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NES PROCUREMENT ANNUAL PROCUREMENT REPORT 2022/23

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1. INTRODUCTION & PURPOSE

'A skilled and sustainable workforce for a healthier Scotland.'

NHS Education for Scotland (NES) is a collaborative, innovative and inclusive learning organisation that provides high quality education, training, workforce development, workforce data and technology for Scotland's health and social care workforce. Our vision is to support better rights-based quality care and outcomes for every person in Scotland through a skilled, capable, and resilient health and social care workforce.

Having the right numbers of skilled, trained, and supported staff, in the right place, at the right time and in the right roles is essential to providing high quality health and care services, which address health inequalities and encourage and support people to take more responsibility for their own health and wellbeing.

In addition to providing national workforce and digital services, which play a key role in supporting those who deliver frontline health and care, NES directly funds and manages learners who comprise a significant element of the NHS Scotland patient-facing workforce. We are responsible for developing and delivering healthcare education and training for the NHS, health and social care sector and other public bodies and have a Scotland-wide role in undergraduate, postgraduate, and continuing professional development.

By attracting people to careers in health and social care, we can create jobs and boost the economy. Our work programmes ensure that those who work in health, social care and social work are skilled, confident, and motivated to continually improve outcomes for people. We promote and uphold human rights through our education and training and provide challenge where these are not being upheld.

We also recognise the challenges being experienced across the health and social care sector as Scotland's population ages and we recover from the impact of the pandemic. The need to balance increased and changing health and social care needs alongside the availability of workforce and finance means it has never been more important to find new ways of supporting staff wellbeing, working in local communities, and to innovate, using technology, data, information, and intelligence to find better solutions.

During 2022/23 NES continued to deliver vital support to help our partners in the fight against COVID-19 while continuing to invest in new career pathways, exploring new roles and qualifications to sustain a workforce that is enabled, empowered, and motivated to deliver improved outcomes.

We continued to leverage our digital expertise, both in infrastructure and in Technology Enhanced Learning, to harness the potential of technology in supporting our aims.

And at the same time, we have been looking to the future. Through our work in education, early intervention, prevention, and by supporting other public sector, third sector and private sector bodies, we have started to address systemic and deep-rooted inequalities across our society. The importance of this work can be seen in the acceleration of our work through the Directorate of Social Care to support better engagement beyond the NHS, and to help us better tailor our services to the wider care sector.

The purpose of this Annual Procurement Report is to record and publicise NES's performance and specific achievements in delivering its Procurement Strategy during the periods 1st April 2022 to 31st March 2023. The NES Procurement Strategy 2021-24 is set within the context of the organisation's Strategic Framework.

The Procurement Strategy Action Plan is attached to this report as Annex 1 and provides a report of activities and progress made during the period and provides a forward view on planned actions for delivery in 2022-23, in line with the Procurement Strategy for 2021-24. This report is in line with the Procurement Strategy Guidance and Template issued by the Scottish Government in May 2017 and the Procurement Reform (Scotland) Act 2014 which requires public organisations with an estimated total value of regulated procurement spend of £5m or more (excluding VAT) in a financial year to prepare and publish a procurement strategy and to report on this annually.

NES is committed to the Scottish Government Procurement Journey and works closely with NHS Scotland National Procurement (NP) around the development of, and compliance with national contracts. Part of this collaborative work with NP involves ensuring that collaborative best practice is shared across National Health Boards and the wider public sector.

This Annual Report focuses on the organisation’s corporate expenditure (influenceable spend on external goods and services) of £32.6m for the period 1st April 2022 to 31st March 2023. This excludes the funding NES provides to Health Boards for the salary costs of post graduate trainees, the clinical training of undergraduate and post graduate trainees and nationally agreed contracts for utilities.

2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

2.1 Definition

In accordance with the Procurement Reform (Scotland) Act 2014, any public contract (other than a public works contract) of £50,000 or greater and public works contract of £2,000,000 or greater is considered a Regulated Contract. A regulated procurement is any procedure carried out by a contracting authority in relation to the award of a proposed regulated contract which is completed when the award notice is published or where the procurement process otherwise ends. This includes awards under both contracts and framework agreements. Annex 2 provides a listing of the regulated procurements carried out in the reporting period.

