NHS

Prescription Pricing Authority

Purchasing Workplan

2003 – 2004

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Purchasing Workplan – 2003/04

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Section 1: Introduction

Section 1: Introduction

As part of the Supply Strategy, it was agreed that an annual workplan would be produced which outlined the main areas of purchasing activity for each financial year.

In **Section 4**, Individual Project Initiation Documents (PID's) have been produced for those contracts that are anticipated to be in excess of £100k with **Sections 5 & 6** detailing those contracts below this threshold. **Section 7** details the "best practice" projects that are currently being worked on.

Dependent on the nature of the purchasing activity, the nominated Purchasing Liaison officer(s) will either be the project manager (for contracts such as Temporary Agency Staff Framework Agreements); or will be a member of a Project Board as assurance co-ordinator (for contracts such as the Drug Tariff).

Once the Management Board has ratified the Purchasing Workplan; for those projects where purchasing will be the project lead, individual project plans will be created, based on the agreed project methodology adopted by the Finance Directorate.

Section 2 provides an index of the contracts/projects in alphabetical order.

Section 3 has been provided to enable Directorates to assess either which contracts/projects they will be involved with as part of a project board, or to determine the contracts/projects which will have an impact upon their area of responsibility.

Section 2: Index of Contracts/Projects over £100k in Alphabetical Order

CONTENTS

By Contract/Project Title

Contract/Project Title	Directorate	Capital/	Page
Banking Services	Finance	R	21
Bolton Lift Refurbishment	Finance (Estates)	C	22
Bridge House Accommodation Works	Finance (Estates)	C	23
Call Centre Services – PPC's/Medex/Matex	Operations, IT, Finance	C/R	24
Certificate Production (PPC's, Medex, Matex Low Income Scheme & Tax Credits)	Operations, IT	R	25
Contract Law	Finance, IT		55
Courier Services	All Directorates	R	26
Domestic Cleaning	All Directorates	R	27
Drug Tariff	Pharmaceutical	R	28
E-Commerce	Finance		56
Enveloping System	IT		29
Information Systems – Unix Replacement	IT	C	30

Contract/Project Title	Directorate	Capital/	Page
Maintenance Contracts	IT	R	31
MDIS Hardware Replacement	IT	C	32
MVS – DASD Hardware Replacement	IT	C	33
Networks – Replacement terminal servers At remote divisions	IT	C	34
Paper	All Directorates	R	35
Portable Appliance Testing	All Directorates	R	36
Preston Air Conditioning	Finance (Estates)	C	37
Printing Strategy	All Directorates	R	38
Purchasing Key Performance Indicators	Finance		57
Purchasing Procedures	Finance		58
Stationery	All Directorates	R	39
Telecommunications, channel & call charges	All Directorates	R	40
Temporary Agency Staff	HR, IT	R	41
Training	All Directorates	R	42

Section 3: Index of Contracts/Projects over £100k by Directorate

CONTENTS

By Directorate

Directorate	Contract/Project Title	Capital/ Revenue	Page
Finance			
	Banking Services	R	21
	Contract Law		55
	Courier Services	R	26
	Domestic Cleaning	R	27
	E-Commerce		56
	Paper	R	35
	Portable Appliance Testing	R	36
	Printing Strategy	R	38
	Purchasing Key Performance Indicators		57
	Purchasing Procedures		58
	Stationery	R	39
	Temporary Agency Staff	R	41
	Training	R	42
Finance (Estates)			
	Bolton Lift Refurbishment	C	22
	Bridge House Accommodation Works	C	23
	Preston Air Conditioning Installation	C	37
	Telecommunications, channel & call charges	R	40

Directorate	Contract/Project Title	Capital/ Revenue	Page
Human Resources			
	Courier Services	R	26
	Domestic Cleaning	R	27
	Paper	R	35
	Portable Appliance Testing	R	36
	Printing strategy	R	38
	Stationery	R	39
	Temporary Agency Staff	R	41
	Training	R	42
IT			
	Call Centre Services PPC's/Medex/Matex	C/R	24
	Certificate Production PPC's, Medex, Matex, Low Income Scheme & Tax Credits	R	25
	Contract Law		55
	Courier Services	R	26
	Domestic Cleaning	R	27
	Enveloping System		29
	Information Systems Unix Replacement	C	30
	Maintenance Contracts	R	31
	MDIS – Hardware Replacement	C	32
	MVS – DASD Hardware Replacement	C	33
	Networks – Replacement terminal Servers at remote divisions	C	34
	Paper	R	35
	Portable Appliance Testing	R	36

Directorate	Contract/Project Title	Capital/ Revenue	Page
	Printing Strategy	R	38
	Stationery	R	39
	Temporary Agency Staff	R	41
	Training	R	42
Operations			
	Call Centre Services PPC's/Medex/Matex	C/R	24
	Certificate Production PPC's, Medex, Matex, Low Income Scheme & Tax Credits	R	25
	Courier Services	R	26
	Domestic Cleaning	R	27
	Paper	R	35
	Portable Appliance Testing	R	36
	Printing Strategy	R	38
	Stationery	R	39
	Temporary Agency Staff	R	41
	Training	R	42
Pharmaceutical			
	Courier Services	R	26
	Domestic Cleaning	R	27
	Drug Tariff	R	28
	Paper	R	35
	Portable Appliance Testing	R	36
	Printing Strategy	R	38
	Stationery	R	39
	Temporary Agency Staff	R	41

Training	R	42

Section 4: Contracts in Excess of £100k

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1. Directorate(s):	Finance			2. Contract/Project Ref:	200
3. Contract/Project Title:	**Banking Services**			4. Contract Term (Years):	5 years (option to extend for a further 2)
5. Purchasing Liaison:	Louise McLeod	6. Operational Contacts:	TBA		
7. Dates:	**Anticipated Contract Award**	March 2004			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	£91,000	TOTAL ESTIMATED COST:	£637,000 (Over the 7 year term)
9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	The existing contract is due for renewal and the range of banking services now required has recently expanded to include administering PPC payments, which means that the revised annual banking costs now exceeds the EC Services Directive threshold.				

Project Subject to Management Board & Authority Approval

1. Directorate(s):	Finance (Estates)			2. Contract/Project Ref:	
3. Contract/Project Title:	**Bolton Lift Refurbishment**			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	John Ash Jim Brown		
7. Dates:	**Anticipated Contract Award:**	September 2003			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£150,000	Annual Recurring Costs:	£3,000	TOTAL ESTIMATED COST TBA
9. Procurement Process:	Competitive Tender	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	EC Works directives does not apply				

Project Subject to Management Board & Authority Approval

1. Directorate(s):	Finance (Estates)			2. Contract/Project Ref:	
3. Contract/Project Title:	**Bridge House Accommodation Works**			4. Contract Term (Years) :	N/A
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	John Ash Jim Brown		
7. Dates:	**Anticipated Contract Award:**	Various			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£1,156,000	Annual Recurring Costs:	N/A	TOTAL ESTIMATED COST N/A
9. Procurement Process:	Competitive Tender	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Project is split into various contracts				

Project Subject to Management Board & Authority Approval

1. Directorate(s):	Operations, IT, Finance			2. Contract/Project Ref:	241
3. Contract/Project Title:	**Call Centre Services – PPCs/Medex/Matex**			4. Contract Term (Years):	3 years (option to extend for a further 2)
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	TBA		
7. Dates: **Anticipated Contract Award**	February 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs:	498,000	Total Est Cost	£2,490,000 (Over the 5 year term)
9. Procurement Process:	OJEC	**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	When the PPC project was first implemented, call centre services were outsourced to enable the Authority to assess trends before determining long-term strategy. This process will competitively source the market and at the same time enable HBD to submit an in-house bid.				

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1. Directorate(s):	Operations, IT	2. Contract/Project Ref:	233
3. Contract/Project Title:	**Certificate Production (to include PPC's, Medex, Matex, Low Income Scheme and Tax Credits**	4. Contract Term (Years) :	3 Years (option to extend for a further 2)
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	TBA

7. Dates: Anticipated Contract Award: February 2004

8. Estimated Costs (exc. VAT):	Initial Purchase Price:	N/A	Annual Recurring Costs:	£1,071,000	TOTAL ESTIMATED COST	£5,355,000 (Over the 5 year term)

9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R

11. Objectives/Further Information:

The credit card style certificates produced for PPCs, MEDEX and MATEX have proved successful and it is intended that this standard should be extended to include the Low Income Scheme certificates. The objective of this project will be (1) to assess the costs of producing these certificates in-house and if this is found to be prohibitive, (2) competitively source the market for certificate production.

1. Directorate(s):	All Directorates	2. Contract/Project Ref:	Various
3. Contract/Project Title:	**Courier Services**	4. Contract Term (Years) :	3 years (option to extend for a further 2)
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	TBA

7. Dates:	**Anticipated Contract Award:**	Various			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£330,000	Annual Recurring Costs:	TBA	TOTAL ESTIMATED COST TBA
9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	This project will undertake a critical review of all existing courier service requirements and determine a long term cost-effective overall strategy.				

1. Directorate(s):	All Directorates			2. Contract/Project Ref:	139
3. Contract/Project Title:	**Domestic Cleaning**			4. Contract Term (Years) :	5
5. Purchasing Liaison:	Louise McLeod	6. Operational Contacts:	Various		
7. Dates: **Anticipated Contract Award:**	July 2003				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: £140,000	TOTAL ESTIMATED COST	£700,000 (Over the 5 year term)	
9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	This project has critically evaluated existing requirements/service levels and is competitively sourcing the market; with the proposed contract having a much greater emphasis on the successful supplier having a much greater pro-active approach to contract management and the achievement of defined performance levels.				

1. Directorate(s):	Pharmaceutical			2. Contract/Project Ref:	
3. Contract/Project Title:	**Drug Tariff**			4. Contract Term (Years) :	5
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	Michael Hamilton IT Representatives		
7. Dates: Anticipated Contract Award:	March 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs:	£230,000	TOTAL ESTIMATED COST	£1,150,000 (Over the 5 year term)
9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	This project has been carried forward from 2002/03 Workplan. Consultant is presently undertaking an evaluation of all stakeholders and assessing their requirements for an electronic drug tariff. Once findings known, and recommendations approved, procurement exercise(s) will commence for both the production and distribution of the hard copy tariff and electronic version.				

Project Subject to Management Board & Authority Approval

1. Directorate(s):	IT					2. Contract/Project Ref:	
3. Contract/Project Title:	**Enveloping System (plus on-going maintenance)**					4. Contract Term (Years):	5 years (Maintenance)
5. Purchasing Liaison:	Ian Bryson			6. Operational Contacts:	TBA		
7. Dates:	**Anticipated Contract Award**	February 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£75,000	Annual Recurring Costs:	£12,000	TOTAL ESTIMATED COST:	£135,000	
9. Procurement Process:	OJEC		**10. Capital/Revenue:**	C			
11. Objectives/Further Information:	Subject to outcome of printing review						

Project Subject to Management Board & Authority Approval

1. Directorate(s):	IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**Information Systems - UNIX Systems replacements**			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	TBA		
7. Dates:	**Anticipated Contract Award:**	January 2004			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£1,730,000	Annual Recurring Costs:	TBA	TOTAL ESTIMATED COST TBA
9. Procurement Process:	G-Cat	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:					

1. Directorate(s):	IT		2. Contract/Project Ref:
3. Contract/Project Title:	**Maintenance Contracts (On-going)**		4. Contract Term (Years) : Various
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	Various IT officers
7. Dates: Anticipated Contract Award:	Various (see further information below)		
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs: £1.4 Million	TOTAL ESTIMATED COST
9. Procurement Process:	Negotiation	**10. Capital/Revenue:**	R

11. Objectives/Further Information:

IT have a number of on-going maintenance agreements, which prior to their respective anniversaries are critically evaluated with the forthcoming annual costs being subject to negotiation. The resulting outcomes are submitted to the Authority requesting approval to proceed.

