

Reference Number: FOI/2019/187
From: Other
Date: 07 May 2019
Subject: Survey re procurement process for furniture, fittings and equipment

Q1 What is your role within the NHS? Please tick the correct option.

- Procurement
- Supplies
- Project Management
- Other, please specify

A1 Procurement

Q2 Have you had experience of working through the NHS procurement process?

A2 Yes

Q3 Is the procurement process the same across all departments and across projects of different sizes?

A3 No. It can differ based on the value of the procurement

Q4 How does the procurement process differ in the areas mentioned above?

A4 Up to £10,000 – 1 quotation
Above £10,000 and up to £50,000 – 3 quotes
Above £50,000 and up to European Regulations Threshold – Formal Tender

Q5 What are the various methods for becoming a supplier for Furniture, Fixtures and Equipment for the NHS? Please tick the correct option.

- Tenders
- NHS Supplies
- Others, please specify _____

A5 Tenders
Quotations
Framework agreements

Q6 Have you experienced any challenges as part of the procurement process?

A6 This is a generic question rather than a request for recorded information held by the Trust.

The Freedom of Information Act 2000 (FOIA) provides a right of access to any recorded information held by a public authority and to be valid under Section 8 a request must:

- be in writing;
- include the requester's name and an address for correspondence
- describe the information being requested

Guidance issued by the Information Commissioner's Office states that a questionnaire will qualify as an FOIA request provided that the requester has supplied their real name and an address, and at least one of the questions provides a valid description of the information being requested. Authorities are required to treat each individual question on its merits which means adopting the following approach:

- Responding to any questions that provide a valid description of the information.
- Asking the requester for further clarification under Section 1(3) on any questions that are unclear
- Providing the requester with a timely response on any questions that fail to meet the criteria for a valid description, advising that they are invalid under Section 8(1)(c) and explaining why

Q7 Could you please identify the challenges faced by you during this process? Please tick the correct options.

- Identification of suppliers
- Pricing
- Delivery
- Installation
- Product quality
- Product specifications
- Supplier service in general
- Other (please specify)

A7 As per A6 this is a generic question rather than a request for recorded information held by the Trust.

Q8 Could you please elaborate on the challenges outlined above?

A8 As per A6 this is a generic question rather than a request for recorded information held by the Trust.

Q9 What are the factors you take into consideration when you are bringing on board a new supplier?

- Quality of product and service offered
- Pricing
- Brand reputation
- Portfolio of work executed
- Other, please specify _____

A9 Quality of product and service offered
Pricing
Portfolio of work executed
Other – Lead time

Q10 What is the review/rating system for a supplier after a particular project? In particular, what are the factors you take into account?

A10 As in question 9
Review/rating system may change dependent on requirements of each particular procurement process

Q11 What is the total value of projects within FFE in your trust?

A11 £23,000 in Financial Year 2018/2019

Q12 How can suppliers improve their involvement in the procurement process?

A12 As per A6 this is a generic question rather than a request for recorded information held by the Trust.

Q13 Are you willing to be contacted for the purposes of an interview by a student in our team?

- Yes, by phone (please enter your email address and phone number)
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- Please do not contact me

A13 Please do not contact me