2.2 Summary of Regulated Procurements

The following table summarises the regulated procurements in the period.

Type of Regulated Procurement	Quantity in Period	Estimated Value
Framework Call Offs	0	£0
Contracts Awarded	26	£32,662,252
Total Regulated Procurements	26	£32,662,252

The following table summarises the size of supplier that have been awarded regulated contracts in financial year 22/23.

Company Type	Total
Micro (1-9 employees)	11
Small (10-49 employees)	4
Medium (50-249 employees)	2
Large (over 250 employees) including Universities	9
Total	26

There were multiple contracts awarded to small and medium enterprises (SME's) totalling £3.5m and 76% with companies based in Scotland.

Awards by Registered Business Location	Total
Scotland	19
UK Other	3
Elsewhere	1
Total	26

2.3 Collaborative Contracts

Among the many and varied activities that NES engage in through our work in education, early intervention and prevention, a number of contracts were let or delivered in the period which enable wider access to centrally procure services, including:

Psychology Doctoral & MSc Programmes

NES awarded two major Psychology programmes; namely the 'Provision of a taught Clinical Psychology Doctorate' to the University of Glasgow, and the 'Provision of a taught Clinical Psychology Doctorate' and the 'Provision of a taught MSc in Applied Psychology - Children and Young People' to the University of Edinburgh. These contracts have been awarded for 6 years and ensures stability future growth in a critically important area of our work, increasing capacity and capability to deliver psychological interventions and therapies to support the people of Scotland including the health and social care workforce.

Education and Career Pathway for Adult Integrated Community Nursing

Two contracts have been awarded to Queen Margaret University and the University of the West of Scotland for the second part of the Education Career Pathway for Community Nursing and aims to take our learners into further development of their roles in the community.

Using immersive technology to create 'a flexible, safe to fail education environment to learn about suicide prevention and assessment'

Using leading edge technology, our Nursing, Midwifery and Allied Health Professionals (NMAHP) directorate in collaboration with the National Technology Services' (NTS) TEL (Technology Enhanced Learning) team have awarded a contract for a trial system to support a flexible, safe to fail education environment to learn about suicide prevention and assessment.

Pre-hospital Emergency Care

On behalf of the Clinical Skills Managed Educational Network (CSMEN) team, NES awarded a contract to the registered charity British Association for Immediate Care Scotland (BASICS) for

Pre-hospital Emergency Care. Activities will include basic surgical skills in a remote and rural setting on the NES Mobile Skills Unit.

National Leadership Development Programme

A contract has been awarded to Silvermaple partner with NES to create an inclusive approach that identifies individuals with the potential to progress to Board Chief Executive and director level roles and that supports the attraction, appointment, and retention of a diverse population within the senior leadership cohort of NHS Scotland.

Electric Vehicle Employee Salary Sacrifice Scheme

NES are in the process of procuring and implementing an employee salary sacrifice scheme for electric vehicles. This scheme will enable our employees to give up an amount from their gross salary in exchange for a non-cash benefit, in this case a fully maintained and insured car. The scheme will only include vehicles that emits 75g or less of CO2 per kilometre. It will be launched in Summer 2023.

2.4 Awards Without a Competitive Procurement Process

NES identifies and logs all contract awards which did not go through a Regulated Procurement process through our Waiver of Formal Tendering Procedure (single source justification).

This procedure mandates that any spend over £10k, if not on a pre-let contract or Framework Agreement, is accompanied by a Waiver form approved by the Director of Finance which provides the rationale for the direct award, including:

- The timescale genuinely precludes competitive tendering; or
- Specialist expertise is required, and evidence is provided to demonstrate that this is available from only one source; or
- The task is essential to complete the project, and arises as a consequence of a recently completed assignment and engagement of different consultants for the new task would be inappropriate; or
- There is clear benefit to be gained from maintaining continuity with an earlier project. However, in such cases the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering; or
- Where provided for in the Scottish Capital Investment Manual.

Against Regulated Procurements (>£50k) there was spend in this category of £2.8m in the reporting period. This was across 10 contracts, with the bulk of this spend (90%+) funding the support of education, research, and development. In particular, the MSc in Psychological Therapy in Primary Care delivered jointly by the University of Dundee and the University of Stirling equating to over 60% of this total. The remainder included procurements such as proprietary licenced products. These numbers are consistent with previous reporting periods however we continue to strive to reduce the number and value of any procurements treated this way.

3. REVIEW OF REGULATED PROCUREMENT COMPLIANCE

3.1 Introduction

This section seeks to demonstrate how NES procurement has contributed to the achievement of its specific procurement objectives and principles outlined in its Procurement Strategy and how it has complied with the general duties in the Procurement Reform (Scotland) Act 2014.

3.2 Procurement Objectives

Objective 1 – Alignment with the NES Strategic Plan and Core Values

The NES Strategy for 2019-24 focusses on a “a skilled and sustainable workforce for a healthier Scotland” by “enabling excellence in health and care through education, workforce development and support.” Procurement is only one tool, albeit an important one, in achieving NES’s strategic plan objectives.

This report coupled with the Procurement Strategy published on the NES internet provides a comprehensive understanding of the linkages between the procurement objectives and the organisation’s strategic aims and objectives.

Objective 2 – Deliver value for money and best value procurement

NES procurement seeks to award contracts based on best value achieved rather than lowest price.

NES procurement, in the first instance, will seek to identify where an appropriate National Procurement, Scottish Government and/or Crown Commercial Services framework contract is available, either for Direct Award or mini competition as appropriate.

The NES procurement team has worked with internal colleagues and external partners throughout the reporting period to develop appropriate specification content, evaluation criteria and associated weightings which balance the importance of quality, delivery, and cost. The output of this activity is reflected in all current template documentation.

Objective 3 – Making it easy for suppliers to do business with NES

NES has published a comprehensive Suppliers’ Guide, fully aligned to all aspects of the Scottish Government’s Procurement Journey, which makes it clear how NES procures services and how suppliers can access open competition opportunities through Public Contracts Scotland and/or Public Contracts Scotland-Tenders. NES publishes and maintains its Supplier Guide on its website.

NES also publishes an Ethical Procurement Policy to clearly detail our expectations of our supply chain.

PCS-T is adopted for all open tenders produced by NES, thereby maximising the accessibility for all suppliers, and ensuring full compliance and standardisation. All tender documentation is written in plain and clear language and kept as simple as possible to avoid any confusion.

All unsuccessful tenderers are offered the opportunity for formal feedback/debrief on their performance, regardless of procurement route or size of contract. NES encourages all potential suppliers to register with PCS and in addition, via our guidance, to be aware of opportunities to be part of both new and existing Framework Contracts. Wherever possible, NES utilises all available DPS (dynamic purchasing systems), national frameworks and collaborative agreements with other health boards. In addition, we also direct SME's to seek advice and assistance from the Scottish Government supported Supplier Development Programme.

Objective 4 – Lessons Learned for the Future

NES seeks to learn from internal and external feedback, and from examples of best practice through continuous evaluation and review of tendering activity. Internal reviews are conducted regularly throughout the year with each NES directorate. The eight National boards meet regularly to exploit shared learning and the NES procurement management team meets weekly to share lessons learned and to make recommendations for any potential changes to policy and/or processes. Discussions include reference to ongoing contract negotiations, new statutory requirements, e.g., GDPR, new Framework Contracts, etc.

3.3 Procurement Principles

Principle 1 – Financial Justification

All major Procurement exercises involve the production of a NES Business Case or Project Initiation Document, and associated budgets are established prior to the commencement of any external procurement activity. The Finance Business Partnering Team are also fully engaged, prior to any award of contract, to ensure accuracy of budgetary information.

Principle 2 – Specification of Requirements

The NES Procurement Team have established comprehensive templates and associated guidance for Invitations to Tender and Competitive Written Quotations. These include clear contract deliverables and anticipated outputs/benefits and provide for the establishment of quality and performance standards. We work closely with our internal stakeholders to ensure specifications are robust and appropriate.

Principle 3 – Assessing and Minimising Risk

NES has in place a comprehensive Risk Management Strategy which includes explicit reference to the management of risks associated with contractual arrangements. The standard NES tender and contract documentation for use with third parties includes specific risk management requirements and mitigations and we work closely with all internal stakeholders to ensure these mitigations are understood and managed.

NES also has in place templates to support staff in the assessment of risk and guidance on how to share and manage risk as well as provide advice on specific risk mitigation.

Principle 4 – Qualified and Experienced Staff Resources

The centrally managed Procurement Team forms part of the NES Finance and Procurement Directorate and is responsible for the provision of professional procurement advice and support to all NES staff. All staff are appropriately qualified and/or experienced and have received training relevant to their role. In addition, all Procurement staff have been trained and qualified on PCS-T to afford full flexibility of resources.

All staff have access to the national NHS Train 2 Procure website which has been developed to provide a platform to provide consistent training and guidance to all procurement staff in NHS Scotland.

In addition to supporting the tendering, evaluation and contract award activity and standard operational processes, during the reporting period the team also sought to:

- Ensure compliance with the requirements of Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014 and all relevant updates
- Ensure compliance with National Contracts, Procurement Directives, and the NES Standing Financial Instructions as they relate to procurement
- Identify opportunities for improvements to Procurement governance and practices
- Facilitate and support contract management
- Promote awareness of best practice in Procurement
- Engage with and provide comprehensive guidance for internal managers and potential suppliers
- Continue to develop policies, processes, and templates in line with the *Procurement Journey*.

All Procurement team members have Personal Development Plans in place, which reflect their individual skills and needs against the requirements of the Procurement Journey and work continues to align the team to the Scottish Government’s National Procurement Development Framework (NPDF).

Principle 5 – Sustainability Duty

Amendments to the Climate Change (Scotland) Act have placed additional reporting duties on Public Sector procurement. Along with the Sustainable Procurement Duty it has been agreed that it would be most effective if NHS Scotland Procurement act as one. There is now an established and formalised steering group (SPSG) reporting to the NHS Scotland Procurement Services Senior Management Team (PS-SMT), who formulate and drive action plans across all procurement teams. This is chaired by a member of the PS-SMT with a core of procurement professionals on the group, sustainability experts and representation from Scottish Government. It also has links to other sustainability groups such as the National Environmental Sustainability Group and Transport & Logistics Services Experts Group.

The role of the SPSG is to provide the focal point and core oversight group for sustainable procurement activities across NHS Scotland Procurement teams. Its purpose is to ensure

sustainable procurement activities are communicated, planned, and delivered on an NHSS wide basis. NES Procurement are an integral part of the SPSPG.

Among the activities related specifically to Procurement and their status are:

Ethical Procurement

- NES has established and published a NES Ethical Procurement Policy, which all prospective tenderers are required to read, understand, and accept as part of the tendering process. This is made available to all staff and suppliers on the NES website.

Procurement Skills

- All NES staff involved in the Procurement process are briefed on the Ethical Sustainable procurement policy – *the policy is available to all staff on the NES intranet and on the NES website, together with the Sustainability Code of Conduct.*
- Tenders / specifications include relevant sustainable procurement evaluation criteria, and this is embedded in procurement templates
- During the year, we have ensured that NES Procurement staff have completed all Climate Literacy training and we are now considering how to adopt the use of the Scottish Government Sustainable Procurement tools in addition to all other legislative requirements and how we will balance this with our drive to ensure accessibility.

Procurement Process

- Regular review of supplier / tender evaluation process to include ethical procurement and sustainability in the evaluation process
- invitations to tender templates require a clear demonstration of linkages with the strategic aims and objectives of the NES Procurement guidelines and a fundamental link to our Sustainability responsibilities.

Engaging Suppliers

- For all major tenders, a 'Prior Engagement' event is held to allow suppliers to review and shape our specifications. These are posted via a Prior Information Notice (PIN) on PCS. PINs are adopted wherever practical and commensurate with strategic significance.
- As described earlier, NES has in place a comprehensive Suppliers' Guide and Ethical Procurement Policy which is published on the NES internet and makes it clear how NES procures its services and how all potential suppliers can access relevant opportunities.
- NES promote the use of NHS Scotland's Community Benefits Gateway online service that works to match willing NHS Scotland suppliers with Scottish third sector organisations who are looking for assistance with a variety of needs. This can be anything from supporting training and development via knowledge transfer initiatives, donation of equipment, or volunteering support.

