services	£5960.00
14/05/2020	Stanley Security Solutions	Security Services	£24285.00
30/03/2021	Convenience Foods	Bidfood	£10,112.74
23/06/2020	Legal Counsel Fees	NHS National Services Scotland	£38,140.17
17/08/2020	Business to Business Services	PMR Products Ltd	£10,513.20
08/09/2020	Survey Services	Land & Mineral Services	£9135.00
08/09/2020	Energy Management & Automation	Schneider Electric	£19064.98
21/10/2020	Garage Related Services	Daniel Ross (Engineers)	£5211.49
02/12/2020	Furniture	Senator Corp	£26532.40
02/12/2020	Furniture	Senator Corp	£6202.36
03/12/2020	Furniture	Knightsbridge Furniture	£72990.40
10/12/2020	Consulting, transformation and digital services	Capita	£515.41
21/01/2021	College	New College	£5082.00
08/02/2021	Information Technology	Leidos innovations	£11921.11
08/02/2021	Security keys	Assa Abloy	£11121.00
16/02/2021	Consultancy	Mclaws Consultancy	£10064.00
18/02/2021	Security	Leidos Security Detection + Automation UK Ltd	£7,562.00
24/02/2021	Gym Equipment	Life Fitness UK Ltd	£40521.00
01/03/2021	Furniture	Senstar Corp	£10,786.50
31/03/2021	Gas Supplies	Flogas Britain Limited	£10,058.00
31/03/2021	Security Products	Gunnebo UK Ltd	£3,580.25
31/03/2021	IT software specialists in Facilities Management	Asckey Data Services Ltd	£7,500.00

Section 2 – Review of Regulated Procurement Compliance

2.1 Tender Waivers

In the year 2020/2021, the State Hospital chose to waive its standard SFI's relating to the quotation and tendering process for the following contracts:

Date of Award	Contract Description	Awarded to	Estimated Value
04/05/2020	Service & maintenance contract	Stanley Security Systems	£24,285.00
26 August 2020	Survey works	I&m Survey Services	£9,125.00
28 July 2020	Maintenance contract	PMR products	£10,513.30
24 August 2020	Building management system support	Schneider	£25,420.00
2019/2020	Support & maintenance of Rio system	Servelec	£50,000.00
08 May 2020	Support & maintenance of Rio system	Servelec	£50,000.00
01 April 2020	Purchase of sports equipment	Sportsafe	£12,126.10
30 November 2020	Secoupler replacement	Senstar	£48,000.00
12 January 2021	Supply doors	Chubb custodial	£11,121.91
07 September 2020	Supply & install pumps	Bss	£5,690.00
10 December 2020	Maintenance contract	Leidos	£7,562.00
03 February 2021	Locks for seclusion room doors	Chubb custodial	£9,798.32
18 February 2021	Replacement of buried cable system	Senstar	£74,514.50
05 March 2021	Replacement waste compactor	Capital compactors	£11360.00
05 March 2021	Electric vehicle chargers	Swarco	£16,973.00
18 February 2021	Security management system service	Gunnebo UK	£14,321.00

29 March 2021	Maintenance for cortech	Stanley security systems	£5,629.85
05 March 2021	Gas suppression cylinders	Spie	£8,835.00
16 February 2021	Cafm system	Askey	£8,350.00
17 February 2021	Sdi training	Personal strengths publishing	£40,000.00
30 March 2021	Ion scanner - rapiscan	Leidos	£26,000.00
30 March 2021	Metal archway detector for vehicle lock	Leidos	£5,500.00
30/03/2021	Microsearch system	Microsearch system	£35,000.00
22/03/2021	Maintenance of rainwater harvesting systems	Stormsaver	£5,802.60

Although these Procurements have been waived a formal process and sign off was undertaken with Procurement involvement.

Section 3 - Community Benefit Summary

During the reporting period, there were no community benefit requirements as part of the regulated procurements undertaken. Where appropriate, The State Hospital have included corporate and social responsibility factors in the tender evaluation criteria in order to recognise employers who pay the real living wage, employ people through apprenticeship schemes and/or are involved in local charities.

The State Hospital Board are also currently pursuing Real Living Wage accreditation.

Section 4 - Supported Business Summary

The State Hospital regularly procures the services of a local supported businesses for the replacement/refurbishment of furniture. This year we have used Dovetail for the ongoing project to modify doors throughout the hospital, we will also use Haven for imaging services

The project commenced in 2016 to modify doors and will be ongoing for a number of years, spend for this project in year 2020/21 is £4218.60. Dovetail, has worked well and the quality of the work carried out has proven to be of a very high standard.

These projects support the Scottish Government's drive to utilise supported and social enterprise business. Our total combined spend in 2020/21 is £4218.

Section 5 - Future Regulated Procurements Summary

Tender Title	Procurement Type	Intended Start Date	Estimated Value
Key Vending Cabinets	Restricted Tender	July 2021	£100K
Patient bank/Monies System	Open Tender	TBC	Unknown
Occupational Health Services	Tender or Framework	July 2022	£30K
Replacement for Wireless Network	Framework	April 2022	£100K
Patient Shop	Open Tender	TBC	£500K

Section 6 - Other Content for Consideration

6.1 Collaborative working

The National Health Boards (NHB) Procurement Group continue to meet monthly and are working together to focus on collective targeted savings, seeking new opportunities to work collaboratively across the NHB community.

The State Hospital also procures various services from the territorial boards to ensure the spirit of collaboration is maintained across the entire procurement arena.

We regularly work with other boards to develop service level agreements to meet the needs of both our patients and the organisation. A large programme of work is continuing to review these agreements to meet our current requirements.

The State Hospital has also been involved in a recent tender with our colleagues in the Scottish Prison Service. As a result of this collaboration, we are able to obtain unique products that are of premium quality but are also competitively priced.

6.2 Sustainability

The State Hospital continues to use The Prioritisation Tool to assist us with monitoring our sustainability activity; this tool is used in conjunction with The Flexible Framework to provide a relevant action plan allowing us to make improvements where possible. Electric Vehicles have now been added to the Fleet and the Hospital will step up its efforts to support the Climate Emergency in the coming year.

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