Purchasing Workplan

2004 - 2005

Purchasing Workplan – 2004/05

Index

Section 1:	Introduction	5
Section 2:	Index of contracts/projects over £100k in Alphabetical order	9
Section 3:	Index of contracts/projects over £100k by Directorate	15
Section 4:	Contracts in excess of £100k (excluding VAT)	21
Section 5:	Contracts £50k - £100k (excluding VAT)	57
Section 6:	Contracts below £50k	61
Section 7:	Best Practice Projects	67

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 Outlines 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 Working Group as assurance co-ordinator (for contracts such as the CIP Projects).

Once the Management Board has ratified the Purchasing Workplan; for those projects where Purchasing Services will be the project lead, individual project plans will be created, based on the agreed Prince 2 project methodology.

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.

Unless otherwise stated, all projects listed in the Workplan have been confirmed by the Management Accounts Section, as having allocated budget provision.

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	223
Cartridge Deck Replacement	IT	C	32
Certificate Production & Despatch (PPC's, MEDEX, MATEX, Low Income Scheme, Tax Credits and EHICs)	Ops/IT	R	39
CIP: Additional Actuate licences for pilot growth	Ops/IT	C/R	49
CIP: Additional domain for SF12K	IT/Ops	C/R	46
CIP: Additional processors for pilot growth	IT/Ops	C/R	47
CIP: Additional websphere licences for pilot growth	IT/Ops	C/R	48
CIP: Data Dictionary Modelling Software	IT/Ops	C/R	51
CIP: Image Processing	IT/Ops	C/R	50
CIP: PI Image Processing	IT/Ops	C/R	43
CIP: Network structured cabling for remote divisions	IT/Ops	C	44

Contract/Project Title	Directorate	Capital/	Page
CIP: Network WAN Topology	IT/Ops	C	45
CIP: UML Software Design Tool	IT/Ops	C/R	52
CIP: Websphere System Monitoring Software	IT/Ops	C/R	53
Configuration Management Software	IT	C	35
Corporate Publications	P & Corporate Affairs	R	56
EHIC: IT Hardware	IT/Ops	C	40
EHIC: IT Software	IT/Ops	C	41
EHIC: Networks	IT/Ops	C	42
Fileserver/SAN Infrastructure	IT	C	33
Framework Agreement: PC & Micro Kit	IT	C/R	34
Geographical Mapping System	IT	C/R	37

Contract/Project Title	Directorate	Capital/	Page
MDIS – Hardware Replacement	IT	C	30
MDIS – Implementation of replacement hardware (service)	IT	R	31
Office Furniture	All Directorates	R	26
Oracle: Additional licences for PPC telesales	IT	C/R	29
Paper Supplies	All Directorates	R	27
Printing Contracts (including Drug Tariff)	Pharm/Ops	R	55
Project Planning Tool Software	IT	R	38
Secure Printing Contract (including FP10s)	Ops	R	54
Stationery	All Directorates	R	28
Temporary Agency Staff	HR/IT	R	24
Training (Technical and Non-technical) & Training Venues	All Directorates	R	25
Unix: Additional domain for PPC Telesales	IT	R	36

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

CONTENTS

By Directorate

Directorate	Contract/Project Title	Capital/ Revenue	Page
All Directorates	Office Furniture	R	26
	Paper Supplies	R	27
	Stationery	R	28
	Training (Technical and Non-technical) & Training Venues	R	25
Finance	Banking Services	R	23
	Office Furniture	R	26
	Paper Supplies	R	27
	Stationery	R	28
	Training (Technical and Non-technical) & Training Venues	R	25
Human Resources	Office Furniture	R	26
	Paper Supplies	R	27
	Stationery	R	28
	Temporary Agency Staff	R	24
	Training (Technical and Non-technical) & Training Venues	R	25

Directorate	Contract/Project Title	Capital/ Revenue	Page
IT	Cartridge Deck Replacement	C	32
	Certificate Production & Despatch (PPC's, MEDEX, MATEX, Low Income Scheme, Tax Credits and EHICs)	R	39
	CIP: Additional Actuate licences for pilot growth	C/R	49
	CIP: Additional domain for SF12K	C/R	46
	CIP: Additional processors for pilot growth	C/R	47
	CIP: Additional websphere licences for pilot growth	C/R	48
	CIP: Data Dictionary Modelling Software	C/R	51
	CIP: Image Processing	C/R	50
	CIP: P1 Image Processing	C/R	53
	CIP: Network structured cabling for remote divisions	C	44
	CIP: Network WAN topology	C	45
	CIP: UML Software Design Tool	C/R	52
	CIP: Websphere System Monitoring Software	C/R	53
	Configuration Management Software	C	35
	EHIC: IT Hardware	C	40
	EHIC: IT Software	C	41
	EHIC: Networks	C	42
	Fileserver/SAN Infrastructure	C	38
	Framework Agreement: PC & Micro Kit	C/R	34

Directorate	Contract/Project Title	Capital/ Revenue	Page
IT	Geographical Mapping System	C/R	37
	MDIS – Hardware Replacement	C	30
	MDIS – Implementation of replacement hardware (service)	R	31
	Oracle: Additional licences for PPC telesales	C/R	29
	PI: Image Processing	C/R	43
	Project Planning Tool Software	R	38
	Unix: Additional domain for PPC Telesales		
	Temporary Agency Staff	R	24
Operations	Certificate Production & Despatch (PPC's, MEDEX, MATEX, Low Income Scheme, Tax Credits and EHICs)	R	39
	CIP: Additional Actuate licences for pilot growth	C/R	49
	CIP: Additional domain for SF12K	C/R	46
	CIP: Additional processors for pilot growth	C/R	47
	CIP: Additional websphere licences for pilot growth	C/R	48
	CIP: Data Dictionary Modelling Software	C/R	51
	CIP: Image Processing	C/R	50
	CIP: P1 Image Processing	C/R	53
	CIP: Network structured cabling for remote divisions	C	44
	CIP: Network WAN topology	C	45
	CIP: UML Software Design Tool	C/R	52
	CIP: Websphere System Monitoring Software	C/R	53

Directorate	Contract/Project Title	Capital/ Revenue	Page
Operations	EHIC: IT Hardware	C	40
	EHIC: IT Software	C	41
	EHIC: Networks	C	42
	Printing Contracts (including Drug Tariff)	R	55
	Secure Printing Contract (including FP10s)	R	54
	Office Furniture	R	26
	Paper Supplies	R	27
	Stationery	R	28
	Training (Technical and Non-technical) & Training Venues	R	25
Pharmaceutical	Printing Contracts (including Drug Tariff)	R	55
	Office Furniture	R	26
	Paper Supplies	R	27
	Stationery	R	28
	Training (Technical and Non-technical) & Training Venues	R	25
Planning & Corporate Affairs	Corporate Publications	R	56
	Office Furniture	R	26
	Paper Supplies	R	27
	Stationery	R	28
	Training (Technical and Non-technical) & Training Venues	R	25

Section 4: Contracts in Excess of £100k

1. Directorate(s):	Finance			2. Contract/Project Ref:	199
3. Contract/Project Title:	**Banking Services**			4. Contract Term (Years):	5 years (option to extend for a further 2)
5. Purchasing Liaison (Lead):	Marie Williams	6. Operational Contacts:	Michael Curry Ged Wynn		
7. Dates: Anticipated Contract Award	March 2005				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	£97,000	TOTAL ESTIMATED COST:	£679,000 (over 7 year term)
9. Procurement Process:	OJEU	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	Due to operational changes/restructure within finance this project was deferred form 2003/2004 workplan. The range of banking services now required has expanded, which means that the management costs associated with the contract will exceed the EU Services Directive threshold.				

