

# Procurement Training – North Middlesex 2024

# Agenda

- Who are Partners Procurement Service?
- What is Procurement?
- Value for Money and Competition
- Frameworks – What are they?
- Waivers – Principles
- Waiver Process
- PPS Website
- PPS Helpdesk
- Requisitions and Purchase orders
- What do I include on my requisition?
- PECOS – PO System and Processes

## Who are Partners Procurement Service (PPS)?

- We are North Middlesex Procurement service
- NHS Employees hosted by Whittington Health
- Not an outsourced procurement function – a shared service
- Instead of one procurement department per Trust, we work across 4 Trusts: Moorfields, Royal Free, Whittington and North Middlesex
- Consists of:
  - Non-Clinical Category Teams
  - Clinical Category Team
  - Operational Equipping Team
  - Supply Chain Team
  - Operational Buying Team
  - Customer Service Team (helpdesk)
  - Systems Team

# What is Procurement?

**Procurement** is the process of finding, agreeing terms and acquiring goods, services or works often via a tendering or competitive bidding process.

The process is used to ensure the Trust receives goods, services or works at the **best possible price**, when aspects such as **quality, quantity, time** and **service** are compared

Promotes **fair** and **open** competition whilst **minimising risk**, such as exposure to **fraud, collusion** and **poor reputation**

# Value for Money & Competition

- Demonstrate VFM on all expenditure.
- Level and scale of competition proportionate to the level of spend, complexity and risk associated.

**Trust Standing Financial Instructions – accessed from Trust Intranet: Scan here:**



## Supplies/Services:

| Value (ex VAT)            | Conditions   |
|---------------------------|--|
| >£116,407 (FTS threshold) | Government Procurement requirements adhered to (published and formal tender)     |
| >£90,000                  | As per Government Tendering Regulations (Scheme of Delegation states above £90k) |
| £30,000 to £115,633       | 3 or more written tenders received for supplies/services                         |
| £5,000 to £30,000         | 3 or more written separate supplier quotations received for supplies/services    |
| Under £5,000              | 1 or more written supplier quotation received for supplies/services              |

# Frameworks – what are they?

- Provides a compliant route to market without the need for an lengthy tender process
- Pre-tendered agreements with numerous suppliers
- Framework length - 4 years then re-tendered to allow new competition