The main contracts in question, with estimated costs, are as follows:

Sun Equipment	£214,273. (March 2004)
Sun E10K	£82,290. (September 2003)
BMC Software	£100,000 (November 2003)
IBM OS390 Software	£847,500. (March 2004)
IBM Select	£96,237. (February 2004)
Hitachi Disks	£103,380. (March 2004)

Project Subject to Management Board & Authority Approval

1. Directorate(s):	IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**MDIS – Hardware Replacement**			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	TBA		
7. Dates:	**Anticipated Contract Award:**	January 2004			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£200,000	Annual Recurring Costs:	TBA	TOTAL ESTIMATED COST TBA
9. Procurement Process:	G-Cat	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:					

Project Subject to Management Board & Authority Approval

1. Directorate(s):	IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**MVS – DASD Hardware Replacement**			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Ian Bryson		6. Operational Contacts:	TBA	
7. Dates:	**Anticipated Contract Award**	January 2004			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£220,000	Annual Recurring Costs:	TBA	TOTAL ESTIMATED COST TBA
9. Procurement Process:	OJEC		**10. Capital/Revenue:**	C	
11. Objectives/Further Information:					

Project Subject to Management Board & Authority Approval

1. Directorate(s):	IT			2. Contract/Project :	
3. Contract/Project Title:	**Networks – Replacement terminal servers at remote divisions**			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Ian Bryson			6. Operational Contacts:	TBA
7. Dates:	**Anticipated Contract Award**	January 2004			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£120,000	Annual Recurring Costs:	TBA	TOTAL ESTIMATED COST TBA
9. Procurement Process:	G-Cat		**10. Capital/Revenue:**	C	
11. Objectives/Further Information:	Servers required for Sun Processing equipment				

1. Directorate(s):	All Directorates			2. Contract/Project Ref:	250
3. Contract/Project Title:	**Paper**			4. Contract Term (Years) :	5
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	TBA		
7. Dates: **Anticipated Contract Award:**	September 2003				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs:	£112,000	TOTAL ESTIMATED COST	£560,000 (Over the 5 year term)
9. Procurement Process:	PASA Framework Agreement	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	PASA are currently in the process of facilitating a framework agreement for the provision of Paper. The PPA will be looking to access this arrangement once complete.				

1. Directorate(s):	All Directorates			2. Contract/Project Ref:	83 & 84
3. Contract/Project Title:	**Portable Appliance Testing**			4. Contract Term (Years) :	4
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	John Ash Jim Brown		
7. Dates: **Anticipated Contract Award:**	March 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: £168,000		TOTAL ESTIMATED COST	£672,000 (Over the 4 year term)
9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	This project will undertake a review of all existing portable appliance testing contracts and determine a long term cost-effective overall strategy.				

Project Subject to Management Board & Authority Approval

1. Directorate(s):	Finance (Estates)			2. Contract/Project Ref:	
3. Contract/Project Title:	**Preston Air Conditioning Installation**			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	John Ash Jim Brown		
7. Dates:	**Anticipated Contract Award:**	November 2003			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£340,000	Annual Recurring Costs:	£15,000	TOTAL ESTIMATED COST N/A
9. Procurement Process:	Competitive Tender	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	EC Works Directive does not apply				

1. Directorate(s):	All Directorates	2. Contract/Project Ref:	Various
3. Contract/Project Title:	**Printing Strategy**	4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	TBA
7. Dates:	**Anticipated Contract Award:**	Ongoing	
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: TBA	TOTAL ESTIMATED COST TBA
9. Procurement Process:	TBA	**10. Capital/Revenue:**	R
11. Objectives/Further Information:	This project will undertake a critical review of all existing in-house and outsourced printing/photocopying requirements and based on future business requirements (e.g. FP10 Printing) determine a long term cost-effective printing strategy.		

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1. Directorate(s):	All Directorates	2. Contract/Project Ref:	242
3. Contract/Project Title:	**Stationery**	4. Contract Term (Years) :	3 Years (option to extend for a further 2)
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	TBA

7. Dates: Anticipated Contract Award: February 2004

8. Estimated Costs (exc. VAT):	Initial Purchase Price:	N/A	Annual Recurring Costs:	£210,000	TOTAL ESTIMATED COST £1,050,000 (Over the 5 year term)

9. Procurement Process:	OJEC	**10. Capital/Revenue:**	R

11. Objectives/Further Information: Following unsuccessful trials with NHS Logistics and PASA Framework agreements it has been decided to tender the PPA's stationery requirements as it is considered that more competitive terms can be obtained.

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1. Directorate(s):	All Directorates			2. Contract/Project Ref:	98
3. Contract/Project Title:	**Telecommunications, Channel & Call Charges**			4. Contract Term (Years) :	5 years
5. Purchasing Liaison:	Louise McLeod	6. Operational Contacts:	John Ash Jim Brown		
7. Dates: Anticipated Contract Award:	April 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: TBA	TOTAL ESTIMATED COST TBA		
9. Procurement Process**:**	PASA Framework Agreement	10. Capital/Revenue**:**	R		
11. Objectives/Further Information:					

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1. Directorate(s):	HR, IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**Temporary Agency & Contract Staff**			4. Contract Term (Years) :	3 years (option to extend for a further 2)
5. Purchasing Liaison:	Louise McLeod	6. Operational Contacts:	TBA		
7. Dates: Anticipated Contract Award:	March 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: £450,000		TOTAL ESTIMATED COST	£2,250,000 (Over the 5 year term)
9. Procurement Process**:**	PASA and S-Cat Framework Agreement	10. Capital/Revenue**:** R			
11. Objectives/Further Information:	The PPA spends approximately £450k per annum on temporary agency staff covering a range of disciplines. The objectives of this project will be to critically review trends, determine the Authorities longer term requirements and provide framework call-off agreements following competitive sourcing of the market.				

1. Directorate(s):	All Directorates			2. Contract/Project Ref:	
3. Contract/Project Title:	**Training (Technical and Non-technical)**			4. Contract Term (Years) :	Various
5. Purchasing Liaison:	Louise McLeod	6. Operational Contacts:	Various		
7. Dates:	**Anticipated Contract Award:**	Ongoing			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	N/A	Annual Recurring Costs:	£700,000	TOTAL ESTIMATED COST
9. Procurement Process:	Competitive Tendering	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	Directorates such as HR and Operations have outlined their training requirements. Programmes proposed include the provision of training on six sigma; the higher performing organisation, Equality & Diversity; and a range of other training programmes outlined in the Corporate Training Prospectus. This project will manage the competitive procurement of outsourced training programmes and where appropriate implement longer term call-off arrangements. This project will also undertake a critical review of training venues with a view to arranging longer-term call-off arrangements.				

Section 5: Contracts £50k - £100k (excluding VAT)

Contracts Between £50k - 100k

(excluding VAT)

Directorate	Contract/Project Title	Contract Term	Annual Value of Contract	Purchasing Liaison	Operational Contacts	Contract Award	Process	Current Contract Holder
IT	EPAT Production - CPU Licence/Development Licence & Maintenance	TBA	£66,800	Ian Bryson	TBA	Jan 04	Tender	N/A
IT	Intranet eForms Solutions Workflow software	TBA	£72,000	Ian Bryson	TBA	Jan 04	Competitive Tender	N/A
All Directorates	IWL – Various Projects	TBA	£95,000	Kevin Sample	Julie Cowan	Ongoing	Competitive Tender	N/A
IT	Mapping Software	TBA	£85,000	Ian Bryson	TBA	Jan 04	Competitive Tender	N/A
IT	Networks - Gigabit cards for BH core switches	TBA	£60,000	Ian Bryson	TBA	Jan 04	Competitive Tender	N/A
IT	Networks - HBD Floor Switches to Catalysts	TBA	£80,000	Ian Bryson	TBA	Jan 04	Competitive Tender	N/A
Finance	Hotel Accommodation & Conference facilities	3 years	£33,000	Marie Williams	TBA	Feb-04	PASA framework arrangement	Expotel
Finance	Washroom Consumables	3 years	£30,000	Joan Spoors	TBA	Feb-04	Competitive Tendering	Disposables Uk
Finance	Short term vehicle hire	3 years	£40,000	Marie Williams	TBA	Mar-04	PASA framework arrangement	Arriva
IT	UNIX - Database Licences	TBA	£50,000	Ian Bryson	TBA	Jan 04	Competitive Tender	N/A

Section 6: Contracts below £50k (excluding VAT)

Contracts under £50k

(excluding VAT)

Directorate	Contract/Project Title	Contract Term	Annual Value of Contract	Purchasing Liaison	Operational Contacts	Anticipated Contract Award	Process	Current Contract Holder
All Directorates	Air Conditioning	2 years	£20,000	Marie Williams	TBA	Oct-03	Competitive Tendering	Heatworks
All Directorates	Boxes & Packaging	2 years	£19,000	Joan Spoors	TBA	Jul-03	Competitive Tendering	SCA Packaging
All Directorates	Maintenance of Building Management System for all sites	2 years	£3,000	Marie Williams	Dave Robinson	Sep-03	Competitive Quotations	ADT Fire & Security
All Directorates	Maintenance of CCTV	2 years	£3,500	Marie Williams	Dave Robinson	Sep-03	Competitive Quotations	ADT Fire & Security
All Directorates	Catering (Newcastle)	2 years	£3,200	Joan Spoors	TBA	Jul-03	Competitive Quotations	N/A
All Directorates	Drinks dispensers	3 years	£2,500	Marie Williams	TBA	Aug-03	Competitive Quotations	Ionics Cool Water Systems
All Directorates	Environmental water treatment for various sites	2 years	£6,500	Marie Williams	Dave Robinson	Jul-03	Competitive Quotations	Aquazur Ltd
Finance	Fuel Cards	5 years	£15,000	Marie Williams	TBA	Oct-03	PASA framework arrangement	Esso
All Directorates	Maintenance of Fax machines	2 years	£9,000	Marie Williams	TBA	Mar-04	Competitive Tendering	Fax-line servicing ltd

Contracts under 50k
(continued)

Directorate	Contract/Project Title	Contract Term	Annual Value of Contract	Purchasing Liaison	Operational Contacts	Anticipated Contract Award	Process	Current Contract Holder
All Directorates	Maintenance of Fire alarms	2 years	£13,000	Marie Williams	Dave Robinson	Sep-03	Competitive Quotations	ADT Fire & Security
All Directorates	Maintenance of Floor cleaning equipment	5 years	£4,000	Joan Spoors	TBA	Jul-03	Competitive Quotations	Diversey Lever
Finance	Franking machines	5 years	£2,000	Joan Spoors	TBA	Mar-04	Competitive Quotations	FP Mailing
Finance	Ground Maintenance at WH & SH	TBA	£1,900	Joan Spoors	TBA	Jun-03	Competitive Quotations	Wales Garden Services
Finance	Hire and laundering of tea towels	3 years	£6,000	Joan Spoors	TBA	Feb-04	Competitive Quotations	Initial Textiles
Finance	Intruder alarms for various sites	2 years	£5,000	Marie Williams	Dave Robinson	Jul-03	Quotations	ADT Fire & Security
Finance	Keyholding and ad-hoc security services	5 years	£5,500	Joan Spoors	TBA	Jun-04	Quotations	Chubb Wardens Ltd

Contracts under £50k
(continued)

Directorate	Contract/Project Title	Contract Term	Annual Value of Contract	Purchasing Liaison	Operational Contacts	Anticipated Contract Award	Process	Current Contract Holder
All Directorates	Postal scales - calibration and certification	5 years	£1,800	Joan Spoors	Dave Robinson	Jul-03	Competitive Quotations	Avery Berkel
All Directorates	Security Pass System	3 year	£1,400	Joan Spoors	TBA	Mar-04	Competitive Quotations	GiroVend
All Directorates	Vehicle Insurance	1 year	£9,000	Joan Spoors	Kevin Sample	Jun-03	Competitive Quotations	JLT
All Directorates	Window cleaning (Newcastle)	5 years	£5,800	Joan Spoors	TBA	Jul-03	Competitive Quotations	Ace Industrial & Commercial Window Cleaners
Operations	Drug chart Holders	2 years	£12,000	Marie Williams	TBA	Jun-03	Competitive Quotations	Balmoral Joinery