1. Directorate(s):	HR, IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**Temporary Agency Staff**			4. Contract Term (Years):	3
5. Purchasing Liaison (Lead): 5a. Purchasing Liaison (Asst.):	Marie Williams Catherine Crampsie	6. Operational Contacts:	HR representative TBA Gordon Wanless		
7. Dates: Anticipated Contract Award	October 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	£575,000	TOTAL ESTIMATED COST:	£1,725,000
9. Procurement Process:	PASA Framework Agreements	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	The PPA spends approximately £575,000 per annum on temporary agency staff covering a range of disciplines. The objectives of this project will be to critically review trends, determine Authority's 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) & Training Venues**			4. Contract Term (Years): Various
5. Purchasing Liaison (Lead): Marie Williams 5a. Purchasing Liaison (Asst.): Emma Christensen		6. Operational Contacts: Various		
7. Dates: Anticipated Contract Award	Ongoing			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs: £600,000		TOTAL ESTIMATED COST:
9. Procurement Process:	Competitive Tendering	**10. Capital/Revenue:** R		
11. Objectives/Further Information:	This project will manage the competitive procurement of outsourced training programmes and where appropriate implement longer term framework agreements. This project will also undertake a critical review of training venues with a view to arranging longer term call-off arrangements.			

1. Directorate(s):	All Directorates			2. Contract/Project Ref:	236/237
3. Contract/Project Title:	**Office Furniture**			4. Contract Term (Years):	3
5. Purchasing Liaison (Lead): Marie Williams 5a. Purchasing Liaison (Asst.): Emma Christensen		6. Operational Contacts: Eric Coombes			
7. Dates: Anticipated Contract Award	December 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:		Annual Recurring Costs: £184,000	TOTAL ESTIMATED COST:	£552,000
9. Procurement Process:	Tender or PASA	**10. Capital/Revenue:** R			
11. Objectives/Further Information:	PASA are currently in the process of facilitating a new framework agreement for the provision of Office Furniture. The PPA will be looking to tender within this arrangement once complete.				

1. Directorate(s):	All Directorates					2. Contract/Project Ref:	249
3. Contract/Project Title:	**Paper**					4. Contract Term (Years) :	4
5. Purchasing Liaison:	Marie Williams			6. Operational Contacts:	TBA		
7. Dates: **Anticipated Contract Award:**		January 2005					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	N/A	Annual Recurring Costs:	£112,000	TOTAL ESTIMATED COST	£448,000 (over the 4 year term)	
9. Procurement Process:	OJEU		**10. Capital/Revenue:**	R			
11. Objectives/Further Information:	Following a review of the PASA framework agreement for provision of paper supplies, it is believed that more competitive terms can be achieved through undertaking a OJEU process.						

1. Directorate(s):	All Directorates			2. Contract/Project Ref:	241
3. Contract/Project Title:	**Stationery**			4. Contract Term (Years) :	3 Years (option to extend for a further 2)
5. Purchasing Liaison: 5a. Purchasing Liaison (Asst.):	Marie Williams Kevin Sample			6. Operational Contacts:	TBA
7. Dates: **Anticipated Contract Award:**		January 2005			
8. Estimated Costs (exc. VAT):	Initial Purchase Price: N/A	Annual Recurring Costs: £100,000		TOTAL ESTIMATED COST	£500,00 (Over the 5 year term)
9. Procurement Process:	OJEU	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	Following unsuccessful trials with NHS Logistics, it has been decided to tender the PPA's stationery requirements under the PASA Framework agreement, as it is considered that more competitive terms can be obtained.				

1. Directorate(s):	IT					2. Contract/Project Ref:	
3. Contract/Project Title:	**Oracle: Additional licences for PPC telesales**					4. Contract Term (Years):	5
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Gordon Coyne		
7. Dates: Anticipated Contract Award	November 2004						
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£80,000	Annual Recurring Costs:	£13,000	TOTAL ESTIMATED COST:	£145,000	
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C/R			
11. Objectives/Further Information:	Provide additional licences to run database management software in new domain on the SF12K UNIX server, to accommodate growth in PPC's.						

1. Directorate(s):	IT				2. Contract/Project Ref:	
3. Contract/Project Title:	**MDIS – Hardware Replacement**				4. Contract Term (Years):	
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Gordon Coyne	
7. Dates: Anticipated Contract Award	June 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£190,000	Annual Recurring Costs:	N/A	TOTAL ESTIMATED COST:	£190,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	ISOFT Project: To provide appropriate hardware to enable the support of the existing MDIS Data Captive System for a further 5 years.					

1. Directorate(s):	IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**MDIS – Implementation of replacement hardware (service)**			4. Contract Term (Years):	
5. Purchasing Liaison (Lead):	Ian Bryson	6. Operational Contacts:	Gordon Coyne		
7. Dates: Anticipated Contract Award	June 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price: £177,000	Annual Recurring Costs: N/A	TOTAL ESTIMATED COST: £177,000		
9. Procurement Process:	Single Tender (Approved by Authority)	**10. Capital/Revenue:** R			
11. Objectives/Further Information:	ISOFT Project: Implementation of replacement data capture servers with new servers running the ported version of Sovereign X on Linux. This purchase was deferred from 2003-2004, because of delays in the development of the ported solution.				

1. Directorate(s):	IT				2. Contract/Project Ref:	
3. Contract/Project Title:	**Cartridge Deck Replacement**				4. Contract Term (Years):	5 years
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Gordon Coyne		
7. Dates: Anticipated Contract Award		September 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£425,000	Annual Recurring Costs:	Expected to be covered under warranty	TOTAL ESTIMATED COST:	£425,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	The Authority uses magnetic tape media in order to satisfy backup and disaster recovery requirements, as well as for the retention of archived historical prescription data. The mainframe cartridge decks have reached their end of life and need to be replaced with more modern equipment, which provides faster retrieval times. To complement the consolidated approach adopted for servers and disk storage in 2003/2004, centralised back-up facilities for Sun UNIX servers will be investigated.					

1. Directorate(s):	IT				2. Contract/Project Ref:	
3. Contract/Project Title:	**Fileserver/SAN Infrastructure**				4. Contract Term (Years):	
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Gordon Coyne		
7. Dates: Anticipated Contract Award	December 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£110,000	Annual Recurring Costs:	Expected to be covered in warranty	TOTAL ESTIMATED COST:	£110,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Hardware requirements to provide upgrades and replacements for existing servers and to provide additional disk and backup hardware and software. Phased purchases throughout year.					

1. Directorate(s):	IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**Framework Agreement: PC & Micro Kit**			4. Contract Term (Years):	1 year (option to extend a further 2 years)
5. Purchasing Liaison (Lead):	Ian Bryson	6. Operational Contacts:	Gordon Coyne		
7. Dates: Anticipated Contract Award	June 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	£200,000	TOTAL ESTIMATED COST:	£600,000
9. Procurement Process:	G-CAT	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Further to the success of the framework agreement created for the last quarter of 2003/2004; it is intended to create a new framework agreement to cover a rolling replacement programme in order to replace PC's over an initial 1-year period, with the option to extend annually thereafter. It is estimated that 100 PC's are replaced annually, due to application requirements or system failure.				

1. Directorate(s):	IT			2. Contract/Project Ref:	
3. Contract/Project Title:	**Configuration Management Software**			4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson	6. Operational Contacts:	Richard Livingstone		
7. Dates:	**Anticipated Contract Award**	June 2004			
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£129,648	Annual Recurring Costs:	£29,000	TOTAL ESTIMATED COST: £216,648
9. Procurement Process:	G-CAT	**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Configuration Management software. Number of existing concurrent user licences are insufficient to meet user demands for application developers on the CIP programme.				

1. Directorate(s):	IT				2. Contract/Project Ref:	
3. Contract/Project Title:	**Unix: Additional domain for PPC Telesales**				4. Contract Term (Years):	5
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Gordon Coyne	
7. Dates: Anticipated Contract Award	November 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£80,000	Annual Recurring Costs:	£13,000	TOTAL ESTIMATED COST:	£145,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**			
11. Objectives/Further Information:	Provide one additional domain for the SF12K UNIX server, to accommodate growth in PPC's, allowing this project to take advantage of server consolidation.					

1. Directorate(s):	IT				2. Contract/Project Ref:	
3. Contract/Project Title:	**Geographical Mapping System**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Ann Paley	
7. Dates: Anticipated Contract Award	December 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£85,000	Annual Recurring Costs:	£14,450	TOTAL ESTIMATED COST:	£128,350
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	To enable geographical mapping and presentation of data as part of Information Services. For integration with existing services such as ePACT and Toolkit and future Information Strategy products. With prescriber's working across multiple organisations this is becoming increasingly important in presenting data in a suitable format to meet customers requirements.					

1. Directorate(s):	IT					2. Contract/Project Ref:	
3. Contract/Project Title:	**Project Planning Tool Software**					4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Paul Stephenson		
7. Dates:	**Anticipated Contract Award**	October 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£110,000	Annual Recurring Costs:	£8,000	TOTAL ESTIMATED COST:	£134,000	
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	R			
11. Objectives/Further Information:	IT require enhanced project planning software.						

1. Directorate(s):	Operations, IT			2. Contract/Project Ref:	232
3. Contract/Project Title:	**Certificate Production & Despatch (to include PPC's, MEDEX, MATEX, Low Income Scheme, Tax Credits and EHICs)**			4. Contract Term (Years):	3 years (with option to extend for a further 2) years
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	TBA	
7. Dates: Anticipated Contract Award	December 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	£3.4 million (based on estimated throughput of 15.7 million certificates p.a.-excluding postage)	TOTAL ESTIMATED COST:	£15.5 million
9. Procurement Process:	OJEU	**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	The credit card style certificates produced for PPC's, MEDEX & MATEX have provided successful and it is intended that this standard should be extended to the Low Income Scheme and EHICs. It is intended that approximately 95% of the certificates required will be produced by an external provider, with the remaining 5%, covering the Low Income Scheme, being produced in-house. This will enable client's information provided in support of their claim, to be returned with their certificate (rather than be issued separately).				

1. Directorate(s):	IT, Operations					2. Contract/Project Ref:
3. Contract/Project Title:	**EHIC: IT Hardware**					4. Contract Term (Years): 3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Eleanor Chaffer Ron Todd	
7. Dates: Anticipated Contract Award	December 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£567,000	Annual Recurring Costs:	£108,000	TOTAL ESTIMATED COST:	£891,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Major Hardware components to enable delivery of EHIC cards. Phased purchases throughout year.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**EHIC: IT Software**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Eleanor Chaffer Ron Todd	
7. Dates:	**Anticipated Contract Award**	December 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£410,000	Annual Recurring Costs:	£73,000	TOTAL ESTIMATED COST:	£629,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Major software components to enable delivery of EHIC cards. Phased purchases throughout year.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**EHIC: Networks**				4. Contract Term (Years):	
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Eleanor Chaffer		
7. Dates:	**Anticipated Contract Award**	December 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£209,000	Annual Recurring Costs:	N/A	TOTAL ESTIMATED COST:	£209,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Enhancement of network infrastructure components.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: P1 Image Processing**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Richard Livingstone	
7. Dates: Anticipated Contract Award	November 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£3.1 million	Annual Recurring Costs:	£386,000	TOTAL ESTIMATED COST:	£4,258,000
9. Procurement Process:	OJEU		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Provide hardware and software licences, to accommodate growth in image processing.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Network structured cabling for remote divisions**				4. Contract Term (Years):	
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Richard Livingstone		
7. Dates: Anticipated Contract Award	November 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£125,000	Annual Recurring Costs:	N/A	TOTAL ESTIMATED COST:	£125,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Provide structured cabling infrastructure in remote divisions to support flexible working practices.					

1. Directorate(s):	IT, Operations					2. Contract/Project Ref:
3. Contract/Project Title:	**CIP: Network WAN topology**					4. Contract Term (Years):
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Richard Livingstone	
7. Dates: **Anticipated Contract Award**	November 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£125,000	Annual Recurring Costs:	N/A	TOTAL ESTIMATED COST:	£125,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C		
11. Objectives/Further Information:	Provide possible new wide area network topology to accommodate CIP requirements and provide additional resilience.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Additional domain for SF12K**				4. Contract Term (Years):	5
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Richard Livingstone	
7. Dates:	**Anticipated Contract Award**	November 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£80,000	Annual Recurring Costs:	£13,000	TOTAL ESTIMATED COST:	£145,000
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Provide one additional domain for the SF12K UNIX server, to accommodate CIP requirements, allowing this project to take advantage of server consolidation.					

1. Directorate(s):	IT, Operations			2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Additional processors for pilot growth**			4. Contract Term (Years):	5
5. Purchasing Liaison (Lead):	Ian Bryson	6. Operational Contacts:	Richard Livingstone		
7. Dates: Anticipated Contract Award	November 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£90,000	Annual Recurring Costs:	£8,000	TOTAL ESTIMATED COST: £130,000
9. Procurement Process:	G-CAT	**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Provide additional processors for the websphere engine servers, to accommodate growth in volume of transactions being processed, allowing this project to take advantage of scalable architecture implemented for prototype.				