Other related activities

- As previously mentioned, NES are in the process of procuring and implementing a car salary sacrifice scheme for electric vehicles. This scheme will enable our employees to give up an amount from their gross salary in exchange for a non-cash benefit, in this case a fully maintained and insured car. The scheme will only include vehicles that emits 75g or less of CO2 per kilometre. It will be launched in Summer 2023.

Principle 7 – Equality and Diversity

NES has a commitment to ensure that everyone it deals with, and employs are treated fairly and equally regardless of race, colour, gender, disability, age, ethnic or national origin, trade union activity or faith. NES's Equality Outcomes and Mainstreaming Report 2021-2025 reflects this commitment. In turn, these commitments are reflected in all Procurement processes and contract templates. Invitations to Tender require all potential suppliers to complete a comprehensive Equality and Diversity questionnaire, as a mandatory requirement.

All procurement documentation is reviewed annually, in consultation with the NES Head of Equality, Diversity and Human Rights. This annual review of our Equality and Diversity - Procurement Duty is submitted to, and approved by, the NES Audit and Risk Committee.

Organisations who are awarded contracts are expected to comply with all current fair work practices, equality and diversity legislation and actively adopt equalities of employment and service delivery (as specified in the NES Suppliers' Guide and the NES Ethical Procurement Policy).

NES are constantly striving to achieve fairness in the workplace through our supply base and all tenders include a standing requirement to consider Fair Work Practises in order to ensure the highest standards of service quality. We expect contractors to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package. Although not mandated, we have ensured that operatives working on NES contracts are paid the 'Real Living Wage.' This further confirms our critical focus on Ethical Procurement, Sustainability, Fair Work, Community Benefits and Equality and Diversity.

The Fairer Scotland Duty (the socio-economic duty) was enacted in Scotland on 1st April 2018 and sets out an expectation that public bodies will actively consider, at an appropriate level, what more they can do to reduce the inequalities of outcome caused by socio-economic disadvantage in any strategic decision-making. We therefore also consider this when creating and evolving our documentation.

We continue to support our drive to ensure Small and Medium Sized Enterprises (SME) have access to as wide a range of opportunities as possible by applying a tendering process for requirements over £10k. In the reporting period NES spent over £10m with more than 240 SME's.

All NES staff members are required to complete Essential Learning in Equality and Diversity on appointment.

Principle 8 – Management of Contracts and Continuous Improvement

During the reporting period, the Procurement Team continued to support key strategic contracts to ensure performance measurement and management remains a fundamental NES objective. We have also provided bespoke and targeted contract review and management for key suppliers and critical contracts

Principle 9 – Legislative Requirements and Best Practice

NES has established a comprehensive suite of Procurement templates which align to approved internal policies and procedures, delegated authority levels, etc. In addition to meeting all statutory and legislative requirements, significant ongoing activity is undertaken during the year to ensure that all procurement documentation is aligned to evolving legislation (e.g., Free Trade Agreements, Fair Work, Whistleblowing, Innovation, etc.). NES is committed to organisation-wide use of these templates, in order to ensure high standards of transparency, probity and accountability.

Principle 10 – Fraud Awareness and Prevention

NES has a zero-tolerance approach to fraud; there is no acceptable level of fraud. All NES staff members are required immediately on appointment to complete Essential Learning on a number of policies including Counter Fraud. This training contains worked examples, sets expectations for individual staff member behaviours, and provides information in respect of reporting suspicious or potentially fraudulent acts.

NES also works closely with NHS Counter Fraud Services (CFS) to regularly provide awareness training across the organisation. All Counter fraud activity is reported to the NES Audit Committee on a quarterly basis.

There have been no reported issues relating to fraud within this reporting period.

4. OTHER MANDATORY REQUIREMENTS

4.1 Procurement of Fairly and Ethically Traded Goods and Services

As described earlier, NES has published an Ethical Procurement Policy. This is made available to all staff and suppliers on the NES website. The nature of NES's work means we do not procure many goods which exist outside of nationally agreed frameworks, and all other services explicitly require prospective tenderers to demonstrate their adherence to our policies and standards.

