



**NHS Highland**  
**Procurement Annual Report**  
**2019-2020**



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## 1. Introduction

### The Purpose of this Annual Report

The Procurement Reform (Scotland) Act 2014 requires a public contracting authority, such as NHS Highland to prepare and publish an annual procurement report on our regulated procurement activities as soon as reasonably practicable after the end of our financial year. This is NHS Highland's third annual procurement report under the 2014 Act and covers the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

This report is intended to:

- Aid visibility of NHS Highland's procurement activities,
- Be a mechanism for conveying how the NHS Highland is meeting legislative procurement requirements,
- Outline how the NHS Highland's procurement activity is contributing to the delivery of its broader aims and objectives, and
- Address some key points contained in NHS Highland's procurement strategy.

The minimum content of an annual procurement report is prescribed by Section 18(2) of the 2014 Act. As touched on above, there is a link between this annual procurement report and NHS Highland's organisational Procurement Strategy.

### Publication and Communication

Section 19 of the 2014 Act requires the health board to publish its annual procurement report in a manner which it considers to be appropriate and this must include publication on the internet. Our annual procurement report and our procurement strategy have been published on NHS Highland's website on its procurement pages found at this link:

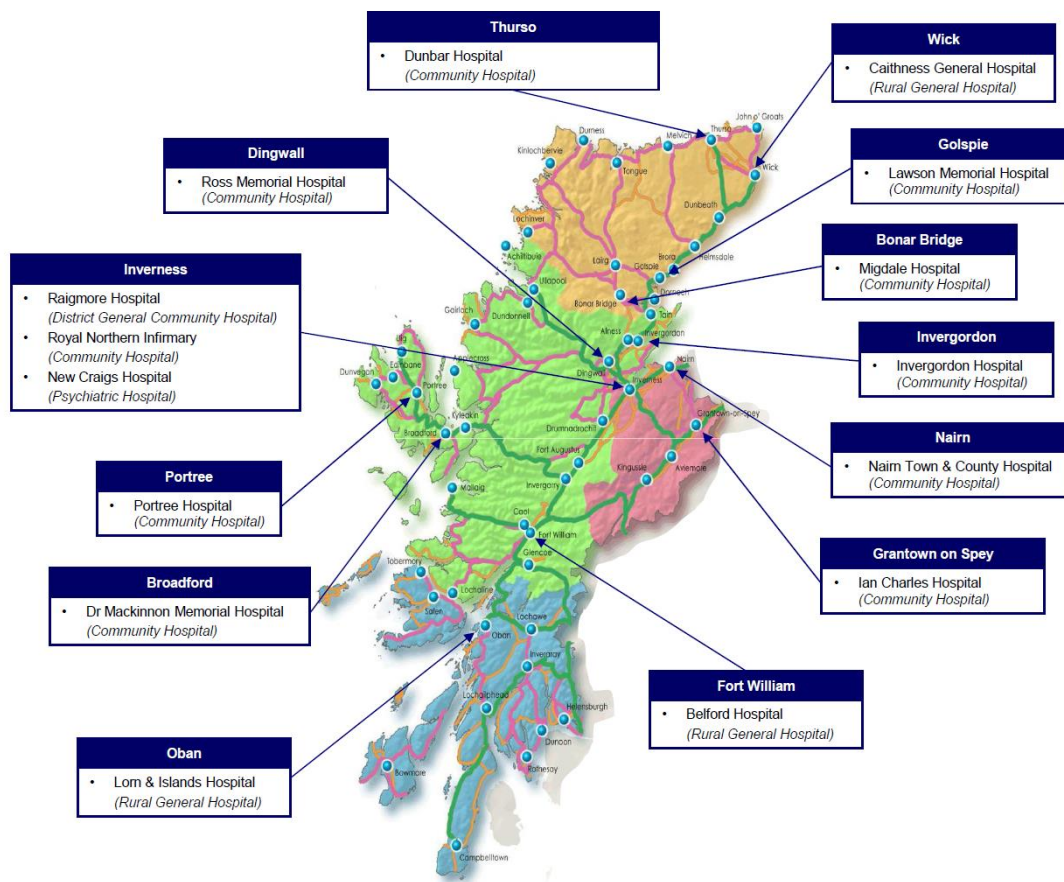
<https://www.nhshighland.scot.nhs.uk/AboutUs/Procurement/Pages/ProcurementPublications.aspx>

NHS Highland will also notify the Scottish Ministers by email with a link to the above web page in accordance with the legislation and guidance.