1. Directorate(s):	IT, Operations					2. Contract/Project Ref:
3. Contract/Project Title:	**CIP: Additional websphere licences for pilot growth**					4. Contract Term (Years): 5
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Richard Livingstone	
7. Dates: Anticipated Contract Award	November 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£110,000	Annual Recurring Costs:	£18,700	TOTAL ESTIMATED COST:	£203,500
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Provide additional licences to rum websphere software on new processors on the engine servers, to accommodate growth in transactions.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Additional Actuate licences for pilot growth**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Richard Livingstone		
7. Dates: **Anticipated Contract Award**	November 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£73,000	Annual Recurring Costs:	£14,400	TOTAL ESTIMATED COST:	£116,200
9. Procurement Process:	G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Provide additional licences to run Actuate software on additional processors, to accommodate growth in user base.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Image Processing**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Richard Livingstone	
7. Dates:	**Anticipated Contract Award**	November 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£299,500	Annual Recurring Costs:	£12,750	TOTAL ESTIMATED COST:	£337,750
9. Procurement Process:	OJEU		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Provide additional hardware and software licences, to accommodate growth in image processing.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Data Dictionary Modelling Software**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson			6. Operational Contacts:	Kevan Mahoney	
7. Dates: Anticipated Contract Award	October 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£103,000	Annual Recurring Costs:	£15,000	TOTAL ESTIMATED COST:	£148,000
9. Procurement Process:	OJEU or G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	To support the production of a Corporate Database design as part of CIP.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: UML Software Design Tool**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Kevan Mahoney		
7. Dates:	**Anticipated Contract Award**	October 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£100,000	Annual Recurring Costs:	£15,000	TOTAL ESTIMATED COST:	£145,000
9. Procurement Process:	OJEU or G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	CIP is being designed utilising 00 techniques – therefore, a UML software design tool is required to facilitate this design work.					

1. Directorate(s):	IT, Operations				2. Contract/Project Ref:	
3. Contract/Project Title:	**CIP: Websphere System Monitoring Software**				4. Contract Term (Years):	3
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	Kevan Mahoney Gordon Coyne		
7. Dates: Anticipated Contract Award	October 2004					
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	£160,000	Annual Recurring Costs:	£22,500	TOTAL ESTIMATED COST:	£227,500
9. Procurement Process:	OJEU or G-CAT		**10. Capital/Revenue:**	C/R		
11. Objectives/Further Information:	Tool to assist in the monitoring of applications that are running on the websphere suite of products.					

* Subject to agreement by Management Board *

1. Directorate(s):	Operations			2. Contract/Project Ref:	
3. Contract/Project Title:	**Secure Printing Contract (including FP10s)**			4. Contract Term (Years):	3 years (with option to extend for further 2 years)
5. Purchasing Liaison (Lead):	Ian Bryson	6. Operational Contacts:	Alistair McDonald Martyn Willmore External Stakeholders		
7. Dates: Anticipated Contract Award	March 2005				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	(Existing scope) £4.5 million	TOTAL ESTIMATED COST:	
9. Procurement Process:	OJEU	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	Further information on this project is contained in the paper previously submitted to the Management Board by Operations.				

1. Directorate(s):	Pharmaceutical, Operations			2. Contract/Project Ref:	Various
3. Contract/Project Title:	**Printing Contracts (including Drug Tariff)**			4. Contract Term (Years):	TBA
5. Purchasing Liaison (Lead):	Joan Spoors	6. Operational Contacts:	Laura Anderson Michael Hamilton		
7. Dates: Anticipated Contract Award	March 2004				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:	Annual Recurring Costs:	£950,000	TOTAL ESTIMATED COST:	
9. Procurement Process:	OJEU	**10. Capital/Revenue:**	R		
11. Objectives/Further Information:	The combined reprographics function went live on 1st April 2004. It is intended that for the next four months, analysis will be conducted on the 'make or buy' strategy for the function. From this those contracts which are deemed appropriate for outsourcing will be advertised in OJEU. By this stage Pharmaceutical will also have a better understanding of the take-up by stakeholders of EDT; and its impact on the number of hard copies to be produced.				