4.2 Payments to Contractors, Sub-Contractors, and Third Tier Sub-Contractors

NES uses a standard set of terms and conditions that state we pay suppliers within 30 days of receiving an invoice however, in line with Scottish Government policy, we aim to achieve payment within 10 days. During the reporting period, NES paid 96.94% of suppliers within 30 days and 91.56% of payments were made within 10 days. This was achieved despite significant continued disruption due to Covid and the challenges of working from home.

4.3 Use of Community Benefit Requirements

All public sector contracting authorities are required to consider including community benefit requirements for all regulated procurements where the estimated value of the contract is equal to or greater than £4 million. However, NES tender documentation requires all potential suppliers to identify community benefits where relevant and we have been able to identify numerous opportunities at much lower levels.

In addition, standard practise also means that NES seeks to contract wherever possible through national frameworks, and the requirement of suppliers to demonstrate their commitment to the realisation of community benefits. A typical example of this is the use of the Scottish Government's collaborative Publishing, Print, Design and Associated Services Framework (PPDAS) Agreement which was awarded to APS Group Scotland on a single supplier basis. We note their commitment to Community Benefits through their supply chain and their provision of modern apprentices and undergraduate programme.

With specific regard to the wider community, 2022/23 saw the continued use of the Mobile Skills Unit (MSU), travelling across Scotland to facilitate training. The number of participants trained for 2022/23 was 442 with over 88 training sessions to 13 different sites including new venues in Western Isles and Fife. As a direct result of operational pressures and essential maintenance were 109 cancelled visits, but the MSU remains a key remote enabler of innovative, quality-assured skills and simulation-based learning across health and social care for Scotland.

4.4 Promoting Compliance with the Health & Safety at Work etc. Act 1974

NES procurement documentation makes explicit reference to the requirement for suppliers to declare that all necessary reviews, tests, and examinations have been made or will be made prior to performance of the Services to ensure that the Services are designed and performed to be safe and without risk to the health and safety of persons using them and requires the provision of information to demonstrate this. NES also requires to be indemnified against all direct losses incurred as a result of a health and safety breach and reserves the right to reject suppliers for health and safety breaches. There have been no incidents within the reporting period.

5. SUPPORTED BUSINESSES SUMMARY

The type of procurement NES is engaged with does not afford many opportunities against the existing Supported Business network; however, NES strives to ensure that where these exist, the SB network is approached in the first instance. We continue to be alert to the potential to use the network and all Supported Business literature is available on the NES intranet to further communicate and build awareness.

We anticipate the Scottish Government's imminent national dynamic purchasing system (DPS) for the provision of requirements reserved for supported businesses will also enable NES to incorporate any opportunities.

6. FUTURE REGULATED PROCUREMENTS SUMMARY

In addition to planned expenditure, NES regularly receives funding in year to support the delivery of Scottish Government initiatives, etc.

The workplan for 2022/23 to 2023/24 currently includes the following:

Subject Matter	Expected Award Date	Expected Start Date	Estimated Contract Value
TURAS Refresh	December 2023	January 2024	TBC**
Automated Intelligence	December 2023	January 2024	TBC**
Lead Adviser	November 2023	December 2023	TBC**
Executive Coaching Framework	August 2023	November 2023	TBC**
Audio Visual Installation and Training	January 2024	January 2024	TBC**
Cataract Simulator(s)	October 2023	October 2023	TBC**

