



**Scottish
Ambulance
Service**
Taking Care to the Patient

Document Title:

Department:

Approval:

Annual Report 2019-20

Procurement

Scottish Ambulance Service Executive Team

1 Table of Contents

1 Table of Contents	1
2 Introduction	2
3 Summary of Regulated Procurements 2019/20	3
4 Procurement Strategy Procurements not complying with SAS Board	4
5 Community Benefits	4
6 Supported Businesses	4
7 Proposed Regulated Procurements 2020/21 and 2021/22	4
8 Reference Documents / Appendices	5
9 Glossary of Terms	7

2 Introduction

To comply with the Procurement Reform (Scotland) Act 2014 (The Act), the Scottish Ambulance Service (SAS) is required to publish Procurement Report annually detailing information on all regulated procurement activity. This report reflects information for the period 1 April 2019 to 31 March 2020. In addition to reporting previous activity, the report includes information on all regulated procurements that are planned for the next two-year period (1 April 2020 – 31 March 2022).

A regulated procurement is any procurement for goods or services with an estimated value over the life of the contract of £50,000 or more and any such procurement for works with an estimated value over the life of the contract of £2,000,000 or more.

The professional management of procurement activity is an important factor contributing towards the efficient operation of SAS and the attainment of corporate objectives as identified within the Annual Operating Plan. It is essential for both patients and staff that quality projects, supplies and services are delivered on time to SAS within optimum commercial arrangements.

SAS Board had a total expenditure with 3rd party suppliers of £73,941,498 net of Vat (based on financial year 2019/20 data).

This is expenditure that is influenced by procurement and subject to contract and/or tendering activity.

The Procurement Strategy positions procurement activity visibly within the organisation, establishing Board level commitment to and involvement in the management of the Health Board's procurement deliverables. It additionally sets out clear, measurable objectives and priorities for improvement which are closely monitored. Progress against strategic objectives is reported to the SAS Board, by the Director of Finance & Logistics who is the nominated Director within the Board with overall responsibility for Procurement Services.

The strategy addresses key procurement issues over a 3-year time frame and is subject to annual review. The strategy is due to be reviewed by March 2021

The strategy is pursued 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 SAS's service level agreement for procurement services.

The Head of Procurement has responsibility for procurement services that cover multiple Health Boards including SAS. Therefore, the compliance and outcomes set out within each of the individual Strategy documents apply to all organisations and all procurement activity undertaken by the shared procurement service.

Please note that separate Procurement Annual Reports will be prepared and published in respect of individual Boards procurement activity.

The report owner is:

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3 Summary of Regulated Procurements 2019/20

The following is a list of regulated procurements completed during the period 1 April 2019 to 31 March 2020.

Supplier	Description	Complied with Procurement Strategy	Community Benefits
BT	Telephony Support	Yes	No. This is a national telephone infrastructure contract
Chargemaster plc	Supply and Installation of Electric Vehicle Charging Solutions	Yes	No although as the charging polices are developed this could potentially provide positive community benefits

Details of these contracts are noted below:

Title	Contract Type	Authority	Total Value	Contract Awarded To	Procedure	Framework or DPS	Regulated Procurement
Telephony maint support	Services Contract	Scottish Ambulance Service	£2,714,277	BT (GB)	Open	n/a	YES
Supply and installation of electric vehicle charging systems	Supply Contract	Scottish Ambulance Service	£284,205.70	Chargemaster plc (GB)	n/a	framework	YES

4 Procurement Strategy Procurements not complying with SAS

In compliance with the Procurement Reform (Scotland) Act 2014 (The Act) SAS is required to provide information on any Procurement that did not comply with the SAS's Procurement Strategy.

This annual report confirms that all of the regulated procurements awarded over the period 1 April 2019 to 31 March 2020 complied with the SAS's Procurement Strategy requirements.

5 Community Benefits

Boards are required to provide details of community benefits where they exist. The value of procurement activity is currently set at £4m or above where the procuring organisation must consider during the design of the tender to impose community benefits requirements.

Confirmation is given that no procurement activity undertaken was of a value that required the inclusion of community benefits within the tender process. This is another area where our annual refresh of our procurement strategy needs to consider the Corporate Social Responsibility agenda and demonstrate contractors commitment to society and is in line with our sustainability strategic intent.

6 Supported Businesses

The Scottish Government encourages public sector bodies to utilise the services of supported businesses whenever appropriate opportunities arise and to seek the services of those companies on the framework agreement.

In its Procurement Strategy, SAS is committed to ensuring that the framework agreement will be utilised whenever appropriate and consideration will be given to supported business contractors during each tendering exercise.

Procurement team members participate in the annual 'Meet the Buyer' event as part of the P4 Health Conference, where suppliers such as Scotland's Bravest Manufacturing Company were given the opportunity to discuss issues and opportunities with procurement professionals. However due to the Covid-19 pandemic the event that was scheduled to take place earlier this year had to be postponed. It is now scheduled to take place virtually in September 2020 and key procurement team members will be participating.

In addition, Procurement team continues to promote the Supplier Development Programme aimed at Scottish SME and 3rd sector suppliers and consideration is made within the tendering strategy process where we include the LOT structure. This ensures that where possible SME's are not disadvantaged in the tendering process, with the provision of smaller volume / value lots whenever

7. Supporting Innovation

Our recent contract for the supply of new defibrillators for the service included the development of an interface with PCI centres,

8. Proposed Regulated Procurements 2020/21 and 2022/23

The following is a list of regulated procurements likely to be undertaken during the next two financial years. Definitive start dates and go live dates are dependent on allocated funding and final approval to proceed.

Financial Year - 2020/21

Title	Annual Budget or Budget Allocation	Start Date	Go Live Date
PTS System / Cleric	Estimated at £1M capital and £200K pa revenue	Q1 2021	TBC
PTS Mobile Data / Terrafix	Estimated at £2.5M capital and £500K pa revenue	Q1 2021	TBC
Command and Control System (C3) / MIS	Estimated at £2M capital and £500K pa revenue	Q1 2021	TBC
Provision of cleaning services for Lothian stations & vehicles	£165,710	Dec-20	Apr-21
Supply of Cleaning Products	£250,000	Dec-20	Apr-21
Supply of New and Reconditioned Engines & Gearboxes	£50,000	Dec-20	Apr-21
Education Infrastructure	£6,600,000	Dec-20	Apr-21
Aircraft service fixed and rotary provision re-procurement	£6,000,000	Sept-20	June-23
Servicing & repair of ambulance equipment	£190,000	Dec-20	Apr-21
IT Helpdesk	£640,000	Dec-20	Apr-21
Cleaning at Aberdeen Station, DHQ and North SORT	£160,000	Dec-20	Apr-21
Convert, response & specialist vehicle conversions	£3,300,000	Dec-20	Apr-21

Safe Working at heights training	£70,000	Nov-21	Mar-22
Confined Space Training	£70,000	Nov-21	Mar-22
Flood & Safety Training	£70,000	Nov-21	Mar-22
Trolley Cots	£2,500,000	Nov-21	Feb-22
Ambulance Telehealth (Phase 1) - Mobile Data Technology	£5,000,000	Dec-21	Apr-22

7 Reference Documents / Appendices

Procurement Reform (Scotland) Act 2014

<http://www.legislation.gov.uk/gsp/2014/12/part/1>

Procurement Strategy



Microsoft Word
Document

Supplier Development Programme

<https://www.sdpscotland.co.uk/>

<https://www.scotlandsbravest.org.uk/>

8 Glossary of Terms

TBC	value and/or start date subject to confirmation
Framework Agreement	In the context of this document, a contract establishing a supplier or suppliers with agreed terms and conditions for the supply of goods services or works established for one or more health board who will call off as required.