## Two types of Frameworks:

### Direct award

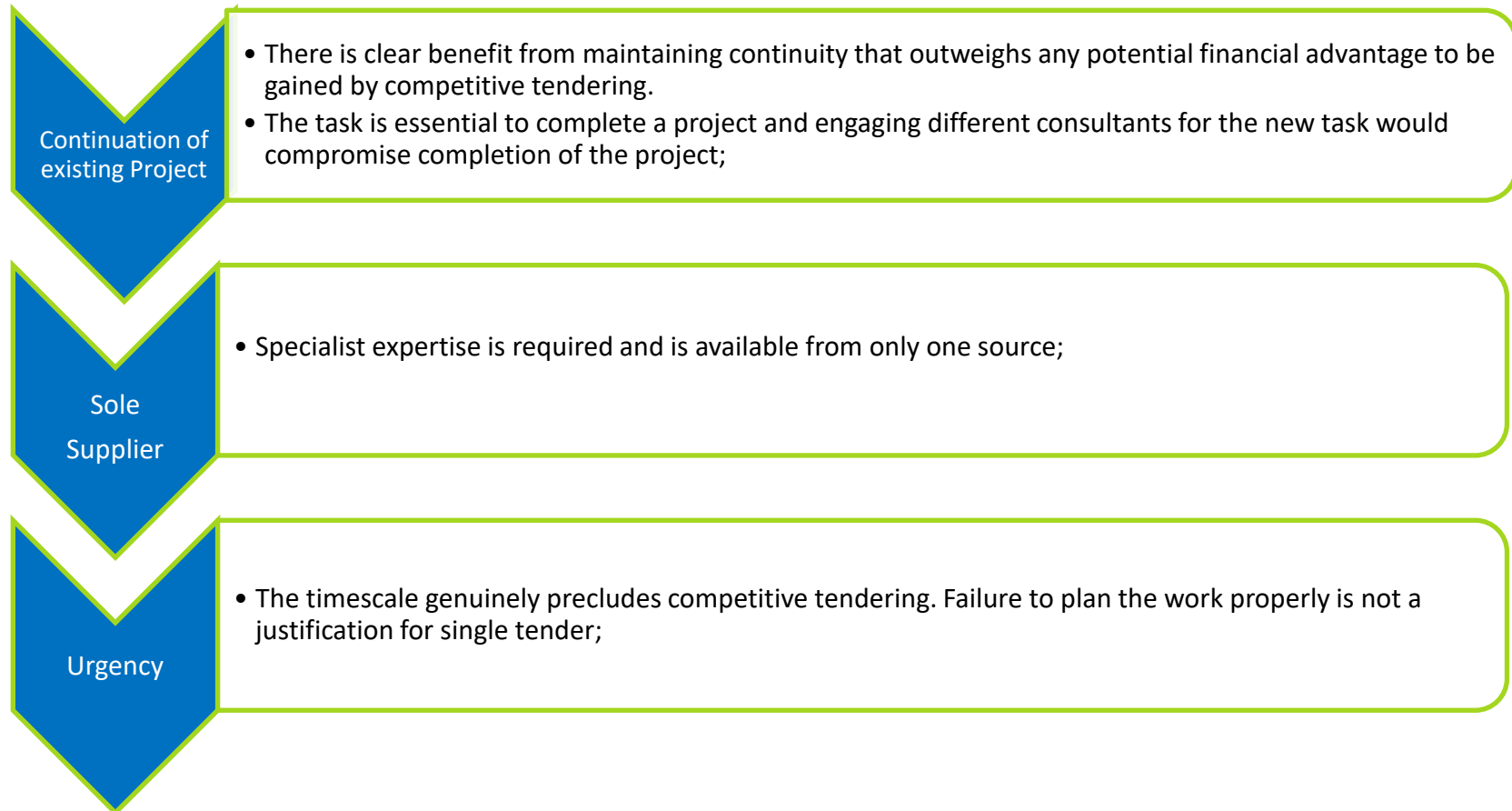
- Sets out the terms and conditions governing the provision of the works, services and/or products
- Has a clear and prescriptive pricing mechanism

### Further competition

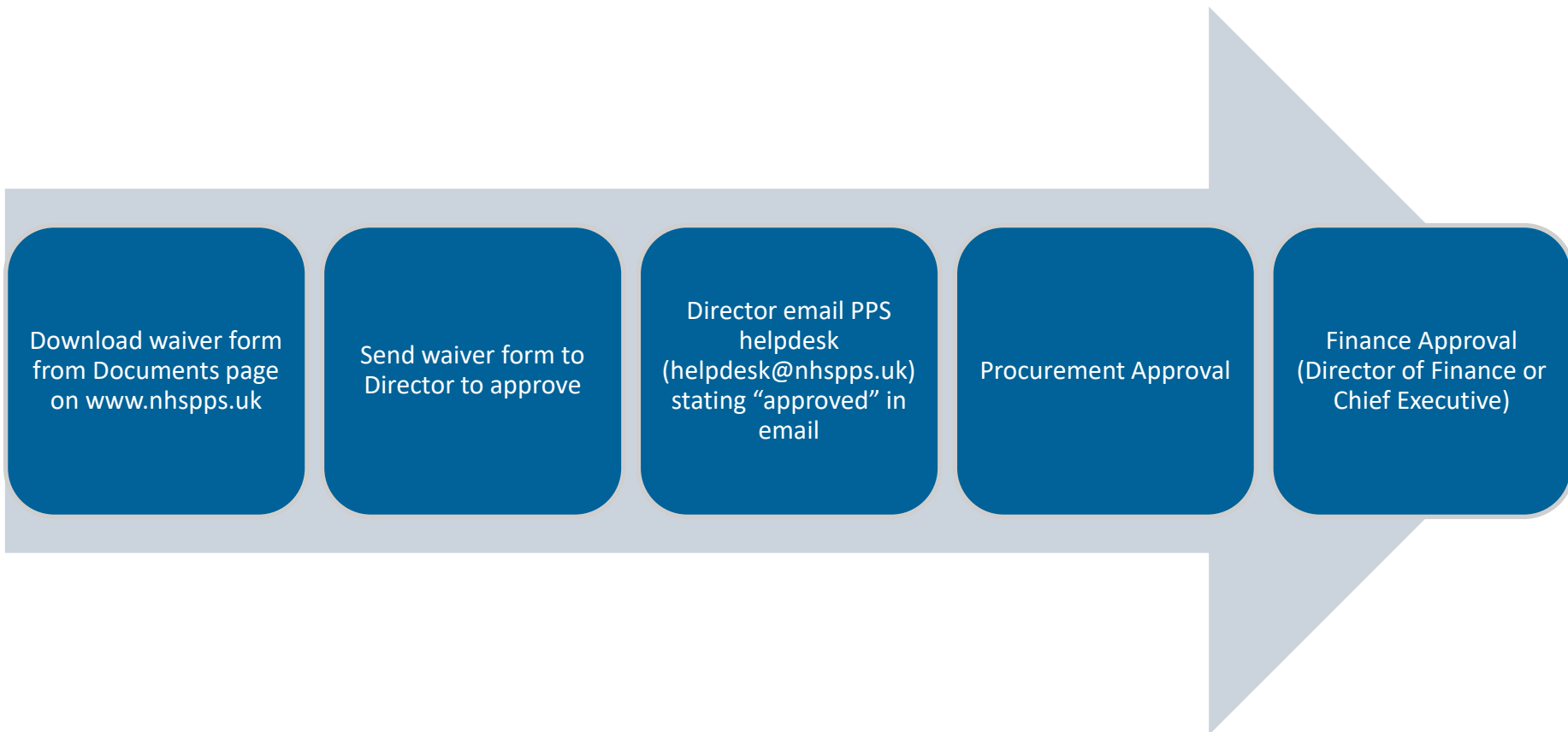
- Does not include all the terms governing the provision of the works, services and supplies
- Need to establish price/cost of goods/service
- Frameworks have templates and supporting guidance for running a mini- competition

## Waivers - Principles

- Waivers are used when there is no possibility of meeting the Trust SFI's (getting quotes/tenders) and there is no competition, or the requirement is exceptionally urgent.
- Always put as much supporting information on the waiver to justify your reasons for the waiver. Waiver is the last resort!
- A waiver must only be used in the following circumstances (only under procurement threshold value):



# Waiver Process



- The waiver needs to originate from the appropriate approver
- For levels of approval, please refer to the Scheme of Delegation Wizard on the PPS website: [Scheme of Delegation Wizard](#)



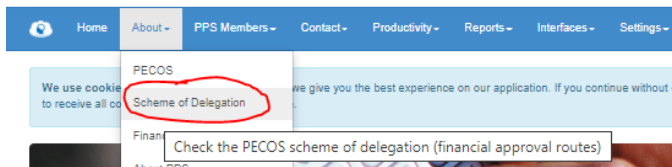
# What's the PPS Website and how can I use it?

[www.nhspps.uk](http://www.nhspps.uk)



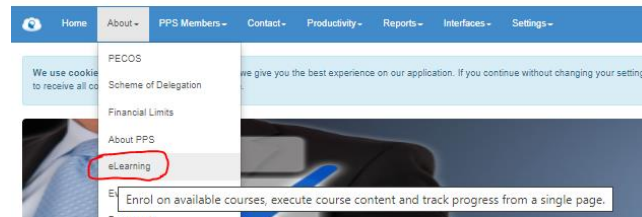
## Scheme of Delegation Wizard

See who your approvers are for your cost centre or Trust



## Find your PECOS e-Learning

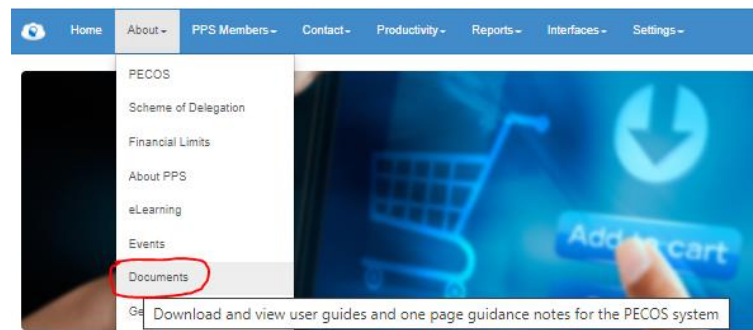
Find all online learning modules – can be accessed anywhere



## Find all procurement documents

Documents include:

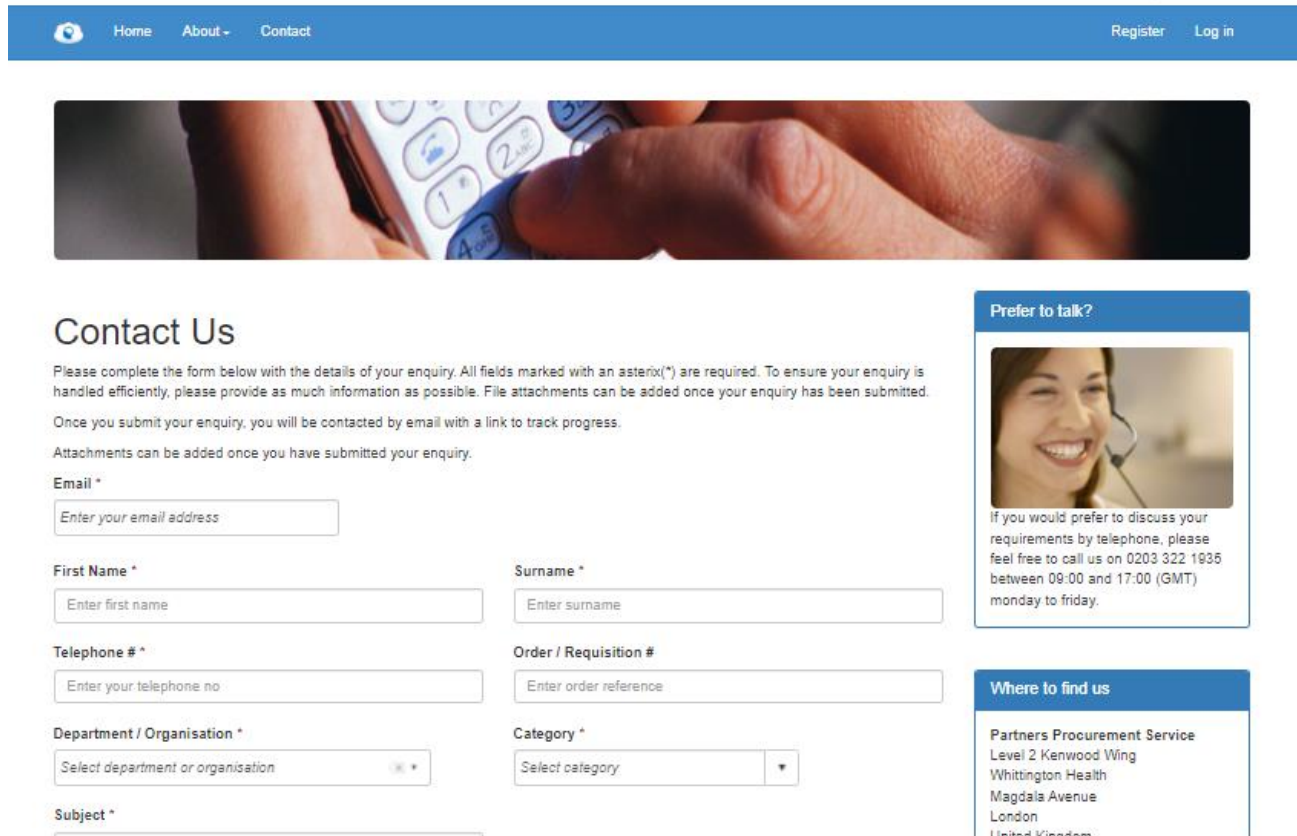
- PECOS Quick Guides
- Procurement Guide
- Trust SFI's
- Waiver Forms
- New Clinical Product Request Forms
- New Supplier Forms
- PECOS User Form



# What's the PPS Helpdesk and how can I use it?

## PPS Helpdesk – [www.nhspps.uk](http://www.nhspps.uk)

- Helpdesk is on the PPS website where enquiries can be logged
- Register and log in to track your enquiries:



The screenshot shows the 'Contact Us' page of the PPS Helpdesk. At the top is a blue navigation bar with links for Home, About, and Contact, and buttons for Register and Log in. Below the navigation bar is a large image of hands typing on a mobile phone. The main content area is titled 'Contact Us' and contains instructions for users to complete the form. The form itself is divided into several sections: 'Email \*', 'First Name \*', 'Surname \*', 'Telephone # \*', 'Order / Requisition #', 'Department / Organisation \*', 'Subject \*', 'Category \*', 'Prefer to talk?', and 'Where to find us'. The 'Prefer to talk?' section features a photo of a smiling woman and text encouraging users to call if they prefer. The 'Where to find us' section provides the physical address of the Partners Procurement Service.

Home About - Contact Register Log in

## Contact Us

Please complete the form below with the details of your enquiry. All fields marked with an asterisk(\*) are required. To ensure your enquiry is handled efficiently, please provide as much information as possible. File attachments can be added once your enquiry has been submitted.

Once you submit your enquiry, you will be contacted by email with a link to track progress.

Attachments can be added once you have submitted your enquiry.

**Email \***  
Enter your email address

**First Name \***  
Enter first name

**Surname \***  
Enter surname

**Telephone # \***  
Enter your telephone no


**Order / Requisition #**  
Enter order reference

**Department / Organisation \***  
Select department or organisation

**Category \***  
Select category

**Subject \***

**Prefer to talk?**



If you would prefer to discuss your requirements by telephone, please feel free to call us on 0203 322 1935 between 09:00 and 17:00 (GMT) Monday to Friday.

**Where to find us**

Partners Procurement Service  
Level 2 Kenwood Wing  
Whittington Health  
Magdala Avenue  
London  
United Kingdom

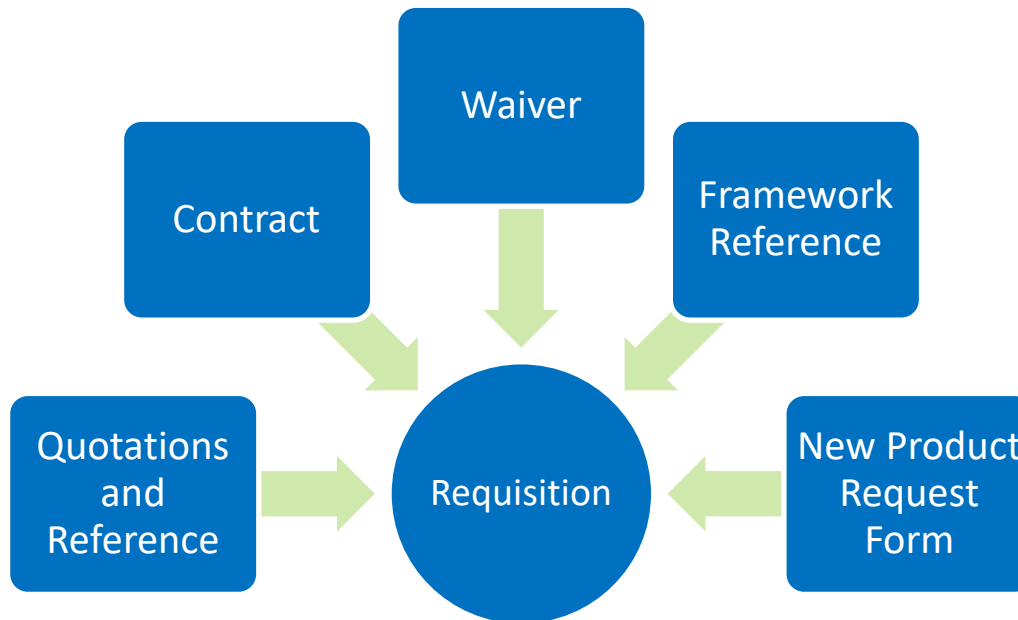
# Requisitions and Purchase Orders (PECOS)