1. Directorate(s):	Planning and Corporate Affairs			2. Contract/Project Ref:	229
3. Contract/Project Title:	**Corporate Publications**			4. Contract Term (Years):	3 years (with the option for further 2)
5. Purchasing Liaison (Lead): 5a. Purchasing Liaison (Asst.):	Marie Williams Catherine Crampsie		6. Operational Contacts:	Michael King Kirsty O'Callaghan	
7. Dates: Anticipated Contract Award	February 2005				
8. Estimated Costs (exc. VAT):	Initial Purchase Price:		Annual Recurring Costs:	£110,000	TOTAL ESTIMATED COST: £550,000 (over 5 year term)
9. Procurement Process:	OJEU		**10. Capital/Revenue:**	R	
11. Objectives/Further Information:	The scope of this contract has increased to the extent, that the potential threshold over the contracts life, necessitates the contract being advertised in OJEU.				

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	Networks: Intrusion Detection System (IDS)	3 years	£70,000	Ian Bryson	Gordon Coyne	Sept-04	G-CAT	N/A
IT	Networks: Replacement of Hardware	1 year	£80,000	Ian Bryson	Gordon Coyne	Dec-04	G-CAT	N/A
IT	Graphing/Presentation Tools	3 years	£75,000	Ian Bryson	Ann Paley	Dec-04	G-CAT	N/A
IT	CIP: Websphere Training Framework	1 year	£50,000	Ian Bryson	Kevan Mahoney	Dec-04	Tender	N/A
HR, ALL	Childcare Voucher Scheme	3 years		Ian Bryson	Colin Colborn	Various	Tender or PASA framework agreement	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
Finance - Purchasing	Short term vehicle hire	3 years	£60,500	Marie Williams	Divisional Booking Officers	Jul-04	PASA framework agreement	Arriva
Finance - Services	Replacement of approximately 30 photocopiers	4 years	£40,000	Joan Spoors	Laura Anderson	Jun-04	PASA framework agreement	NRG
Finance - Purchasing	Hotel Accommodation & Conference Facilities	3 years	£33,000	Kevin Sample	N/A	Oct-04	PASA framework agreement	Expotel
Finance - Purchasing	Washroom consumables	3 years	£29,000	Kevin Sample	Laura Anderson	Feb-05	Competitive Tendering	
Operations, Pharm	Courier services, Pharmacy, Div 3/5	2 years, with option to extend for 1 year	£20,000	Joan Spoors	Carol Morrison	May-04	Competitive Tendering	Target
Operations	Courier services, Dispensing Doctors, Div 3/5	2 years, with option to extend for 1 year	£20,000	Joan Spoors	Carol Morrison	May-04	Competitive Tendering	Securicor
Finance - Purchasing	Vehicle Insurance	1 year	£18,700	Kevin Sample	N/A	Jun-04	PASA framework agreement	Brian Johnson

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
Finance - Purchasing	Fuel cards	3 years	£16,000	Kevin Sample	Divisional Booking Officers	May-04	PASA framework agreement	ESSO
Finance - Services	Supply of Window Cleaning Services to various sites	5 years	£12,000	Kevin Sample	Ian Heywood	Nov-04	Competitive quotations	Various
Finance - Services	Refurbishment of reach trucks. Maintenance agreement for reach trucks & hand pallets	3 years	£10,000	Joan Spoors	Ian Heywood	May-04	Competitive quotations	Toyota & Jungheinrich
Operations	Drug chart consumables	1 year	£10,000	Kevin Sample	Brian Alexander, Karen Taylor, Denise Hebron, Divisional Training Managers	Feb-05	Competitive Quotations	First Source & Supply
Finance - Services	Supply of bespoke trays to Warehouse	3 years	£10,000	Kevin Sample	Laura Anderson	May-04	Quotation	N/A
Finance - Services	Feminine Hygiene Supplies	1 year	£7,800	Kevin Sample	Ian Heywood	Dec-04	Competitive quotations	PHS/ Initial
Operations	Courier Services, Prescribing Doctors - document exchange service (Tyne)	1 year	£5,000	Joan Spoors	C Morrison	May-04	Quotation	Hays DX

