

Information Governance

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Ref: FOI2017/4136

Date Received: 15th August 2017
Response Due: 13th September 2017

13th September 2017

Dear

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the FOI Act.

Please answer the following by placing an 'X' or written answer in box(es) beneath the appropriate question(s):

S.1. Procurement General:

Ref	Question:	Completely	Mostly	Partially	Minimally	Not at All
Q1	Are SCOL Catalogues Integrated into your own procurement P2P system (example oracle also provides access to SCOL)?					

We are not aware of SCOL – we use GHX Nexus catalogue management which links with Oracle

Ref	Question:	Completely	Mostly	Partially	Minimally	Not at All
Q2	Are Contract Catalogues an integral part of your P2P procurement system?		X			

Ref	Question:	1	2	3	+3	None
Q3	How many dedicated Procurement Systems People manage your P2P system including Catalogue Management – excluding SCOL?				X	
	This is Procurement Staff only, does not include the AP function					

Ref	Question:	Only Contracts Finder	Only own e-Commerce portal (state	Both Contracts Finder and	Other (state by name)
	Does Procurement manage Open / OJEU Tenders and bidding activity through				

	Contracts Finder or your own e-commerce portal such as 'Bravo' etc?		by name)	own e-commerce Portal	
Q4				X	

Ref	Question: Identify the P2P Procurement System Your Trust uses	Integra1	Integra2	Aggresso	Oracle	Oracle Fusion	Powergate	Cedar	Eros	Other (state by name)
Q5					X					

Ref	Question: Identify the Finance Management System Your Trust uses	Integra1	Integra2	Aggresso	Oracle	Oracle Fusion	Powergate	Cedar	Eros	Other (state by name)
Q6					X					

Ref	Question: In your Trust, which group or directing body is the Procurement function immediately responsible to?	Under responsibility of Finance (DoF)	Under responsibility of the Board	Under responsibility of another group or 'Efficiency' body	Responsible to Other (state by name)
Q7		X			

Please answer the following by placing an 'X' or, where appropriate, a written sum/response in the relevant boxes beneath the appropriate question(s):

S.2 Contracts & Contract Management

Ref	Question: How do you maintain contract management?	Dedicated contract management programme	As part of P2P system	Procurement & Buyers own records	Managed by Each User Dept	Other
Q8						X

In house contract repository (SharePoint)

Ref	Question? What is the current number of contract that exist in the following departments:	Procurement and Supplies	IT/IM&T/e-Health	Estates and Facilities	Medical Equipment/Med Library	Other
Q9		Procurement have a contract repository which currently has 143 active contracts, this covers all divisions/ departments and includes IT		136 maintenance contracts	341 maintenance contracts	

Ref	Question: Are all Contracts and Awards for Business with a Total Value of +£25,000 advised on Contracts Finder from May this Year?	Yes in every contracting case	Sometimes but not all	None have been advised on Contracts Finder
Q10			X	

Please answer the following by placing an 'X' or, where appropriate, a written sum/response in the relevant boxes beneath the appropriate question(s):

S.3 IM&T / IT / e-Health Procurement:

Ref	Question: Which of the following descriptions best defines who leads Procurement activity of IM&T (tab's, Laptops & PC's amount of less than 10 units)?	Trust Procurement Department	IM&T uses own qualified procurement professional	IM&T conducts own without procurement professional	Procurement outsourced
Q11		X			

Ref	Question: Which of the following descriptions best defines who leads Procurement activity of IM&T (tab's, Laptops & PC's amount of More than 10 units)?	Trust Procurement Department	IM&T uses own qualified procurement professional	IM&T conducts own without procurement professional	Procurement outsourced
Q12		X			

Ref	Question: What was the value of spend on Laptops, Tabs, PC's and Mobile/Smart Phone devices in the last year to April 2017? (excluding call and service charges)	Laptops	Tablets	PC's/Workstations	PC Screens	Mobile/Smart Phones
Q13		26k	4k	8k PC/Monitor/Keyboard/Mouse bundles	3k	9k

Ref	Question: How many assets, of the following type, are recorded as Trust property?	Laptops	Tablets	PC's/Workstations	PC Screens	Mobile/Smart Phones
Q14		943	72	3195	3195	470

Ref	Question: What brands form the <u>majority</u> of above purchased Laptops, PC's and Tablets, eg. Dell, HP., Stone, Lenovo.	Laptops	Tablets	PC's/Workstations	PC Screens
Q15		HP	Microsoft	HP	HP

Ref	Question: What Mobile Telecommunications supplier(s) does the Trust use to supply call services & what was last year (to April 2017) total call and service charges inc VAT? (excluding cost of devices)	Call Contract Supplier 1	Any Additional Contracted Supplier		
Q16		Vodafone			
		Charges for above calls and service (not devices) for year to April 2017	£87k	Additional Charges for above calls and service (not devices) for year to April 2017	£

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Foster', written in a cursive style.

Andrew Foster
Chief Executive

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF