



NHS Highland

Annual Procurement Report

2020-2021



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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 fourth annual procurement report under the 2014 Act and covers the period from 1st April 2020 to 31st March 2021.

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 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. The population residing in our board area is around 320,000 people.

NHS Highland had an annual budget in excess of £1,006M and in 2020/21 a trade spend of approximately £160 M, with 43% of NHS Highland’s trade spend being 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.

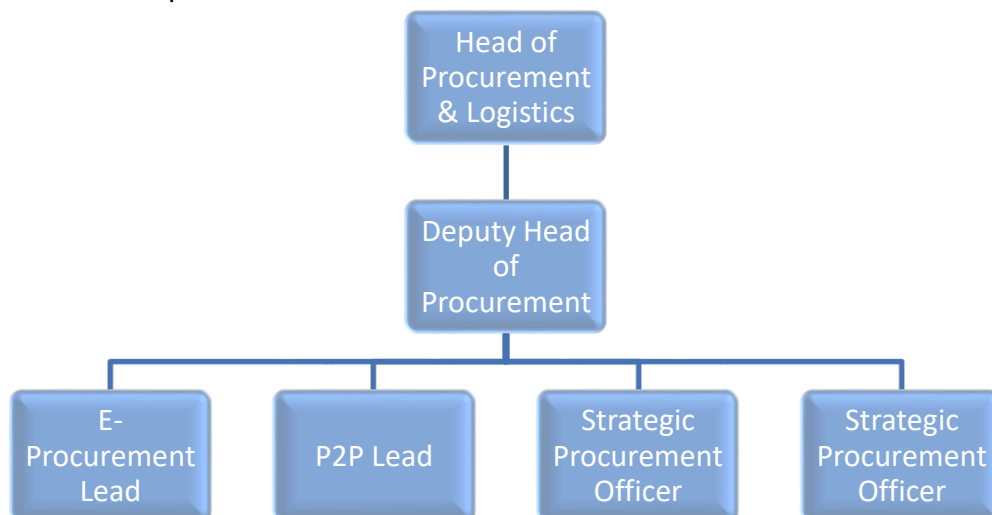
We operate within the context of a published Procurement Strategy. Our strategic aims are:

- Deliver procurement activity in a compliant manner.
- Deliver procurement savings targets.
- Create a strategic Training Plan for procurement staff.
- Continue to develop and embed a 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.
- 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) have been advertised on the Public Contracts Scotland website and for those in excess of EU thresholds, in the Official Journal of the European Union through to 31 December 2020. This is done as aspects of the EU Procurement Regulations still applied during the UK Exit Transition phase. From the 1st of January 2021, tenders are now published on a new e-tendering portal, called Find a Tender Service (FTS) instead of on OJEU.

To ensure best value for procurements under £50,000 contract value, competitive quotation processes are undertaken to a lower threshold of £10,000.

The 2020/2021 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 Regulated Procurement

The following table provides a high-level summary of the regulated procurements NHS Highland has undertaken within the timeframe of this report. Awarded regulated contracts can also 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.

Supplier Name	Value	Supplies / Services / Works	Call off?
Accora Ltd	£ 63,300	Hospital Beds (Covid-19 requirement)	No
Advocacy Highland	£ 143,335	Patient Advocacy Service NHSH-360	No
Alzheimer Scotland	£ 456,813	Dementia Day Care Funding	No
Apex Scotland	£ 75,400	Highland Drug and Alcohol Recovery Services	No
ASA International Ltd	£ 108,990	SG Framework - SP-18-014 – Interim Professional Staff Services	Yes
Ash Healthcare Ltd	£ 744,016	Medical Services to Caithness & Lochaber	No
Athlon Mobility Services Ltd	£ 81,366	NSS Framework NP700-19 - Lease cars and associated Services	Yes
Audit Scotland	£ 177,690	External Audit Fees 2020/21	Yes
Becton Dickinson UK Ltd	£ 457,110	Health Trust Europe reference number HTE-04417 Point of Care Testing	Yes
Bio Merieux UK Ltd	£ 72,790	eMAG system (Covid-19 requirement)	No
Brora And Helmsdale Medical Practice	£ 56,800	Provision of Medical Services	No
Canon Medical Systems Ltd	£ 54,800	NHS NSS NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment - Call Off	Yes
Carl Zeiss Ltd	£ 171,612	NHS Supply Chain Contract 2017/S 003-003942 Ophthalmic Capital Equipment and Associated Accessories	Yes

Cepheid UK Ltd	£ 94,189	NHS Supply Chain Contract 2019/S 212-519575 - Pathology and Point of Care Testing, Associated Equipment, Instruments, Consumables and Accessories and Managed Services	Yes
Culloden Ltd (Sneckie Taxis)	£ 204,593	HH056-18 Transport for Renal Patients	No
Custody + Offender Medical Services LLP	£ 587,220	HH036-16 Forensic Medical Services	No
Dacoll Ltd	£ 439,348	NHS SBS/19/AB/WAS/9411 - Digital Workplace Solutions framework	Yes
Dell Computer Corporation Ltd	£ 1,248,044	NHS SBS/19/AB/WAS/9411 - Digital Workplace Solutions framework	Yes
Disclosure Scotland	£ 50,146	National Disclosure Checking Programme	No
E + O Laboratories Ltd	£ 55,427	NSS framework NP586/14 - Culture Media	Yes
European Electronique Ltd	£ 260,527	NHS SBS/19/AB/WAS/9411 - Digital Workplace Solutions framework	Yes
Everlight Radiology	£ 412,252	HH026-15 Radiology Reporting Services	Yes
Fannin (UK) Ltd	£ 57,000	Surgical Face Masks (Covid-19 requirement)	No
GE Healthcare Ltd	£ 2,860,284	NHS NSS NP167/18 - Supply, Installation and Maintenance of Diagnostic Imaging Equipment - Call Off	Yes
GE Medical Systems Ltd	£ 460,085	GE CT Scanner Annual Maintenance Service Contract - Commitment Agreement	No
Golspie Medical Practice	£ 56,800	HH078-20 Medical Cover- Lawson Memorial	No
Halfords Ltd	£ 239,330	ESPO 319-19 Framework - Staff Benefits	Yes
Harlow Printing Ltd	£ 67,500	NSS NP717/19 framework - Print General	Yes
Hays Specialist Recruitment Ltd	£ 363,098	CSS - NCS RM6160 - Non-Clinical Temporary & Fixed Term Staff	Yes
Highland Council	£ 168,828	Highland Council Housing and Nursing support	No
Highland Hospice	£ 993,851	Funding support - Grant and SPPA funding	No
Hill-Rom Ltd	£ 78,267	NHS Supply Chain Contract 2019/S 168-410525 - Operating, Diagnostic Imaging Tables and Related Accessories	Yes
Hologic Ltd	£ 148,100	NHS Supply Chain FAG15882 - Specimen Cabinet Framework	Yes
HP Inc. UK Ltd	£ 303,253	Scottish Government Contract SP-15-011-4 Desktop Client Devices and SP-15-011-1 Mobile and Client Devices	Yes

In Health Ltd	£ 350,657	NSS NP169-19 - Imaging Services	Yes
InPractice Systems Ltd	£ 359,572	Central Legal Office Ref 280214SW Pharmacy Manager System Support	No
InterSystems	£ 1,846,229	NSS NP5013/09 framework - Patient Management System	Yes
Intuitive Surgical Ltd	£ 1,928,500	NHS Supply Chain 2020/S 045-107593 - Robotic Medical Equipment, Associated Accessories and Consumables	Yes
Jelf Insurance Brokers Ltd T/A Marsh Commercial	£ 431,818	NSS NP772/16 – Insurance Brokerage Services	Yes
Kingsfield Computer Products Ltd	£ 58,404	CCS RM6068 - Technology Products	Yes
Kinto UK Ltd	£ 771,002	NSS NP795/18 Commercial leased vehicles and associated services	Yes
Leica Microsystems UK Ltd	£ 79,052	HH046/17 Immunochemistry Staining System	Yes
Life Technologies Ltd	£ 51,056	PCR System (Covid -19 requirement)	Yes
Lomond + Argyll Advocacy Service	£ 59,304	Patient Advocacy Service/Drug Related Deaths	No
Maintel Europe Ltd	£ 244,815	Scottish Government SP-17032 - Telephony Services	Yes
Marie Curie Cancer Care	£ 253,783	Terminal Illness Multi Visit Managed Care Support	No
Mast Group Ltd	£ 119,250	NHS Supply Chain 2019/S 212-519575 Pathology and Point of Care Testing, Associated Equipment, Instruments, Consumables and Accessories and Managed Services	Yes
Medtronic Ltd	£ 173,000	NHS NSS NP633/16 - Cardiac Resynchronisation Therapy and Implantable Cardiac Defibrillators	Yes
Medtrum	£ 63,325	NHS Supply Chain - Insulin Pumps, Continuous Glucose Monitoring (CGM) and Associated Consumables	Yes
Microtech Support Ltd (T/A Telehealth Solutions LTD)	£ 166,667	NHS SBS Technology Enabled Care Services (TECS) Framework	Yes
Newcross Healthcare Solutions Ltd	£ 71,966	Agency Care/Nursing Staff	No
NHS Supply Chain	£ 132,254	NHS Supply Chain 2016/S 028-045235 - Ultrasound Scanners and Associated Options and Related Services	Yes
Olympus Keymed	£ 1,585,683	NHS NSS NP145/18 - Rigid Endoscopy Equipment, Accessories and Maintenance and Repair	Yes

Optos PLC	£ 88,255	NHS Supply Chain 2017/S 003-003942 - Ophthalmic Capital Equipment	Yes
Parity Medical	£ 54,660	NHS SBS/16/PC/WAD/9023 - Digital Workplace: Hardware	Yes
Peacocks	£ 78,051	NSS NP143/17 - Decontamination Equipment and Associated Maintenance, Accessories and Consumables	No
Philips Healthcare	£ 1,014,334	NSS framework NP167/18 - Multi Modality Imaging Equipment and Maintenance	Yes
PriceWaterhouse Coopers PwC LLP	£ 187,800	CCS Framework RM6008 - Management Consultancy Framework 2	Yes
Pro-Lab Diagnostics	£ 92,681	NHS Supply Chain 2019/S 212-519575 - Pathology and Point of Care Testing, Associated Equipment, Instruments, Consumables and Accessories and Managed Services	Yes
Reed Personnel Services	£ 254,569	CCS Framework RM6160 - Non-Clinical Temporary and Fixed Term Staff	Yes
Shepherd + Wedderburn LLP	£ 163,742	CCS framework RM3788 - WPS Legal Services	Yes
Siemens Healthcare Diagnostics Ltd	£ 2,191,562	NHS Highland Laboratory Service MSC	No
Skills For Health Ltd	£ 58,500	CCS RM1557.12 - G-Cloud 12	Yes
Softcat Plc	£ 1,592,162	NHS SBS / 19 / AB / WAB / 9411 - Digital Workplace Solutions	Yes
Specialist Computer Centres Plc	£ 74,574	NHS SBS NHS/16/CR/WAB/8723 Link - IT Solutions	Yes
Sumed International (UK) Ltd	£ 77,910	NHS Supply Chain FAG16346 - Supply of Pressure Area Care and Patient Handling including Beds, Mattresses, Cushions, Hoists, Slings, Slide Sheets, Associated Accessories, Rental and Decontamination	Yes
Switchshop Ltd	£ 113,425	NHS SBS/19/AB/WAS/9411 - Digital Workplace Solutions	Yes
Synbiotix Solutions Ltd	£ 80,000	Health Trust Europe - ICT Solutions 2019 framework	Yes
Thermo Fisher Diagnostics Ltd	£ 147,602	NSS NP586/14 - Culture Media	Yes
TMP (UK) Ltd	£ 51,495	Annual BMJ subscription	No
Vanguard Healthcare Solutions Ltd	£ 868,172	NHS Supply Chain Contract - Mobile and Strategic Clinical Solutions and Associated Goods	Yes
Venesky-Brown Recruitment Ltd	£ 50,337	CCS Non-Clinical Temporary & Fixed Term Staff - RM6160	Yes

Voice Technologies Ltd	£ 56,257	NHS SBS/20/SM/WCC/9423 - Digital Dictation, Speech Recognition and Outsourced Transcription	Yes
Waverley Care	£ 203,000	NHSH Contract NHS-116 - Provision of HIV Prevention Services	No
Whistl UK Ltd	£ 140,000	CCS framework RM6017 - Postal Goods, Services and Solutions	Yes
Wolters Kluwer (UK) Ltd	£ 140,244	Annual License for "UpToDate" subscriber Self Registration	No
XMA Ltd	£ 99,050	Scottish Government SP-15-011-5 - Workstation Client Devices framework	Yes

Summary of Non-Competitive Actions

In 2020/2021, a total of 32 contract commitments, totalling £7,37M, 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	Supplies/ Services/ Works	Supplier	Justification	Value (ex VAT)
14/04/2020	Grounds Maintenance	Robert Sleigh Landscapes	Only viable supplier in the area	£ 59,000
01/05/2020	Nuclear Medicine Service	Curium Pharma UK Ltd	Absence of competition for technical reasons	£ 54,149
27/05/2020	Bariatric Patient Transfer Trolleys	Ferno (UK) Ltd	Absence of competition for technical reasons	£ 300,000
14/09/2020	ECG Event Recording System	Novacor UK Ltd	Absence of competition for technical reasons	£ 188,685
16/09/2020	Boiler Service Repair	Biomass Boiler Services Limited	Absence of competition for technical reasons	£ 50,000
17/09/2020	Software Upgrade	Tunstall Healthcare UK Ltd	Absence of competition for technical reasons	£ 90,630
01/01/2020	Service & Support Treatment Planning System	RaySearch UK Limited	Absence of competition for technical reasons	£ 105,674
09/10/2020	Director - Estates and Facilities	Facilities Improvement Services Ltd	Absence of competition for technical reasons	£ 190,000
14/10/2020	PMO Support	Assured Change Ltd	Absence of competition for technical reasons	£ 340,000
22/10/2020	Netcall Purchase Hub Module	Netcall Technology	Absence of competition for technical reasons	£ 240,911

27/10/2020	WiFi Network Component Upgrade	Qolcom Ltd	Absence of competition for technical reasons	£ 149,500
30/10/2020	Winter Gritting	The Highland Council	Only viable supplier in the area	£ 95,000
17/12/2020	Simulation Mannequins	Laerdal Medical Ltd	Absence of competition for technical reasons	£ 122,146
13/01/2021	CT Scanner Service	GE Medical	Absence of competition for technical reasons	£ 129,940
05/02/2021	Dental Furniture and Equipment	Wrights Cottrell	Absence of competition for technical reasons	£ 103,580
08/02/2021	Eye Simulator	John Weiss and Son	Absence of competition for technical reasons	£ 97,200
08/02/2021	Laundry Equipment	Jensen	Absence of competition for technical reasons	£ 222,000
02/03/2021	Support Contract	Netcall Technology	Absence of competition for technical reasons	£ 160,000
03/03/2021	Topcon Triton	Topcon (Great Britain) Medical LTD	Absence of competition for technical reasons	£ 64,188
05/03/2021	Reagents for Phadia Immunocap 251	Thermo Fisher	Absence of competition for technical reasons	£ 117,963
15/03/2021	Software Addition	Orion Healthcare	Absence of competition for technical reasons	£ 216,281
16/03/2021	Frozen Meals	Apetito	Only viable supplier in the area	£ 180,000
17/03/2021	Licences for the Orion Care Portal	Orion Healthcare	Absence of competition for technical reasons	£ 240,000
18/03/2021	Purchase of replacement OCT System	Abbott Medical Ltd	Absence of competition for technical reasons	£ 80,000
18/03/2021	Migration of the Care Portal	Orion Healthcare	Absence of competition for technical reasons	£ 219,000
23/03/2021	ePlex 1 Tower system	AB Molecular Ltd	Absence of competition for technical reasons	£ 69,700
29/03/2021	Culture Survey	Culture Amp	Extreme urgency due to Covid-19	£ 64,000
30/03/2021	GMS Out of Hours Service	The Bute Practice	Only viable supplier in the area	£ 811,663
30/03/2021	GMS Out of Hours Service	Jura Medical Practice	Only viable supplier in the area	£ 155,504
30/03/2021	GMS Out of Hours Service	Campbeltown Medical Practice	Only viable supplier in the area	£ 1,003,883
30/03/2021	GMS Out of Hours Service	Lochgilphead Medical Centre	Only viable supplier in the area	£ 887,747

30/03/2021	GMS Out of Hours Service	Islay Medical Services – Bowmore, Port Ellen, Rhinn’s Practices	Only viable supplier in the area	£ 528,889
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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 publicly 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

Community benefits for NHS Highland have been associated with the construction of two new community hospitals which began construction during this reporting period being built in Skye and in Aviemore. A few examples of Community benefits were:

At the site of the new Aviemore and Strathspey Community Hospital donations of waste timber were provided to the Strathspey Steam Railway, and labour was provided to assist in the creation of an on-site community Therapy Garden.

The team have worked hard to engage virtually with local schools despite restrictions, supporting 6 pupils from Kingussie High School to participate in virtual work placements.

During the first lockdown a Facebook group was set up for Skye locals to share their litter picking post from around the island which is where the Balfour Beatty project team found out about the Team Otter litter picks. Skye, Lochalsh and South West Ross Community Hospital Donation to local IOSF Team Otter Broadford group in response to seeing social media posts and to support the local group, Balfour Beatty donated 15 sets of PPE to the group which

included Hi-Vis vests, safety gloves and litter picking grabbers to keep the group safe while they are out keeping the streets of Broadford tidy.

During the reporting period community benefit requirements were supported for 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.

5. Supported Business Summary

NHS Highland is committed to supporting this key Scottish Government initiative, and fully support the importance of growing social enterprises within our local communities. NHS Highland continue to work to identify ways to increase our spend in this sector.

Unfortunately, during 2020/2021 our spend with supported businesses decreased slightly to £144,920, a 5% decrease on previous year. The decrease in spend was due to ongoing Covid-19 pressures and also in part due to the closing of one of our longer term Supported Businesses – Haven Inverness who closed in the latter part of 2020.

Fortunately, another local Social Enterprise provider – New Start Highland stepped forward to provide the service from January 2021 and were also able to bring some of the team across from Haven.

Supported businesses spend for the period of this report was provided by Haven Inverness, New Start Highland, 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 not only attracting and recruiting talent, but also retaining talent. NHS Highland has viewed this as an opportunity to grow our own talent, supporting development of individuals within our team based in Inverness. This year we are also pleased to be supporting two of our procurement team to study for a Modern Apprenticeship in Management at SCQF level 7. Both individuals continue to study and aim to conclude the program during 2021.

NHS Highland supported the Procurement for Health (P4H) digital event on 14th September 2020, where the focus was on “Delivering Economic Benefit for Scotland”. Four of our NHS Highland Procurement team supported the East and North Procurement virtual stand, where we met virtually with suppliers providing responses to the various enquiries.

NHS Highland continues to look for opportunities to increase our spend with Social Enterprises, and as such, are pleased that we have been able to forge more new relationships

with several providers during this financial year. NHS Highland understand and appreciate the importance that Social Enterprises plays in helping bring benefits to NHS Highland patients and the wider Highland population.

This financial year has been an incredibly challenging 12 months for everyone, where we have all had to work more flexibly. Whether that was working from home or taking on new and varied tasks and responsibilities to support our NHS service, especially through the early months of the pandemic.

As a support function, the Procurement team demonstrated resilience, flexibility and a huge amount of patience playing their part in supporting NHS Highland, ensuring goods were ordered and delivered where they were needed. The response from the team in adapting both where and how we work and flexing to the needs of the organisation during these twelve months has been amazing.

From the Global pandemic which led to a worldwide shortage of Personal Protective Equipment (PPE) in the early weeks, through to supporting both the Covid response and the re-mobilising of services, NHS Highland Procurement team have risen to the challenge and performed wonderfully, responding to the ever-changing environment, enabling the great support provided by our colleagues across Highland.

We would like to take this opportunity to thank our team and also wider colleagues across NHS Highland for their sterling support during this reporting period, their professionalism, dedication, and expertise has shone through and provided great support to our communities.

Lastly, we wish to take a moment to pass our thanks to the local communities, their support from volunteering time through to donations provided to NHS Highland was truly wonderful and very gratefully received. The local support was a welcome boost during an extremely difficult time for all.

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
Nairn Medical Provision Contract	New	2021	2021	£ 144,000
Provision of Carer Services	New	2021	2022	£ 4,250,000
Muir of Ord Complex Needs Support Tender	New	2021	2022	£ 2,760,000
Addictions Counselling Services	New	2021	2022	£ 275,000
Mental Health Service	New	2021	2022	£ 1,500,000
Support service for people impacted by Huntington's Disease	New	2021	2022	£ 299,000

Support service for people with stroke, chest or heart conditions	New	2021	2022	£ 620,000
Home-based Respite	Re-let	2021	2022	£ 750,000
Badenoch & Strathspey Community Hospital - Minor Injury Service	New	Jul-21	Aug-21	£ 81,126
Nairn Single Point of Reception	New	2021	Oct-21	£ 72,336
Small Isles boat charter service	Re-let	Oct-21	Dec-21	£ 234,000
Lift Maintenance	Re-let	2021	Jan-22	£ 228,808
Type 2 Diabetes Framework	Re-let	2021	Jan-22	£ 144,000
NP344/17 Injection Equipment Paraphernalia	Re-let	2021	Jan-22	£ 160,000
BBV laboratory testing through Raigmore and WoSSVC	Re-let	2021	Jan-22	£ 176,000
Library Services	Re-let	2021	Jan-22	£ 586,683
Child Healthy Weight Intervention	Re-let	2021	Jan-22	£ 69,616
Issue based advocacy (3S review)	Re-let	2021	Jan-22	£ 1,405,000
Out of hours contract for Nairn	Re-let	2022	Feb-22	£ 368,196
Specialist Environmental Aids for Deaf People	Re-let	Jan-22	Mar-22	£ 113,000
Morse annual enterprise subscription	Re-let	2022	Apr-22	£ 130,000
EDIS Support	Re-let	2022	Apr-22	£ 62,397
Annual support for Winscribe/ Winvoice	Re-let	2022	Apr-22	£ 56,257
24/7 Healthcare in Police Custody and Forensic Medical Services for Argyll and Bute	Re-let	Dec-21	Apr-22	£ 50,001
Management and Provision of dermatology services	New	2022	Apr-22	TBC
Security Alarm Servicing	New	2022	Apr-22	£ 122,718
Advocacy Service for Adults and Older People with Learning Disabilities and Mental Health Issues in Argyll and Bute	Re-let	2022	Apr-22	£ 91,464
Custodial Healthcare & Forensic Examiner Services Contract (Cowal & Helensburgh) Out of Hours	Re-let	2022	Apr-22	£ 120,000
Managed Care (Locally Clinically Co-Ordinated) Service	Re-let	2022	Apr-22	TBC
Paramedic Transfer Vehicle (Inter-Hospital Transfer Vehicle Cowal Community Hospital)	Re-let	2022	Apr-22	£ 142,016
Emergency Generators service contract	Re-let	Mar-22	May-22	£ 148,092
Prepared meals home delivery service	Re-let	Mar-22	May-22	£ 180,000
RNI Medical Cover	Re-let	Feb-22	Jul-22	£ 100,000
Healthcare mobility equipment servicing	Re-let	May-22	Aug-22	TBC

Domestic Mobility Equipment Servicing /Maintenance /LOLER Examinations	Re-let	2022	Sep-22	£ 224,966
Telecommunications Systems Maintenance Support Services	Re-let	2022	Sep-22	TBC
Collective advocacy (3S review)	Re-let	2022	Jan-23	£ 600,000
Midgale Hospital medical over	New	2022	2022	TBC
GMS - Out of Hours	New	2022	2022	TBC
Minor Surgery Contract	New	21/22	21/22	TBC
Website provision	New	2022	2022	TBC
Pest Control	New	2022	2022	£ 92,000
Insurance inspections	New	2022	2022	£ 72,000
Weighing scales calibrations	New	2022	2022	£ 63,000
Gas servicing	New	2022	2022	£ 52,000
Kitchen extraction equipment servicing	New	2022	2022	£ 53,384

8. Procurement Annual Report Ownership and Contact Details

Completed by: Ruth Lees

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Date: 11/08/2021

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Date: 11/08/2021

Annex A - Annual Procurement Report template

1. Organisation and report details	
a) Contracting Authority Name	NHS Highland
b) Period of the annual procurement report	01/04/2020 to 31/03/2021
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. Summary of Regulated Procurements	
Completed	
a) Total number of regulated contracts awarded within the report period	109
b) Total value of regulated contracts awarded within the report period	£28,436.684
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	107
i) how many of these unique suppliers are SMEs	37
ii) how many of these unique suppliers how many are Third sector bodies	10
3. Review of Regulated Procurements	
Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	109
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements	
Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	2
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	0
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	Not recorded
e) Number of Apprenticeships Filled by Priority Groups	Not recorded
f) Number of Work Placements for Priority Groups	Not recorded
g) Number of Qualifications Achieved Through Training by Priority Groups	Not recorded

h) Total Value of contracts sub-contracted to SMEs	£37m
i) Total Value of contracts sub-contracted to Social Enterprises	Not recorded
j) Total Value of contracts sub-contracted to Supported Businesses	Not recorded
k) Other community benefit(s) fulfilled	
<u>5. Fair Work and the real Living Wage</u>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	Not recorded
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.	Not recorded
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Not recorded
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not recorded
<u>6. Payment performance</u>	
a) Number of valid invoices received during the reporting period.	138,634
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	92.10%
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
<u>7. Supported Businesses Summary</u>	
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:	£144,920
i) spend within the reporting year on regulated contracts	£49,905
ii) spend within the reporting year on non-regulated contracts	£65,099
<u>8. Spend and Savings Summary</u>	
a) Total procurement spend for the period covered by the annual procurement report.	£ 159,686,118

b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£66,044,958
c) Total procurement spend with Third sector bodies during the period covered by the report.	£9,448,451
d) Percentage of total procurement spend through collaborative contracts.	18.77%
e) Total targeted cash savings for the period covered by the annual procurement report	£155,000
i) targeted cash savings for Cat A contracts	53,000
ii) targeted cash savings for Cat B contracts	£55,000
iii) targeted cash savings for Cat C contracts	£47,000
f) Total delivered cash savings for the period covered by the annual procurement report	£97,000
i) delivered cash savings for Cat A contracts	£2,000
ii) delivered cash savings for Cat B contracts	£55,000
iii) delivered cash savings for Cat C contracts	£40,000
g) Total non-cash savings value for the period covered by the annual procurement report	£7,959
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	46
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£16,597,060