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
Operations	Courier services, Liverpool	2 years, with option to extend for 1 year	£5,000	Joan Spoors	Maureen Billington	Aug-04	Competitive quotations	Executive Transport Svs
Operations	Wooden drug charts	1 year	£5,000	Kevin Sample	Brian Alexander, Karen Taylor, Denise Hebron, Divisional Training Managers	Jun-04	Competitive Quotations	Balmoral Joinery
Finance - Services	Security, key holder service	3 years	£4,500	Kevin Sample	Ian Heywood	Jun-04	Competitive quotations	Chubb Wardens
Operations	Courier services, Liverpool	2 years, with option to extend for 1 year	£3,000	Joan Spoors	Maureen Billington	Aug-04	Competitive quotations	Swift Despatch
Finance - Services	Ground Maintenance	6 months	£2,200	Kevin Sample	Ian Heywood	Jun-04	Competitive quotations	Wales Garden Services
Finance - Services	Postal Equipment	1 Year	£2,000	Kevin Sample	Ian Heywood	Jun-04	Competitive quotations	FP Mailing

Section 6: Best Practice Projects

1. Directorate(s):	Finance				2. Contract/Project Ref:
3. Contract/Project Title:	**E-Auction**				4. Contract Term (Years):
5. Purchasing Liaison (Lead): 5a. Purchasing Liaison (Asst.):	Ian Bryson Marie Williams			6. Operational Contacts:	See below
7. Dates: Anticipated Contract Award		See below			
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:	It was agreed by the Management Board, that the Authority would incorporate an e-auction phase to one of its major procurements for 2004/2005. The estimated cost of a fully managed e-auction is expected to be approximately £60,000.				

1. Directorate(s):	Finance, Purchasing				2. Contract/Project Ref:
3. Contract/Project Title:	**E-Commerce**				4. Contract Term (Years):
5. Purchasing Liaison (Lead): Marie Williams 5a. Purchasing Liaison (Asst.): Kevin Sample			6. Operational Contacts:		
7. Dates: Anticipated Contract Award	See below				
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:	During the course of 2004/2005, Purchasing Services along with other Finance functions will be piloting 1) On-Line Requisitioning and 2) E-Tendering.				

1. Directorate(s):	Finance			2. Contract/Project Ref:	
3. Contract/Project Title:	**Operational Purchasing Procedures**			4. Contract Term (Years):	N/A
5. Purchasing Liaison (Lead):	Ian Bryson		6. Operational Contacts:	See below	
7. Dates:	**Anticipated Contract Award**	See below			
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:	The final draft of the Operational Purchasing Procedures has been produced; with both Bird & Bird and KPMG undertaking a critical review of the procedures. The procedures are expected to be launched in June, with full training being provided to all designated officers.				

1. Directorate(s):	Finance				2. Contract/Project Ref:
3. Contract/Project Title:	**Purchasing Cards**				4. Contract Term (Years):
5. Purchasing Liaison (Lead):	Marie Williams		6. Operational Contacts:	See below	
7. Dates: Anticipated Contract Award	See below				
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:	Authorisation to commence with the introduction of purchasing cards was obtained through a report to the Authority by Ian Bryson, and the pilot of Government Procurement Cards is currently in it's first stage. It is anticipated that this phase of the purchasing card pilot programme will end on 31st May 2004. A report will be presented to the Management Board during June 2004, and subject to agreement, further rollout of the scheme is anticipated as follows; Rollout to all Newcastle PPA users – by Dec-04 Rollout to all PPA users – by Jun-05 There is also potential for the scheme to be rolled out to Managed Services at a later date.				

1. Directorate(s):	HR, All Directorates			2. Contract/Project Ref:	
3. Contract/Project Title:	**IWL**			4. Contract Term (Years):	Various
5. Purchasing Liaison (Lead): Marie Williams 5a. Purchasing Liaison (Asst.): Kevin Sample			6. Operational Contacts:	Various	
7. Dates: Anticipated Contract Award	See below				
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:	Various initiatives may be considered, such as the potential for leasing of PC's to employees.				