### NHS Highland Procurement Overview

NHS Highland, at 32,500 square kilometres, is the largest geographical health board in Scotland, reaching from Thurso in the far North of Scotland to Campbeltown, on the Kintyre peninsula, in the South, see Figure 2 below. The population residing in our board area is just over 320,000 people.

**Figure 1**



NHS Highland has an annual budget in excess of £910M and in 2019/20 had a trade spend of approximately £141.6M. Approximately 43% of NHS Highland’s trade spend is undertaken with Small and Medium sized employers (SMEs). The Procurement Department provides a comprehensive procurement and logistics service for most of our functions with the exception of some specific Health and Social Care contracting which is undertaken by a separate team within the board.

This includes strategic sourcing and advice to improve effectiveness and value for money on all expenditure for goods, services and works.

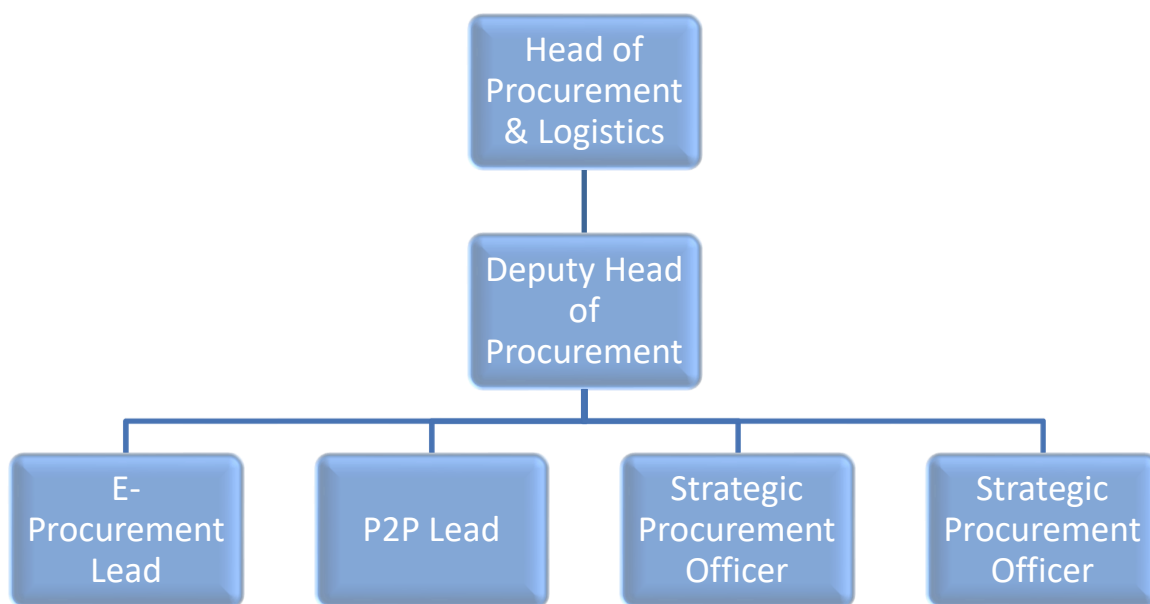
We operate within the context of a published Procurement Strategy. Our strategic aims are:

- Deliver procurement activity in a compliant manner.
- Deliver procurement savings targets.
- Create a strategic Training Plan for procurement staff.
- Continue to develop and embed Highland approach to Community Benefits, Sustainability and Fair Work Practices within the procurement process.
- Embed a robust contract management process.
- Formalise strategic internal and external stakeholder engagement.
- Influence national strategic procurement decisions.

- Implement a single Pecos – e Transformation.
- Adopt regionalised working practices where efficiencies are identified.

Where our requirements cannot be met by local, regional or national frameworks, contract requirements in excess of £50,000 (regulated procurements) are advertised on the Public Contracts Scotland website and for regulated procurements over EU thresholds, in the Official Journal of the European Union (OJEU). This is done as the EU Procurement Regulations still apply during the UK Exit Transition phase. To ensure best value, for procurements under £50,000 contract value we undertake competitive quotation processes to a lower threshold of £10,000.

The current procurement team structure is as follows:



## 2. Summary of Regulated Procurements Completed

### Definition

In accordance with the Procurement Reform (Scotland) Act 2014, any Public contract (other than a public works contract) of £50,000 or greater and public works contract of £2,000,000 or greater is considered a Regulated Contract. A regulated procurement is any procedure carried out by a contracting authority in relation to the award of a proposed regulated contract which is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes both contracts and framework agreements.

## Summary of Procurement

The following table provides a high-level summary of the regulated procurements NHS Highland has undertaken within the timeframe of this report. All of these awarded contracts can be viewed in more detail on the Health Board's contracts register which contains information on current and expired contracts and can be accessed on the Public Contracts Scotland website.

Award date	Supplier name	Value	Supplies/Services/Works	Call off?
01/10/2019	18 Week Support Llp	£75,535	NHS NSS NP676/17 Purchase of Medical Services at NHS Hospitals	Yes
05/11/2019	4 Ways Healthcare Ltd	£57,860	HH026-15 Radiology Reporting Services	Yes
17/02/2020	Advanced Health And Care Ltd	£242,067	Adastra hosted support	No
22/10/2019	Alzheimer Scotland	£163,336	Dementia Day Care Project Funding	No
21/06/2019	Apex Scotland	£75,400	Highland Drug and Alcohol Recovery Service	No
20/03/2020	Arjo UK Limited	£71,500	NHS NSS NP564/18 Supply of Healthcare Beds Mattresses	Yes
17/02/2020	Ash Healthcare Limited	£1,301,978	Provision of medical services to Caithness & Lochaber	No
30/01/2020	Audit Scotland	£173,370	Audit Fees 2019/20	No
30/07/2019	Baxter Renal Services	£52,800	NHS NSS NP584/14 ITU Haemofiltration	Yes
07/08/2019	Canon Medical Systems Limited	£71,000	NHS NSS NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment - Call Off	Yes
02/10/2019	Carestream Dental Ltd	£271,266	NHS NSS NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment - Call Off	Yes
05/06/2019	Castle Care(Scotland) Ltd	£68,094	NHS-306 SOS Overnight Service	Yes
07/05/2019	Chrystal Consulting Limited	£610,795	NHS SBS Neutral Vendor Managed Service Framework SBS/16/SG/FBY/9022/03	Yes
06/03/2020	Conmed Linvatec UK	£184,084	NHS NSS NP637/15 Surgical Power Tools	Yes
29/04/2019	Craig Nevis Surgery	£72,000	S&MD-N&W-001-18 Provision of District Medical Leader	Yes

05/06/2019	Cromarty Medical Practice	£72,000	S&MD-N&W-001-18 Provision of District Medical Leader	Yes
20/05/2019	Curium Pharma UK Ltd	£52,260	Radioactive Pharmaceuticals	No
25/02/2020	Custody + Offender Medical Services Llp	£969,905	NHS Highland Contract HH036-16 - Forensic Medical Services - Call Off	Yes
28/11/2019	Dacoll Limited	£56,334	NHS Highland GP IT Desktop Support contract ref 108735. OJEU ref 2009/S 198-285164 - Call Off	Yes
16/04/2019	Disclosure Scotland	£50,146	National Disclosure Checking Programme	No
30/01/2020	Draeger Medical UK Ltd	£655,315	NHS NSS NP173/19 Patient Monitoring, Anaesthetics and Ventilation	Yes
22/07/2019	Eildon Ltd	£54,460	NHS-306 SOS Overnight Service	Yes
29/10/2019	European Electronique Limited	£79,952	NHS Shared Business Services Framework NHS/16/CR/WAB/8723 Link: IT Solutions	Yes
12/09/2019	Everlight Radiology	£740,682	HH026-15 Radiology Reporting Services	Yes
07/06/2019	Fresenius Kabi Ltd	£148,630	NP146/18 Infusion Devices	Yes
12/12/2019	Fresenius Medical Care (UK) Ltd	£158,798	NHS NSS 184/17 Renal Dialysis Machines and Consumables	Yes
20/03/2020	Ge Healthcare Limited	£255,810	NHS NSS NP172/16 - Electrosurgical & NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment	Yes
22/05/2019	Ge Medical Systems Ltd	£477,856	NHS NSS NP172/16 - Electrosurgical & NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment	Yes
16/05/2019	Global Language Services Ltd	£58,648	Language interpretation	Yes
22/01/2020	Haven Products Ltd	£71,619	Parcel deliveries	Yes
06/02/2020	Highland Council	£150,317	Highland Council Housing and nursing support	No
05/06/2019	Highland Homeless Trust	£67,765	NHS-306 SOS Overnight Service	Yes
10/06/2019	Highland Hospice	£1,602,370	Funding support - Grant and SPPA funding	No