**In some cases, estimated contract values have not been provided to ensure competition in the tendering process

ANNEX 1 – NES PROCUREMENT STRATEGY ACTION PLAN

Procurement Objective / Principle	Key Planned Actions from April 2019 to March 2023	Progress in 22/23 against actions from April 2019 to March 2023
Compatibility with the NES Strategic Plan	<p>Turas Learn/PDPs aligned and managed</p> <p>Procurement survey conducted annually (in October of each year)</p> <p>Annual Supplier Management analysis to be conducted by Q4 2023</p> <p>Standardised tender templates with the wider NHSS and NHBs adopted across all regulated Procurement</p> <p>eLibrary – review with stakeholders to ensure streamlined and cost-effective content to best meet HSC targets</p>	<p>Turas Learn fully adopted and utilised</p> <p>Procurement survey was recommenced in 21/22 after being paused due to Covid. Results showed excellent continuity and ongoing improvement throughout the significantly challenging C19 period.</p> <p>Draft Supplier analysis completed and preliminary activity on key targets commenced.</p> <p>Templates updated and regularly reviewed.</p> <p>e-Library fully retendered and optimum MEAT (Most Economically Advantageous Tender) awards made across the e-Library estate.</p>
Delivering Value	<p>Savings tracked against budget and reported</p> <p>Spend under contract – increase target to 82% by end of 2022/23</p> <p>Contribute to Single Workplan by monthly submission of key NES Procurement updates</p>	<p>Target exceeded in 22/23</p> <p>Spend under contract (including all SG and NHS frameworks increased to >93%</p> <p>Use of new software tool to capture workplans paused during C19. This has not yet recommenced due to limited resource.</p>
Finding it easy for Suppliers to do Business with NES	<p>Continue to promote standard Pre-Qualification/Request for Info/Request for Quote/Tender documentation</p> <p>All regulated procurement is managed via standardised Invitation to Tender (ITT) forms</p> <p>Quick quotes for all procurements >£10k in line with SFIs.</p> <p>Contracts Register formally published on Public Contracts Scotland (PCS)</p>	<p>Public Contracts Scotland-Tender (PCS-T) and standard templates utilised for all procurements greater than £25k</p> <p>This remains standard practice.</p> <p>“Quick Quote” (QQ) adopted for all procurement between £10k and £25k</p> <p>In line with Procurement Regulations</p>
	Develop Contract Review and	The example of the new Penetration

Procurement Objective / Principle	Key Planned Actions from April 2019 to March 2023	Progress in 22/23 against actions from April 2019 to March 2023
Supplier Management Policy and Lessons Learned for Future (management of contracts & continuous improvement)	<p>Management Strategy for key suppliers and key contracts, adopting wider NHS</p> <p>Re-invigorate overall Supplier Management process and target minimum three major PCST opportunities</p>	<p>Testing contract instigated by NES is a 'once for Scotland' resource for all NHS boards.</p> <p>National Health Board collaboration is tasked with driving a consolidated approach to Supplier Management.</p>
Qualified and Experienced Staff Resources	<p>Training programme for Procurement Staff in line with the Procurement Journey</p> <p>CIPS accreditation - highlight potential NES candidates via TURAS Appraisal process.</p> <p>All senior staff to receive refresher training on Reform Act and EU main principles</p> <p>All Procurement staff to have undergone common NHB Competency Framework analysis of skills and training needs in 2020 in readiness for consolidate PTP approach to People and Skills</p>	<p>'Turas Appraisal' Personal Development Plan (PDP) captures all training and development requirements.</p> <p>Candidates identified. Linked to Competency Framework Gap analysis</p> <p>Ongoing.</p> <p>Delays due to Covid have meant profiling of job groups will commence in Q4 23 to enable National Procurement Development Framework (NPDF) tool.</p>
Assessing and Minimising Risk	<p>Risk Register to be developed for all tenders greater than £100k</p> <p>Lessons learned – review and record any lessons learned, develop register, and embed learning in new contracts. Register to be produced by Q2 20/21</p>	<p>These risks are captured within local risk registers. Consideration will be given as to how best to consolidate this information.</p> <p>Register created and being regularly reviewed and updated. Lessons learned roadshow will be established in Q4 23</p>
Social, Economic and Environmental Issues	<p>Embed Sustainability ethos throughout NES through Specification guidance and sustained widespread use of standard templates</p> <p>Procurement remains key member of NES Sustainability Development Programme Board (SDPB) and the Sustainable Procurement Steering Group (SPSG)</p>	<p>All tenders require prospective bidders to detail their approach to Sustainability.</p> <p>All Procurement templates and processes have been reviewed to ensure alignment with NES strategy and national standards.</p>

Procurement Objective / Principle	Key Planned Actions from April 2019 to March 2023	Progress in 22/23 against actions from April 2019 to March 2023
	Create a consolidated approach to Ethical Procurement	NES Ethical Procurement Policy published on NES internet
Delivering Value Through Collaboration	<p>Maintain NES representation and attendance at appropriate National Procurement meetings</p> <p>Participate in collaboration and working group meetings with other National Health Boards and wider NHSS NP</p> <p>NES to identify and lead a minimum of two collaborative procurements from overall NHB opportunities plan</p>	<p>NES represented at all Heads of Procurement Delivery Group (HPDG) meetings</p> <p>Procurement collaboration recommenced in Q1/23, post Covid.</p> <p>Examples – Executive Coaching, Internal Auditors and IT Penetration Testing negotiated and accessible by all National Health Boards</p>

