

SCHEDULE 6

Tendering and Contract Procedure

Standing Order Review Schedule

Date first Approved by the Board: January 2005

Last Approved by the Board: January 2018

Date of Next Review: January 2020

Schedule Owner: Business Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2005 – 1.0		8		
2012 - 2.0	09/12	8	Moved to new policy template. Updated to reflect new mini code level, and reference to the Authorisation Framework, Purchasing of Goods & Services, and 'Gifts & Hospitality' policies.	Mark McCarey
2012 - 2.1	09/12	8	Updated to reflect discussion at Governance & Risk Committee. Reference to 'Chairman' changed to 'Chair' throughout. Clarification added to what is meant by term 'Head of Department' and step for reporting gifts for Board Members added. Updated to reflect changes to the procurement control limits. Further update will occur when the revised mini-code is released. Document added to the list of Schedules as Schedule 6. To be submitted to NIMDTA Board for approval.	Mark McCarey
2012 – 2.1	27/09/2012	8	Submitted to Board for approval. Approved by board subject to the following amendments. Updated the Mini Code. Added dependency link to the internal policy Procurement of Goods & Services – Guidance for Staff.	
2012 – 2.2	12/10/2012	10	Changed made to reflect discussion at Board meeting held on 27/09/2012	Mark McCarey
2012 – 2.3	10/06/2013	10	Updated to include 'The Role of Agency' and NIMDTA mission statement.	Linda Craig
2014 – 3.0	27/11/14	6	Submitted to the Board for approval. Approved subject to inclusion of policy influences and policies impacted. Approved.	Margot Roberts
2014 – 3.1	07/10/2016		Updated to reflect changes to Mini Code + EU Control Levels @ 26 February 2016 – issued by Asst. Director – BSO – Procurement and Logistics	Linda Craig
2016-3.2	27/10/16	9	Reviewed following the retirement of the Administrative Director for consideration by the Governance & Risk Committee	Mark McCarey

2016-3.3	23/11/2016	10	Reviewed following G&R for Board approval. Approved	Mark McCarey
2018 – 4.0	11/01/18		Updated to reflect amendments to the EU Public Procurement Thresholds wef 1 Jan 18 for consideration at G&R on 24/01/18. Approved	Paula Black
			Presented to NIMDTA Board 25/01/18. Approved.	

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Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH), to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

Policies impacted

Changes to this Standing Order may have an impact on the following:

- Purchasing of Goods & Services Policy – Guidance for Staff
- Contract Management Policy
- Gifts and Hospitality - Policy on the provision and acceptance of:

Policy Influences

This policy has been influenced by the following:

- Public Contract Regulations 2015
- DFP Procurement Guidance Note 03/11 – Award of Contracts without a Competition
- DFP Procurement Guidance Note PGN 01/12 – Contract Management Procedures and Principles
- DFP Procurement Guidance Note PGN 04/12 – Procurement Control Limits and Basis for Contract Awards
- HSC (F) 05/2012 – Guidance on Approval Requests for Single Tender Action for Goods and Services Procurement
- Northern Ireland Public Procurement Policy Handbook

1. Competitive Tendering

NIMDTA shall ensure that competitive tenders/quotations are invited for the supply of goods, services and works in accordance with the current issues of the Department of Health Contract Procedure – Supplies Mini Code. The Public Supply Contracts Regulation and the Public Services Contract Regulation (other than specialist services sought from or provided by the HSSE) and for disposals except where any of the above is provided under existing contracts let by other Public Bodies which can properly be used by and are available to NIMDTA.

NIMDTA shall ensure that invitations to tender/quotation are issued in accordance with the minicode:

Thresholds	Number/Type of Tender required
Single order for goods, materials or services up to and including the value of £5,000	No quotations required
Over £5,000 and up to and including the value of £30,000	5 ¹ selected tenders
Over £30,000 and up to and including the value of £118,133 ²	Publicly advertised open tender competition (10 days public notice in at least two newspapers published in Northern Ireland)
Contracts for services relating to construction works, including design over £30,000 and not greater than £118,133 ³	Tender opportunities within the Health and Social Care (HSC) sector will be advertised on the eTendersNI(external link opens in a new window / tab) portal on the Central Procurement Directorate's website or the Investment Strategy for Northern Ireland (ISNI)(external link opens in a new window / tab) website.
Contracts for construction works over £30,000 and not greater than £4,551,413 ⁴	Tender opportunities within the Health and Social Care (HSC) sector will be advertised on the eTendersNI(external link opens in a new window / tab) portal on the Central Procurement Directorate's website or the Investment Strategy for Northern Ireland

¹ Updated to reflect changes to Mini Code + EU Control Levels @ 26 February 2015 – issued by Asst. Director – BSO – Procurement and Logistics

² Updated to reflect changes EU Procurement Thresholds valid from 1 Jan 2018 (awaiting issue of formal update from DoF)

³ Updated to reflect changes EU Procurement Thresholds valid from 1 Jan 2018 (awaiting issue of formal update from DoF)

⁴ Updated to reflect changes EU Procurement Thresholds valid from 1 Jan 2018 (awaiting issue of formal update from DoF)

	(ISNI)(external link opens in a new window / tab) website.
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2. Tender/Quotation Procedure

Every tender/quotation for goods, services and works shall embody the Northern Ireland Health and Social Services Standard Conditions of Contract supplemented by special conditions as appropriate. NIMDTA shall work with the Procurement and Logistics Service of the BSO (PaLS), in its role as a Centre of Procurement Excellence (COPE), to ensure that the regulations that apply from time to time are followed.

The terms of any tender process will be agreed, before advertisement, with PaLS in order to ensure compliance with current regulations.

3. Acceptance of Tenders/Quotations

Where only one tender/quotation is sought and/or received, NIMDTA shall as far as is practicable, ensure that the price is fair and reasonable.

The lowest tender/quotation which matches the award criteria as set out in the documentation shall be recommended for acceptance and shall be accepted unless there are good and sufficient reasons to the contrary. The reasons why the lowest tender or quotation which matches the award criteria, and is not accepted shall be permanently recorded.

4. Disposals

Competitive tendering (Section 1) shall not apply to the disposal of fixtures, fittings or old materials in respect of which a fair price can be obtained only by sale at auction or negotiated price.

5. Official Orders

All stock and non-stock requisitions for goods and services must be signed and approved in accordance with delegated authority and financial limits as set down by the Chief Executive.

In respect of ordering goods, services and works for internal use by NIMDTA or when the NIMDTA orders on behalf of Boards, Trusts, Agencies etc within the HSC, no goods, services or works (other than purchases from petty cash or via purchase card) shall be ordered except on official purchase order.

Requisitions should be raised and processed using e-procurement and authorised in accordance with delegated levels detailed within the Authorisation Framework approved by the Chief Executive.

Official purchase orders shall not be placed in a manner devised to avoid the financial limits as specified in 2.1 above.

For further guidance in relation to these matters please refer to NIMDTA's Authorisation Framework, and its policy on 'Purchasing of Goods & Services – Guidance for Staff'.

6. Hospitality

No orders shall be issued for goods and services for which an offer of gifts (other than low cost items, e.g. calendars, diaries, pens etc) or hospitality has been received from the potential supplier. Any officer receiving such an offer shall notify his/her Head of Department, for example the GP Director or Dental Postgraduate Dean, as soon as possible who will decide on their acceptance. Members of the Board should notify the Chair of the NIMDTA Board.

Offers of gifts, awards and hospitality shall be recorded in NIMDTA's Gifts & Hospitality Register regardless of whether the offer has been accepted, rejected or the item returned.

For further guidance in relation to these matters please refer to NIMDTA's policy 'Gifts & Hospitality – the provision and acceptance of'.