21/06/2019	HP Inc. UK Limited	£1,001,679	Scottish Government Contract SP-15-011-4 Desktop Client Devices and SP-15-011-1 Mobile and Client Devices - Call Off	Yes
29/04/2019	In Practice Systems Limited	£359,572	Central Legal Office Ref 280214SW Pharmacy Manager System Support - Call Off	Yes
16/09/2019	Inchcape Fleet Solutions Ltd	£72,759	NHS NSS NP700/19 Lease Cars	Yes
31/01/2020	Insight Direct (UK) Ltd	£90,999	Health Trust Europe Framework ICT Solutions Framework - Call Off	Yes
31/07/2019	Intersystems	£813,884	Trakcare national framework contract	Yes
17/05/2019	Inverness Taxis	£154,586	HH056-18 Transport for Renal Patients	Yes
27/06/2019	Jelf Insurance Brokers Limited	£382,083	Vehicle insurance policies	Yes
09/05/2019	Leica Microsystems UK Limited	£79,052	HH046/17 Immunochemistry Staining System	Yes
15/05/2019	Marie Curie Cancer Care	200000+76291	Terminal Illness Multi Visit Managed Care Support	No
04/09/2019	Maxxima Ltd	£54,370	Medical locum cover	No
08/05/2019	Medacs Healthcare Services Plc	£85,000	Crown Commercial Service Framework RM3711 Multidisciplinary Temporary Healthcare Professionals	Yes
05/11/2019	Mediteam	£60,756	Medical locum cover	No
16/04/2019	Medtronic Ltd	£140,309	NHS NSS NP633/16 Cardiac Resynchronisation Therapy and Implantable Cardiac Defibrillators	Yes
04/11/2019	Microtech Support Ltd	£82,740	Professional IT support services	No
27/08/2019	Mindray UK Ltd	£68,610	NHS NSS NP173/19 Patient Monitoring, Anaesthetics and Ventilation	Yes
24/05/2019	Nairn Healthcare Group	£72,000	S&MD-N&W-001-18 Provision of District Medical Leader	Yes
01/10/2019	Olympus Keymed	£833,417	NHS NSS NP147/18 - Flexible Video Endoscopy - Call Off	Yes
10/04/2019	Peacocks	£56,400	Annual Service and Validation Contract	No
06/09/2019	Philips Healthcare	£60,614	NHS NSS NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment - Call Off	Yes