Section 6: Best Practice Projects

NHS

Prescription Pricing Authority

1. Directorate(s):	Finance, IT			2. Contract/Project Ref:	
3. Contract/Project Title:	Contract Law			4. Contract Term (Years) :	TBA
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	Representatives from: IT, Estates, Services		
7. Dates: Process to commence:	April 2003				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: N/A	TOTAL ESTIMATED COST N/A		
9. Procurement Process:	N/A	**10. Capital/Revenue:**	N/A		
11. Objectives/Further Information:	At present for standard procurements the Authority contracts on a standard set of terms and conditions, with for major procurements bespoke contracts being produced. The NHS/PASA have recently introduced a set of model terms and conditions which aims to standardise contracts throughout the NHS. This project's aims will be in consultation with key divisional representatives to introduce a set of model terms and conditions appropriate to PPA's business requirements and provide guidance and training to their use.				

NHS

Prescription Pricing Authority

1. Directorate(s):	Finance		2. Contract/Project Ref:
3. Contract/Project Title:	E-Commerce (1st Phase)		4. Contract Term (Years) : N/A
5. Purchasing Liaison:	Marie Williams	6. Operational Contacts:	Michael Brodie, Rob Wareing, Jackie Oram, Internal Audit Divisional Contacts (TBA)
7. Dates: Process to commence:	April 2003		
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: N/A	TOTAL ESTIMATED COST N/A
9. Procurement Process:	N/A	**10. Capital/Revenue:** N/A	
11. Objectives/Further Information:	This project will cover three main areas: Purchasing Cards On-line requisitioning and maximisation of ordering system E-tendering		

NHS

Prescription Pricing Authority

1. Directorate(s):	Finance		2. Contract/Project Ref:
3. Contract/Project Title:	Purchasing Key Performance Indicators		4. Contract Term (Years) : N/A
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	Louise McLeod Marie Williams Kevin Sample Internal Audit
7. Dates: **Procurement Process to commence:** April 2003			
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: N/A	TOTAL ESTIMATED COST N/A
9. Procurement Process: N/A		**10. Capital/Revenue:** N/A	
11. Objectives/Further Information:	Produce, develop and report on key performance indicators (KPI's) based on data sets/guidance provided by The Audit Commission. Once established benchmark against the appropriate NHS bodies.		

NHS

Prescription Pricing Authority

1. Directorate(s):	Finance			2. Contract/Project Ref:	
3. Contract/Project Title:	Purchasing Procedures			4. Contract Term (Years) :	N/A
5. Purchasing Liaison:	Ian Bryson	6. Operational Contacts:	Louise McLeod Marie Williams Representatives from IT and Services		
7. Dates: Process to commence:	April 2003				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: N/A	TOTAL ESTIMATED COST N/A		
9. Procurement Process:	N/A	**10. Capital/Revenue:**	N/A		
11. Objectives/Further Information:	Based on best practice NHS (PASA) guidance and PPA SFI's, produce revised set of procedures, guidance and provide training where appropriate.				

Section 7: Index of PPA Purchasing Liaison Contacts

CONTACT DIRECTORY

Contact	Title	Directorate	Section	Tel Number
Bryson, Ian	Head of Purchasing & Support Services	Finance	Purchasing	203 5280
McLeod, Louise	Purchasing Manager	Finance	Purchasing	203 5427
Sample, Kevin	Purchasing Supervisor	Finance	Purchasing	203 5369
Spoors, Joan	Assistant Purchasing Manager (Contracts)	Finance	Purchasing	203 5488
Williams, Marie	Assistant Purchasing Manage (Services)	Finance	Purchasing	203 5330