



Stockport
NHS Foundation Trust

Doing Business With Stockport NHS Foundation Trust



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Introduction

Stockport NHS Foundation Trust (the Trust) has a small procurement team whose role is to ensure that goods and services are procured effectively and value for money is maximised; the team continually reviews and monitors contracts and purchase orders. The Procurement Department offers guidance, advice and support on all aspects of procurement to all of the Trust's Business Groups, wards and departments. The Procurement Department aims to ensure that all procurement complies with the Trust's rules and National law.

The Trust awards contracts for regularly-used commodities and longer term services. These contracts may be solely for the use of the Trust or additionally for use by other Trusts and public bodies.

During 2019/20 circa £91 million is spent each year on goods and services to support Trust operations and corporate services. Examples of expenditure areas include: pathology, information technology, radiology, large capital equipment and property maintenance.

Contract Information

Members of the Procurement Team are able to discuss any aspect of supplying to the Trust and it is recommended that you engage with the Procurement Team first or at least in conjunction with any conversations you have with all Trust staff as this will help to reduce any duplication of effort. The Procurement Team can be contacted at Procurement.department@stockport.nhs.uk, and a member of the team will respond back to you however this may not be straight away.

If you contact the Trust you will be asked initially to send an e-mail outlining why you would like a meeting. If you are advised that your proposal has been reviewed and you have been informed that this is something that the Trust is not currently looking at please do not continue to contact the Trust.

The Procurement Team can where appropriate and subject to satisfactory risk assessments help to make arrangements to trial products and provide feedback at the conclusion of the trial.

Where possible the Procurement Team will be able to attend seminars/meetings held by third party bodies to speak to companies on a collective basis.

Opportunities

As a public body the Trust is subject to rules and regulations contained in the Public Contract Regulations 2015 (and as may be amended from time to time), these rules aim to promote fair and open competition in the market place. Our Procurement Policy and Standing Financial Instructions set clear rules for procuring goods, works and services. They ensure a system of openness, integrity and accountability to help us to be transparent and

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provide equal opportunities. This helps us to gain better value for money and gives confidence to all concerned that we are fulfilling our legal responsibilities.

Tender opportunities are managed electronically via a web based e-tendering portal www.supplying2nhs.org, companies can register for free in advance of opportunities being listed; this system is also the system of choice for the Greater Manchester Trusts.

Procurement Procedures

The method of procurement will depend on the value of the requirement. As a provider of goods and services it is your responsibility to make sure you receive a valid order number before shipping/providing the goods or service.

Procurement valued up to £15,000 including VAT

- Where no pre-negotiated contract exists up to three quotations ought to be sought in line with Procurement best practice. If the Procurement Department is satisfied with the price and quality an order will be raised. If an order number is not provided any invoice will not be paid in line with the Trusts' No PO No Pay Policy.
- Where a contract exists with fixed pricing an order will be placed directly against the contracted supplier.

Contracts valued £15,000 up to £50,000 including VAT

- Where no pre-negotiated contract or framework agreement exists a minimum of three quotations will be sought. The company with the most advantageous offer (mix of price and quality) will be asked to supply by means of a purchase order.
- Where a contract exists with fixed pricing an order will be placed directly against the contracted supplier. Where a framework agreement is being used the terms of the agreement will determine if a further competition is required or a direct award can be made.

Contracts valued £50,000 up to £189,330* excluding VAT (£189,330 is the value at which The Public Contract Regulations apply, although the principle of these regulations are applied to contracts of any value).

- Where no pre-negotiated contract exists a competitive process will be followed. The requirement will be advertised via our e-tendering portal and on the national procurement website Contracts finder www.gov.uk/contracts-finder.

For those contracts over the value of £189,330 excluding VAT (goods and services) or £4,733,252 excluding VAT (works) (values are subject to change) this will also be advertised in the Find a Tender Service (FTS) or any other location as specified by the UK Government.

In deciding the optimum procurement strategy for a particular requirement the Trust will always consider the use of framework agreements let by public buying organisations (PBOs)

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as this often offers cost and time saving advantages. These PBO's will always openly invite bids from suppliers to gain places on their frameworks.

Examples of PBOs are:

- North of England Commercial Procurement Collaborative (NoECPC) - www.noecpc.nhs.uk
- Crown Commercial Service (CCS) - www.gov.uk/government/organisations/crown-commercial-service
- NHS Supply Chain – www.supplychain.nhs.uk
- Eastern Shires Purchasing organisation (ESPO) www.espo.org
- Yorkshire Purchasing Organisation (YPO) - www.ypo.co.uk

Supply opportunities may arise from the tenders issued by these bodies.

Ethical Behaviour

The Trust expects its suppliers and their supply chains to behave in an appropriate manner when conducting business, the behaviours that are expected have been defined by The Chartered Institute of Purchasing and Supply (CIPS) Code of Conduct as:

- Behaving honourably.
- Conducting oneself in a way that maintains trust and confidence in the buying process.
- Avoiding practices that seek to take advantage of others and the system.
- Upholding the organisations standards and policies and to comply with legislation.
- Avoiding or declaring any conflict of interest.
- Respecting standards against criminal activity.
- Responding immediately when criminal activity is detected.
- Seeking progressive improvements to the lives of people throughout the supply chain.

All providers of goods and services will be expected to sign the Trust declarations covering both conflict of interest, and, modern slavery and ethics. If a contract has been awarded via a tender, continued compliance will be monitored via the contract review process; all suppliers to the Trust are required to provide updates should their status change in regards to either of these declarations. In order to ensure that standards/commitments continue to be met the Procurement Department will undertake random audits of its supplier base, for more information refer to the Stockport NHS FT Ethical and Sustainable Procurement Guidance and the Social Value Guidance.

The Trust is committed to preventing fraud, bribery and corruption and all procurement activity is subject to the prevention of fraud and its associated risks, as such the Trust expects that all its contractors will maintain their own policy and ensure that their own suppliers are not engaging in any corrupt activity.

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Sustainability

The Public Services (Social Value) Act 2012 came into force during 2013 and introduces a statutory requirement for public authorities to have regard to economic, social and environmental well-being. The term 'social value' refers to approaches that seek to maximise the impact of expenditure and the additional benefit to the community from the commissioning or procurement process over and above the delivery of the actual service.

- (i) **Economic Sustainability** – the Trust aims to purchase goods, works and services that enhance the local economy. The Trust recognises the importance of Small and Medium Enterprises (SMEs) and Voluntary Community Social Enterprises (VCSEs) to the economy and ensures every effort is made to make our contract opportunities and tender processes accessible to them.
- (ii) **Social Sustainability** – the Trust aims to purchase goods, works and services that minimise the Trust's carbon footprint, encourages a positive impact on the local environment, and have the best value costs and benefits taking into account their whole life cycle from origination to disposal.

The Trust expects, wherever possible, all of its supplies will endeavour to act in a similar sustainable manner.

Steps When Visiting Trust Sites

All third-party suppliers must follow the steps below before coming to the Trust. These are in place to ensure our patients' privacy, security and confidentiality are protected. Please refer to the Procurement Department Suppliers Code of Conduct Guidelines.

- Step 1:** Contact the Procurement, IT, Pharmacy or Estates Department as appropriate to register with the Trust.
- Step 2:** Book a meeting with the staff member or clinician you would like to speak with before coming to the Trust via the Medical Industry Accredited (MIA) website www.medicalindustry.co.uk.
- Step 3:** Do not bring any product samples to the hospital, unless approved by the Procurement Department, IT, Pharmacy, Infection Prevention or Estates Departments as per the Stockport NHS Foundation Trust Supplier Representative Code of Conduct Guidelines.
- Step 4:** No samples of medicinal products can be sent or left for use on the wards/out-patients or in the Pharmacy department
- Step 5:** Remain outside patient care areas unless accompanied by authorised member of the Trusts' staff.

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Step 6: Maintain on-going contact with the Procurement Departments' team member who is responsible for the procurement of your company's products and contact them to discuss commercial opportunities.

Terms and Conditions

The Trust uses the national NHS Standard Terms and Conditions of contract, if you have been sent a purchase order, copies of the terms and conditions can be found at

<https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>

If the purchase order relates to a contract that has already been put in place then the terms and conditions agreed as part of that contract will apply instead.

Any queries relating to any purchase order should be referred to the Procurement Team using Procurement.department@stockport.nhs.uk.

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