ANNEX 2 – INDIVIDUAL REGULATED PROCUREMENT LISTING

Award Date	Awarded supplier	Title	Total value
21/12/2022	Capgemini UK plc	Award of C001999 - Digital Mindset Masterclasses	£58,100.00
21/09/2022	Animate Consulting	Award of C001970 Scottish Directors of Public Health Leadership Programme	£62,350.00
26/07/2022	Associated Life Support	Award of C001953 Delivery of Managing Medical Emergencies training for Vocational Trainees (Lot1)	£63,200.00
26/07/2022	Associated Life Support	Award of C001953 Delivery of Managing Medical Emergencies training for Vocational Trainees (Lot2)	£63,200.00
22/11/2022	Capgemini	C001997 Learner journey mapping and building a prototype for a digital skills learning platform	£67,150.00
20/03/2023	Aberdeen university	Award of Medical Simulation Training Courses for Mental Health	£74,600.00
07/02/2023	The VR Hive	Award of C001968 Immersive Virtual Reality Endoscopy room simulation for the rehearsal of non-tec...	£85,000.00
07/11/2022	Haag-Streit UK Ltd	W002153 Medical Simulation Training Courses	£90,000.00
07/02/2023	The VR Hive	Award of C001975 Education Environment to Learn About Suicide Prevention and Assessment	£113,000.00
10/05/2022	West College Scotland	Award of C001956 - Pre-registration Trainee Pharmacy Technician Scheme	£135,000.00
06/09/2022	Training Institute for Child And Adolescent Eating Disorders	Award of C001955 -Provision of training, supervision, and certification in an established eating ...	£178,246.00
15/11/2022	West College Scotland	Award of C002004 - Pre-registration Pharmacy Technician Scheme	£186,046.00
13/09/2022	Daysix	Award of C001977 NLDP DIGITAL RESOURCE & ENGAGEMENT PARTNER	£201,600.00
03/11/2022	Bridgeall	C001978 JOB EVALUATION SYSTEM REDEVELOPMENT	£210,000.00
22/08/2022	Know You More Ltd	Award of C001936 Digital gateway and coaching support for the 'Coaching for Wellbeing' service	£275,000.00
13/01/2023	Silvermaple (Care Of Rothmans)	Award of C001980 National Leadership Development Programme – Talent Management.	£296,280.00

24/03/2023	Haag-Streit UK Ltd	Award of C001931 VR Slitlamp Simulator	£350,000.00
24/03/2023	Queen Margaret University	Award of C001966 Education and Career Pathway for Adult Integrated Community Nursing Postgraduate...	£432,000.00
24/03/2023	UWS	Award of C001966 Education and Career Pathway for Adult Integrated Community Nursing Postgraduate...	£432,000.00
24/03/2023	BASICS Scotland	Award of Pre-Hospital Care Training and Education for Remote and Rural Practitioners using Simula...	£995,880.00
27/03/2023	University of Stirling	Award of C001954 - Delivery of MSc in Psychological Therapy in Primary Care	£646,800.00
27/03/2023	The University of Dundee	Award of C001954 - Delivery of MSc in Psychological Therapy in Primary Care	£646,800.00
21/12/2022	University of Edinburgh	Award of C001951 - Digital Health and Care Transformation Leaders Programme	£2,160,000.00
23/03/2023	The University Court of the University of Glasgow	Award of C001996 – Lot 1 Provision of taught Clinical Psychology Doctorate programme(s)	£10,800,000.00
23/03/2023	The University of Edinburgh	Award of C001996 – Lot 1 Provision of taught Clinical Psychology Doctorate programme(s)	£10,800,000.00
23/03/2023	The University of Edinburgh	Award of C001996 – Lot 2 Provision of a taught MSc in Applied Psychology - Children and Young People	£3,240,000.00

This data reflects all regulated procurement and provides detail which is also published on the Public Contracts Scotland (PCS) website <https://www.publiccontractsscotland.gov.uk/>