18/04/2019	Pricewaterhouse Coopers LLP	£988,581	Crown Commercial Service Framework RM6008 Management Consultancy Framework 2	Yes
04/04/2019	Reed Personnel Services	£409,000	Crown Commercial Service Framework RM6160: Non Clinical Temporary and Fixed Term Staff	Yes
05/06/2019	Riverside Medical Practice	£72,000	S&MD-N&W-001-18 Provision of District Medical Leader	Yes
02/10/2019	Sarstedt Ltd	£66,224	NHS NSS NP585/14 Evacuated Blood Collection Systems	Yes
20/05/2019	Scott-Moncrieff	£551,250	NHS Highland Internal Audit Contract 2019/20	Yes
08/01/2020	Siemens Healthcare Diagnostics Ltd	£1,107,341	NHS Highland Laboratory Service MSC	Yes
01/04/2019	Siemens Healthcare Ltd	£54,000	NHS NSS NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment - Call Off	Yes
18/03/2020	Software Box Ltd	£182,920	Endpoint Exploit Prevention Security License Renewal	No
27/05/2019	Southside Road Medical Group	£72,000	NHS Highland Contract HMP-001-18 - Medical Services at HMP Inverness	Yes
12/02/2020	Specialist Computer Centres PLC	£85,347	NHS Shared Business Services Framework NHS/16/CR/WAB/8723 Link: IT Solutions	Yes
11/04/2019	Strathcarron Project	£75,551	Supply of Medical Beds in the Strathcarron Area	No
14/10/2019	Synaptik	£112,418	NHS NSS NP676/17 Purchase of Medical Services at NHS Hospitals	Yes
07/06/2019	Tain + Fearn Area Medical Practice	£68,517	NHS Highland Contract S&MD-001-18 - Provision of Medical Support Service	Yes
09/10/2019	Tfs Healthcare	£90,000	Medical locum cover	No
10/03/2020	Thermo Fisher Diagnostics Ltd	£219,351	Laboratory support services	No
30/04/2019	Tmp (UK) Ltd	£50,868	Annual BMJ Subscription	No
27/09/2019	Trustmarque Solutions Ltd	£56,800	Annual Software Assurance SQL Renewal	No
19/03/2020	Uptodate	£77,874	Annual Licence for UpToDate Subscriber Self-Registration	No

10/07/2019	Vanguard Healthcare Solutions Ltd	£903,737	NHS Supply Chain Contract - Mobile and Strategic Clinical Solutions and Associated Goods	Yes
30/01/2020	Voice Technologies Ltd	£55,457	Annual Support and Software Assurance Maintenance for NHS Highland Dictation Machines - Commitment Agreement	No
04/04/2019	Waverley Care	£252,750	NHS Highland Contract NHS-116 - Provision of HIV Prevention Services	Yes
22/01/2020	Whistl UK Ltd	£140,000	Crown Commercial Service Framework RM1063 Postal Goods and Services	Yes
13/06/2019	Your World Recruitment Ltd	£84,130	Medical locum cover	No

### Summary of Non Competitive Actions

In 2019/20, a total of 22 contract commitments, totalling £3.98M, were made above the regulated procurement threshold, via a Procurement Waiver (single source) process. These awards are conducted in line with NHS Highland's Standing Financial Instructions and are presented to NHS Highland's Audit Committee on a regular basis.

Date	Supplier	Value (ex VAT)	Supplies/Services/ Works	Justification
08/04/2019	CMP Solutions	£69,850	HR Support	Absence of competition for technical reasons
16/04/2019	Vision RT Ltd	£188,813	Service Contract	Absence of competition for technical reasons
05/06/2019	Lomond and Argyll Advocacy Service	£58,660	Recovery Support Work	Only viable supplier in the area
19/06/2019	University of the Highlands & Islands	£62,456	Research Project	Only viable supplier in the area
10/07/2019	Jensen UK	£61,175	Monorail Controls	Absence of competition for technical reasons
26/07/2019	Nexus – Apex Medical Corp UK	£64,426	Spinal Beds	Absence of competition for technical reasons
07/10/2019	RaySearch UK Ltd	£103,602	Raystation Maintenance	Absence of competition for technical reasons
10/10/2019	HFD Intelligent Technologies	£161,986	Telephone system components upgrade	Absence of competition for technical reasons
04/11/2019	Pro Economy	£125,363	Service Contract	Absence of competition for technical reasons

06/11/2019	The Highland Council	£95,000	Gritting	Absence of competition for technical reasons
18/12/2019	Maquet Ltd	£74,000	Balloon Pumps	Absence of competition for technical reasons
23/12/2019	AB Molecular	£105,000	e-plex equipment	Absence of competition for technical reasons
28/01/2020	Vision RT Ltd	£170,000	3 Camera Align RT System	Absence of competition for technical reasons
04/02/2020	Moduleco	£502,200	Modular theatrs contract extension	Absence of competition for technical reasons
11/02/2020	Bio-Rad Labs	£314,900	Blood Transfusion Analyser	Absence of competition for technical reasons
12/02/2020	Insource	£616,299	Data warehouse managed service	Absence of competition for technical reasons
21/02/2020	Mull & Iona Medical Group	£745,234	Out of hours service & Community hospital service	Only viable supplier in the area
25/02/2020	CSC Computer Sciences Limited	£123,558	IT Support	Absence of competition for technical reasons
28/02/2020	CMP Solutions	£144,100	Healing process mediation support	Absence of competition for technical reasons
03/03/2020	Netcall Technology	£50,001	IT Support	Absence of competition for technical reasons
19/03/2020	AB Molecular	£68,000	Additional tower for eplex analyser	Absence of competition for technical reasons
30/03/2020	Validium Group	£78,000	Employee Assistance Program	Absence of competition for technical reasons

### 3. Review of Regulated Procurement Compliance

NHS Highland has published a Procurement Strategy to cover the period 2018 – 2021 which is available to view on the NHS Highland Procurement internet pages. A review of the procurement activity for the period covering this report concludes that our procurement exercises are carried out to a high standard, in line with all relevant procurement regulations, our Standing Financial Instructions and our procurement strategy.

The process to review and further develop this strategy will begin in the coming months, with the aim of ensuring that we have a procurement strategy fit for NHS Highland, which will support the organisation as we move forward.

NHS Highland supports the use of the Scottish Government Procurement Journey and follows the process set out in all of our regulated procurement exercises. We utilise the Public Contracts Scotland (PCS) Tendering system and maintain our publically accessible contracts register on the PCS Portal.

Our procurement compliance is tested and verified by our audit function with reports being provided to our Audit Committee. As a result of previous audits, a number of areas of good performance, and several key actions for improvement have been identified, with improvements to our service provision being taken forward as a result.

#### **4. Community Benefit Summary**

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

We will continue to look for opportunities to impose formal community benefit requirements where the nature of the procurement would be appropriate and anticipate doing so in some of the work earmarked to be undertaken in FY 2020/21 and 2021/22. We also continue to monitor community benefits delivered as a result of contract awards in previous years.

#### **5. Supported Business Summary**

In support of the Scottish Governments key aims of supporting the third sector to grow social enterprise businesses, NHS Highland is committed to supporting this initiative, continuing to identify ways to increase our spend in this sector, and we have been successful in doing so year on year. During 2019/20 we increased the spend with supported businesses by a further 26% above the 2018/19 levels. NHS Highland's spend with supported businesses in the reporting period being £153,600. Our largest contract with a supported business continues to be with Haven Inverness, but during the reporting period we have also provided business to ILM Highland and Highland Blindcraft.

#### **6. Other Items of Note**

There is a recognised skills gap for Procurement staff in both private and public sectors with a history of challenges in attracting, recruiting and retaining talent. NHS Highland has viewed this as an opportunity to grow our own talent, support youth employment and raise the profile of procurement and supply chain as a career of choice.

NHS Highland supported the Youth Employment agenda with the appointment of 2 Modern Apprentices during 2018, one of whom studied Procurement, and the other Supply Chain Management. Both successfully completed their apprenticeships during 19/20, with one former apprentice transitioning into a new role within the organisation.

NHS Highland supported the annual SPD Meet the Buyer North event in September 2019, meeting with many of the suppliers who attended on the day.

NHS Highlands spend with the Third Sector has increased this year by just over 13%. The Third Sector plays a crucial role in helping NHS Highland to support its patients and the wider Highland population

PCM catalogue hosting system was implemented in NHS Highland in October 2019. This system hosts all our procurement catalogues which contain previously agreed items and pricing. PCM interfaces with our procurement system – Pecos, which allow our users to see catalogues and place orders in an effective and efficient way.

During this financial year the team partnered with PWC to support the financial recovery of NHS Highland. The team supported across departments and workstream to facilitate the delivery of an aggressive savings target.

## 7. Future Regulated Procurements Summary

During the next two financial years, the authority expects to commence the following regulated procurement activity.

Subject Matter	Contract Type New or Re-let	Expected Award Date	Expected Start Date	Estimated contract value
24/7 Healthcare in Police Custody and Forensic Medical Services for Argyll and Bute	Re-let	Dec-20	Apr-21	£50,001
24/7 Healthcare in Police Custody and Forensic Medical Services for Argyll and Bute	Re-let	Dec-20	Apr-21	£50,002
24/7 Healthcare in Police Custody and Forensic Medical Services for Argyll and Bute	Re-let	Dec-20	Apr-21	£50,001
Addictions Counselling Services	New	2021	2021	£275,000
Advocacy Service for Adults and Older People with Learning Disabilities and Mental Health Issues in Argyll and Bute	Re-let	Apr-21	Apr-21	£91,464
Annual Support for Community System	Re-let	Mar-21	Apr-21	£130,000
Aviemore Medical contract	New	2020	2020	tbc

Badenoch and Strathspey Out of Hours	New	tbc	tbc	tbc
Carers Advocacy	New	Oct-20	Oct-20	£129,000
Chest Heart and Stroke services	New	2021	2021	£620,000
Custodial Healthcare & Forensic Examiner Services Contract (Cowal & Helensburgh) Out of Hours	Re-let	Apr-21	Apr-21	£120,000
Domestic Mobility Equipment Servicing and Maintenance and LOLER Thorough Examinations	Re-let	Oct-21	Jan-22	£224,966
EDIS Support	Re-let	Mar-21	Apr-21	£60,000
Emergency Generators	Re-let	Feb-21	May-21	£148,092
Gamma Camera / C.T.	Re-let	20/21	Apr-21	£50,000
Gamma Camera / C.T.	Re-let	tbc	tbc	£41,980
GMS Out of Hours and Service - Coll	Re-let	Oct-20	Apr-21	£375,423
Healthcare in Police Custody and Forensic Medical Services for Argyll and Bute	Re-let	Dec-20	Apr-21	£75,001
Healthcare in Police Custody and Forensic Medical Services for Argyll and Bute	Re-let	Dec-20	Apr-21	£28,000
Highland Vision Support (P3/4)	Re-let	Mar-21	Apr-21	£77,000
Highlands Vision Support (P2)	Re-let	Mar-21	Apr-21	£95,000
Integrated GMS Out of Hours and Community Hospital Inpatient and A&E Service- Campbeltown Hospital	Re-let	Oct-20	Apr-21	£2,858,319
Integrated GMS Out of Hours and Community Hospital Inpatient and A&E Service Isle of Bute	Re-let	Oct-20	Apr-21	£2,265,585
Integrated GMS Out of Hours and Community Hospital Inpatient and A&E Service - Islay Hospital	Re-let	Oct-20	Apr-21	£514,115
Integrated GMS Out of Hours and Community Hospital Inpatient and A&E Service - Mid Argyll Hospital	Re-let	Oct-20	Apr-21	£2,716,509
Integrated GMS Out of Hours and Out of Hours Community Hospital Accident and Emergency Service - Cowal Hospital	Re-let	Oct-20	Apr-21	tbc

Lift Maintenance	Re-let	Apr-21	Jul-21	tbc
Managed Care (Locally Clinically Co-Ordinated) Service	Re-let	20/21	Apr-21	£125,000
Managed Care (Locally Clinically Co-Ordinated) Service	Re-let	21/22	Apr-22	tbc
Mental Health Services	New	2021	2021	£1,500,000
Muir of Ord Complex Needs Support Tender	New	tbc	tbc	tbc
Flexible Endoscopes	Re-let	tbc	tbc	£360,000
Out of hours contract for Nairn	Re-let	2020	tbc	tbc
Paramedic Transfer Vehicle (Inter-hospital Transfer Vehicle - Cowal Community Hospital)	Re-let	20/21	Apr-21	£142,016
Paramedic Transfer Vehicle (Inter-hospital Transfer Vehicle Cowal Community Hospital)	Re-let	21/22	Apr-22	tbc
PCM Community Link Worker 3rd Sector	New	2020	tbc	£495,000
Portable Appliance Testing Service	Re-let	Jun-21	Sep-21	£183,447
Prepared Meals Home Delivery Service	Re-let	tbc	tbc	tbc
Provision of Carer Services	New	2021	2021	£2,500,000
Provision of GMS Out of Hours and Service - Jura	Re-let	Oct-20	Apr-21	tbc
Provision of Vasectomy Services	Re-let	2020/21	2020/21	£520,000
Radiology Reporting Services	Re-let	May-21	Jul-21	£800,000
Renal Transport in Argyll and Bute	Re-let	Jan-21	Apr-21	£400,000
Scottish Huntingtons services	New	2021	2021	£299,000
Shared Lives Support Tender	New	tbc	tbc	tbc

Laboratory Managed Service Contract	Re-let	2020	2021	£2,000,000
Skye Commissioning Intent (includes support and care at home)	New	tbc	tbc	tbc
Small Isles Boat Charter	Re-let	Oct-21	Dec-21	£80,000
Specialist Environmental Aids for Deaf People	Re-let	Jun-21	Sep-21	£113,000
Supply and install/transfer and install X-ray equipment for new hospitals in Broadford and Aviemore	New	Jan-21	Mar-21	£300,000
Tiree Medical Practice - Provision of GMS Out of Hours and Service	Re-let	Oct-20	Apr-21	£544,362
Healthcare Information System Software (License) Update	Re-let	Jul-21	Aug-21	£488,000
Healthcare Information System License Technical Assistance	Re-let	Aug-21	Sep-21	£325,000
NHS Highland Public Website Tender	New	2020/21	2021	tbc
Digital Dictation Systems - Annual Support and Software Assurance Maintenance	Re-let	Apr-21	May-21	£55,000

## 8. Procurement Annual Report Ownership and Contact Details

**Completed by:** Ruth Lees

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**Date:** 21/09/2020

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**Date:** 21/09/2020



## Annex A - Annual Procurement Report template

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	NHS Highland
b) Period of the annual procurement report	2019-20 FY
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? <i>(Yes / No)</i>	Yes
<b>2. Summary of Regulated Procurements</b>	
<b>Completed</b>	
a) Total number of regulated contracts awarded within the report period	97
b) Total value of regulated contracts awarded within the report period	£23,441,517
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	97
i) how many of these unique suppliers are SMEs	41
ii) how many of these unique suppliers how many are Third sector bodies	5
<b>3. Review of Regulated Procurements</b>	
<b>Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	97
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	0
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups <i>(Each contracting authority sets its own priority groups)</i>	N/A
e) Number of Apprenticeships Filled by Priority Groups	N/A
f) Number of Work Placements for Priority Groups	N/A
g) Number of Qualifications Achieved Through Training by Priority Groups	N/A
h) Total Value of contracts sub-contracted to SMEs	N/A
i) Total Value of contracts sub-contracted to Social Enterprises	N/A

j) Total Value of contracts sub-contracted to Supported Businesses	N/A
k) Other community benefit(s) fulfilled	N/A
<b><u>5. Fair Work and the real Living Wage</u></b>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	0
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	0
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0
<b><u>6. Payment performance</u></b>	
a) Number of valid invoices received during the reporting period.	165,984
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	93.38%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£153,606
i) spend within the reporting year on regulated contracts	£75,358
ii) spend within the reporting year on non-regulated contracts	£78,247
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£141,610,002
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£59,056,964
c) Total procurement spend with Third sector bodies during the period covered by the report.	£8,790,305
d) Percentage of total procurement spend through collaborative contracts.	23.07%

e) Total targeted cash savings for the period covered by the annual procurement report	£600,000
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A

f) Total delivered cash savings for the period covered by the annual procurement report	£657,165
i) delivered cash savings for Cat A contracts	£0
ii) delivered cash savings for Cat B contracts	£308,789
iii) delivered cash savings for Cat C contracts	£348,376

g) Total non-cash savings value for the period covered by the annual procurement report	£24,295
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**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	55
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£22,475,283