- Internal request for goods or services to be delivered against an existing contract, or for a contract to be initiated.
- Commitment from you to Procurement to spend your department's budget.
- Once approved by the budget holder and Procurement a purchase order is generated
- Authorisation to spend this money needs to be approved through an approval hierarchy (Scheme of Delegation)
- Requisitioners need to know what they are requisitioning for and what information is required
- No requisition number should be used as a Purchase Order number

# What do I need to include on my requisition?

- Follow SFI's (quotes/tenders/waiver)
- Attach the evidence to requisition
- Not all the following will be applicable to every requisition
- Products on catalogue will be released automatically as already on an agreed contract
- Discretionary Spend (furniture, IT) – The Trust have got additional approvals for discretionary spend items so there could be a delay.



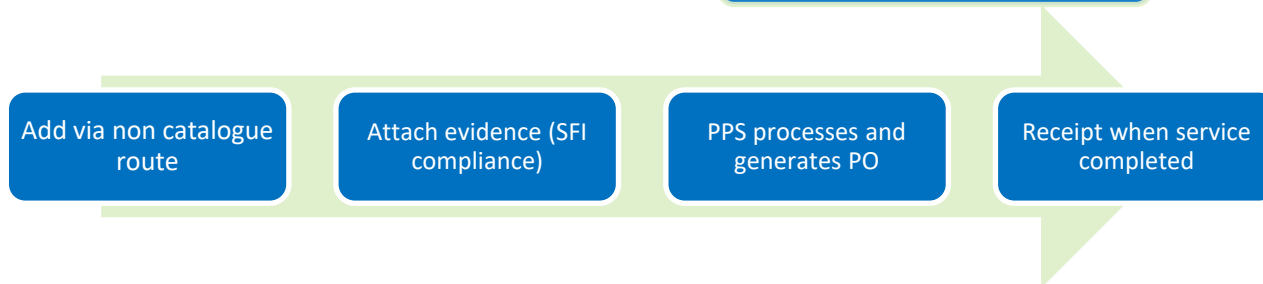
# PECOS – Purchase ordering system



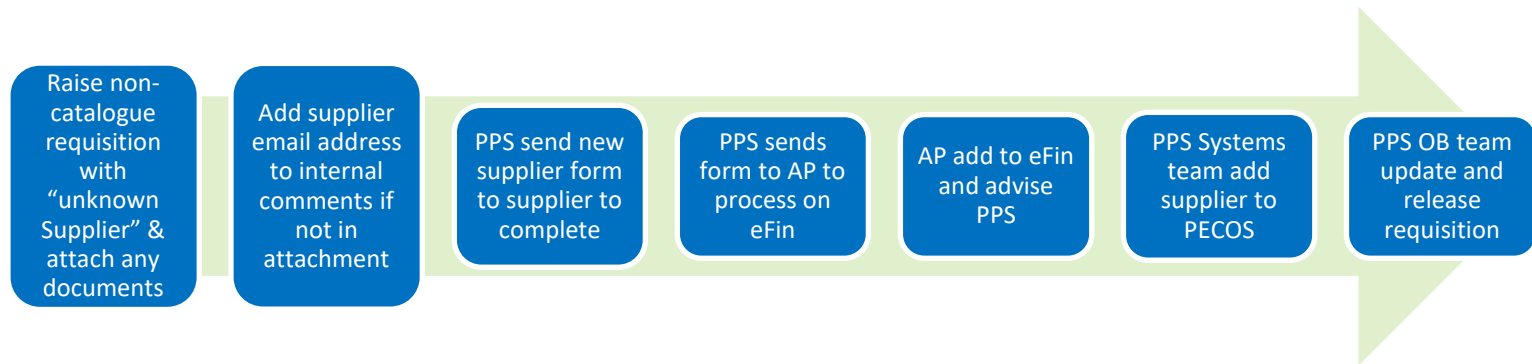
## Products



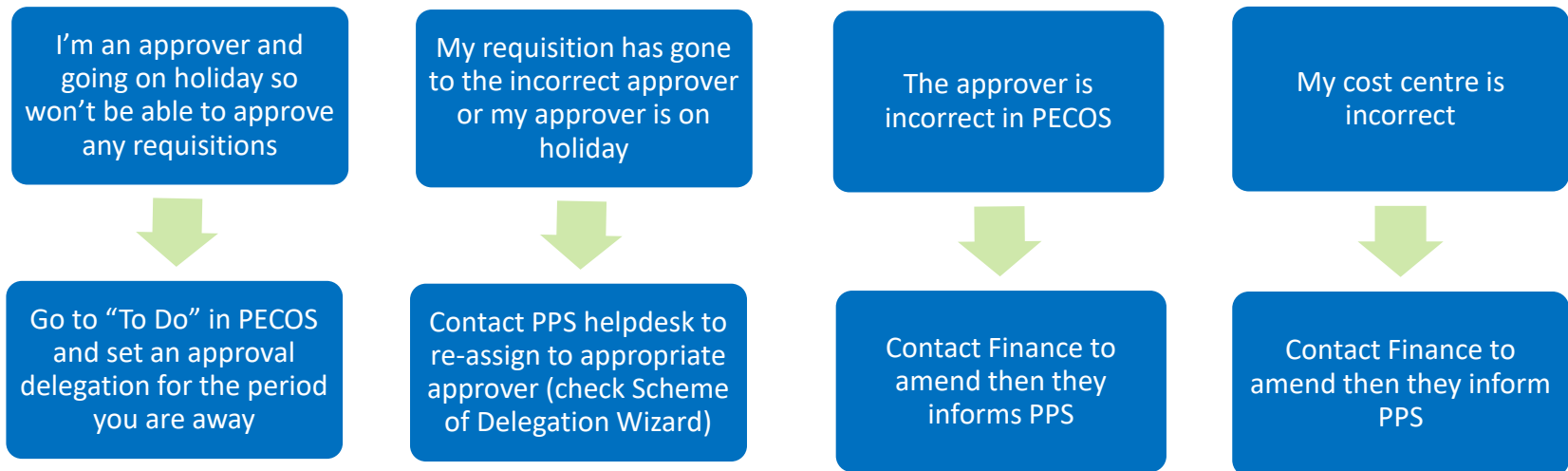
## Services



## Supplier isn't on PECOS



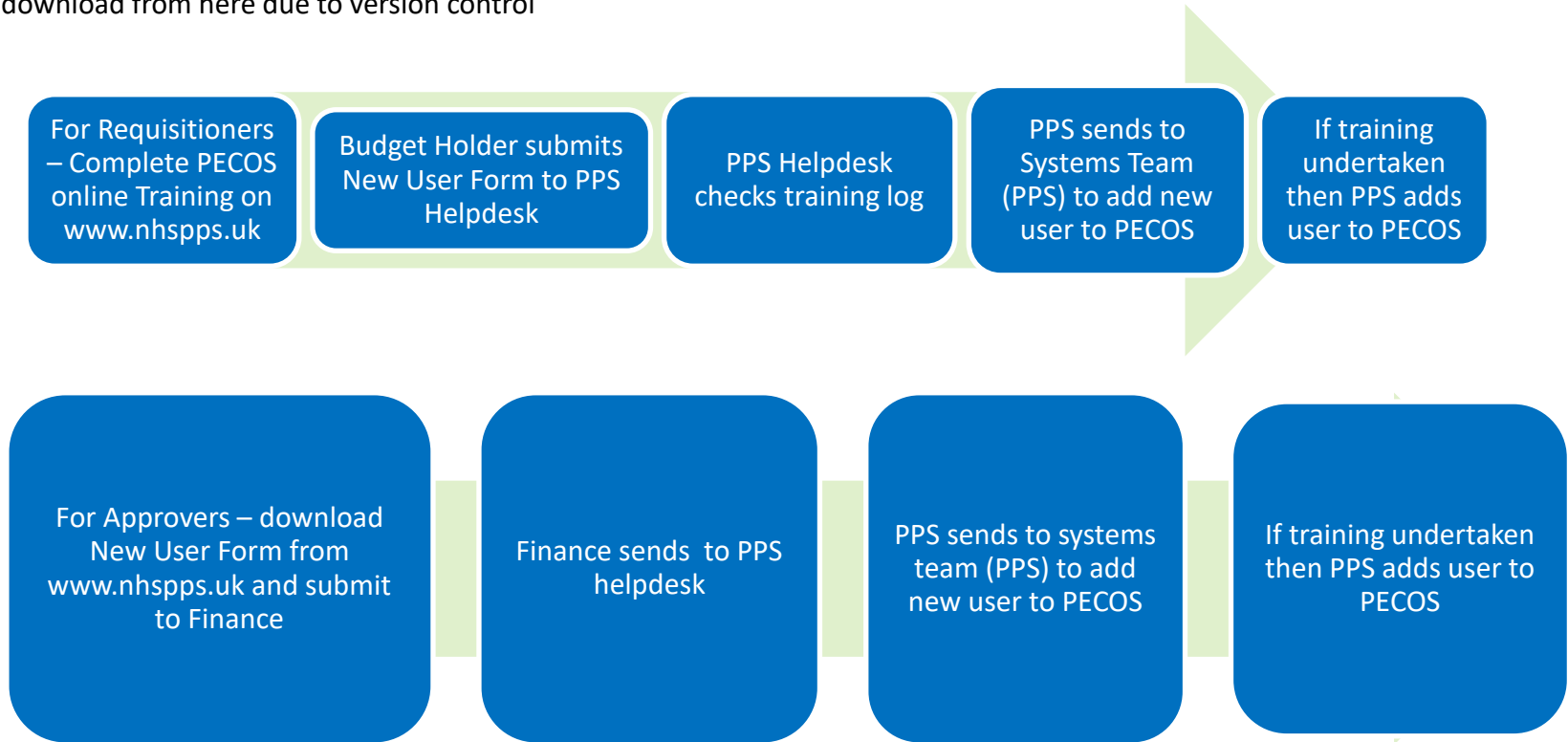
## Scheme of Delegation (Please note the same person cannot be a requisitioner AND an approver)



## New User Set up

New User Forms can be found on [www.nhspps.uk](http://www.nhspps.uk) under “About” and “Documents”

Always download from here due to version control



## Contact Details and Training



Please contact Procurement on the following:

PPS Helpdesk: [www.nhspps.uk](http://www.nhspps.uk)

Call: 020 3322 1935

E-mail: [helpdesk@nhspps.uk](mailto:helpdesk@nhspps.uk)

Training for PECOS is online: [Course List – PECOS](#)

Quick Guides: [Quick Guides](#)

For all Finance related documentation, please scan here:

