



Ref no: 213150817
From: Public
Date: 15/08/17
Subject: Procurement General

REQUEST & RESPONSE

Freedom of Information Act 2000 Request – issue date 15th August 2017

This is a formal request under the provisions of the Freedom of Information Act 2000 for the supply of answers to the questionnaire attached below, reference USW0817.

For ease of internal distribution and response, the 16 questions comprising the questionnaire have been divided into three sections;

1. Procurement General
2. Contract & Contract Management
3. IM&T / IT / e-Health Procurement

The questions are designed to be relatively simple and quick to answer. Any data or supplier information should be available from Procurement to Pay, Accounts Payable and Contract Repository sources without the need for detailed or time consuming analysis or sorting.

The information is being requested from all NHS England Trusts and a summary of all answers is available to participants after all the responses have been collated for the intended research purposes. Any such request should be made in writing with the return of your completed form and a summary of received responses will be sent to you in due course. The applicant understands your organisation's right to a period of 20 working-days as the appropriate maximum time for completion and response to the questionnaire below.

Please use the form provided below for summary of all answers. Should you require any assistance with formatting of the response information within the form provided or should you wish to clarify any part of the questionnaire, please contact the applicant direct at the same email address to be used for completed forms:
c.guest30@gmail.com

FOI Questionnaire - Reference USW0817

Please answer the following by placing an 'X' or written answer in box(es) beneath the appropriate question(s):

S.1. Procurement General:

Ref	Question:	Completely	Mostly	Partially	Minimally	Not at All
Q1	Are SCOL Catalogues Integrated into your own procurement P2P system (example oracle also provides access to SCOL)?	X				

Ref	Question:	Completely	Mostly	Partially	Minimally	Not at All
Q2	Are Contract Catalogues an integral part of your P2P procurement system?	X				

Ref	Question:	1	2	3	+3	None
Q3	How many dedicated Procurement Systems People manage your P2P system including Catalogue Management – excluding SCOL?		x			

Ref	Question: Does Procurement manage Open / OJEU Tenders and bidding activity through Contracts Finder or your own e-commerce portal such as 'Bravo' etc?	Only Contracts Finder	Only own e-Commerce portal (state by name)	Both Contracts Finder and own e-commerce Portal	Other (state by name)
Q4					Contracts Finder and EU Supply

Ref	Question: Identify the P2P Procurement System Your Trust uses	Integra1	Integra2	Aggresso	Oracle	Oracle Fusion	Powergate	Cedar	Eros	Other (state by name)
Q5					x					

Ref	Question: Identify the Finance Management System Your	Integra1	Integra2	Aggresso	Oracle	Oracle Fusion	Powergate	Cedar	Eros	Other (state by name)
Q6					x					

Trust uses									
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Ref	Question: In your Trust, which group or directing body is the Procurement function immediately responsible to?	Under responsibility of Finance (DoF)	Under responsibility of the Board	Under responsibility of another group or 'Efficiency' body	Responsible to Other (state by name)
Q7		x			

Please answer the following by placing an 'X' or, where appropriate, a written sum/response in the relevant boxes beneath the appropriate question(s):

S.2 Contracts & Contract Management

Ref	Question: How do you maintain contract management?	Dedicated contract management programme	As part of P2P system	Procurement & Buyers own records	Managed by Each User Dept	Other
Q8		EBME In house management system for medical devices		x	x	

Ref	Question? What is the current number of contract that exist in the following departments:	Procurement and Supplies	IT/IM&T/e-Health	Estates and Facilities	Medical Equipment/Med Library	Other
Q9		161	49	4	62	n/a

Ref	Question: Are all Contracts and Awards for Business with a Total Value of +£25,000 advised on Contracts Finder from May this Year?	Yes in every contracting case	Sometimes but not all	None have been advised on Contracts Finder
Q10			X	

Please answer the following by placing an 'X' or, where appropriate, a written sum/response in the relevant boxes beneath the appropriate question(s):

S.3 IM&T / IT / e-Health Procurement:

Ref	Question: Which of the following descriptions best defines who leads Procurement activity of IM&T (tab's, Laptops & PC's amount of less than 10 units)?	Trust Procurement Department	IM&T uses own qualified procurement professional	IM&T conducts own without procurement professional	Procurement outsourced
Q11				X	

Ref	Question: Which of the following descriptions best defines who leads Procurement activity of IM&T (tab's, Laptops & PC's amount of More than 10 units)?	Trust Procurement Department	IM&T uses own qualified procurement professional	IM&T conducts own without procurement professional	Procurement outsourced
Q12				X	

Ref	Question: What was the value	Laptops	Tablets	PC's/Workstations	PC Screens	Mobile/Smart Phones
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Q13	<p>of spend on Laptops, Tabs, PC's and Mobile/Smart Phone devices in the last year to April 2017? (excluding call and service charges)</p> <p>Under section 12 of the Freedom of Information Act St Helens & Knowsley Teaching Hospitals Trust does not have to comply with a request if we estimate that the cost of complying with your request would exceed the appropriate limit of £450. The appropriate limit has been specified in regulations. This represents the estimated cost of one person spending 2½ working days in answering the</p>					
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	remainder of your questions. Under section 12 of the Freedom of Information Act the Department is not obliged to comply with your request and we will not be processing your request further.					
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Ref	Question:	Laptops	Tablets	PC's/Workstations	PC Screens	Mobile/Smart Phones
Q14	How many assets, of the following type, are recorded as Trust property?	1000	500	2500	2500	400

Ref	Question:	Laptops	Tablets	PC's/Workstations	PC Screens
Q15	What brands form the <u>majority</u> of above purchased Laptops, PC's and Tablets, eg. Dell, HP., Stone, Lenovo.	HP	Apple	HP	HP

Ref	Question:	Call Contract Supplier 1		Any Additional Contracted Supplier	
Q16	What Mobile Telecommunications supplier(s) does the Trust use to supply call services & what was last year (to April 2017) total call and service charges inc VAT? (excluding cost of devices)	Vodafone			
	Under section 12 of the Freedom of Information Act St Helens & Knowsley Teaching Hospitals Trust does not have to comply with a request if we estimate that the cost of complying with your request would exceed the appropriate limit of £450. The appropriate limit has been specified in regulations. This represents the estimated cost of one person spending 2½ working days in answering the remainder of your questions. Under section 12 of the Freedom of Information Act the Department is not obliged to	Charges for above calls and service (not devices) for year to April 2017	£	Additional Charges for above calls and service (not devices) for year to April 2017	£

	comply with your request and we will not be processing your request further.				
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