

SINGLE TENDER WAIVER FORM

Please read the guidance at the end of the form before completing.

Please return to stwprocurement@sabp.nhs.uk

Reference number <i>Completed by Procurement once approved</i>	2023.24
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STW Title – Name of requirement / contract	Digital Key Cabinets
Single Tender Waiver (STW) request date	21/03/2024
Waiver Owner & business area: <i>The waiver owner is responsible for the waiver and will be accountable to the Audit Committee</i>	Susie Gray Director of Property, Property Department
Directorate	Property
STW contact name: <i>If further information about this waiver is required</i>	Luke Holt Head of Health and Safety, Property Department
Procurement contact: <i>Who has been consulted prior to the waiver request being submitted (usually your Category Lead)</i>	Grainne Cherry Senior Category Manager
Budget Holder: <i>Who has authority to commit the expenditure</i>	Susie Gray

Supplier name	Edison Telecom Ltd	
Total value of the STW: <i>Exc VAT</i>	£138,438.41	
Proposed contract dates for the goods/services required	From: 22.03.2024	To: 31.03.2025
Has this been the subject of a previous waiver? <i>If yes, please attach</i>	No	
Has this been subject to a previous contract? <i>If yes, please attach</i>	No	
Has a draft contract been prepared for this requirement? <i>If yes, please attach</i>	No – see procurement advice section for further details.	

SFI criteria for the waiver <i>1-5 from the list of reasons in the guidance below</i>	1, 2 and 3
Provide a short summary, including the business need to support and justify the STW request <i>If over £150,000 please attach a full report. This information will be shared with the Audit Committee</i>	

At Farnham Road Hospital, during the past 2 years, it has been identified that approximately 100 sets of keys have been lost, mislaid, or removed from circulation without consent. This has incurred a substantial cost for replacement keys, which between Jan 2023 and October 2023 cost the trust £7016.44.

Due to the misplacement of keys, the security of Farnham Road Hospital is now compromised. A new digital solution for the secure management of keys is urgently required to address the risk of security breach occurring because of misplaced keys.

An investigation was undertaken to ascertain the gaps within our current processes, along with recommendations to prevent the loss of keys in the future. We highlighted that we needed a digital key safe that has the ability to identify individuals who have keys and capture info in relation to levels of authority. We require the ability to limit sets of keys that the identified person is able to obtain. We also require the system to facilitate safe return of keys by means of built-in automation that alerts via SMS and email when keys are not returned within set parameters. Preference was that the system would be able to undertake automation of escalation if keys are not returned in a timely manner.

The Torus product was identified as meeting the specific requirements of the Trust. This is a cloud-based solution which offers automation of SMS and email in the event of keys not being returned. A desktop sourcing exercise was conducted, and no other solution was identified as having the specific capability to meet the needs of the Trust.

We have obtained a quote from the supplier Edison Telecom Ltd. Edison Telecom Ltd specialise in the supply and installation of security and communication systems to NHS and the care sector. Edison has previously provided security and communication systems to the Trust and is a trusted supplier. Edison have confirmed they have the capability to supply and install the solution at very short notice given the urgency of this requirement.

Do you have any Conflict of Interest relating to the supplier or project? *If you are in any doubt as to whether or not a conflict of interest could arise, a declaration of interest must be made. If yes, please provide details below and request a COI form from Procurement.*

No

What due diligence has been carried out on this supplier: *How was the supplier selected, were other suppliers consulted, has a credit check been carried out on the supplier?*

Edison Telecom Ltd is an existing supplier to the Trust and is already registered on SBS. They were initially selected due to their core specialism which is the supply and installation of security and communication systems to the NHS and care sector. The Trust has placed multiple ad hoc below threshold orders with this supplier for security and alarm systems for various sites over the last few years.

We do not have an existing ongoing contract with Edison, and they are not currently a supplier on any accredited frameworks.

Procurement will obtain a credit check for this supplier prior to any order being placed.

Procurement advice: *By the procurement contact above. Have alternative compliant routes been explored, can VFM be demonstrated, is this a new supplier, is a credit check required, what contractual arrangements will be put in place on approval?*



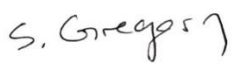
I have carried out a brief sourcing exercise. The Torus solution is only available from one UK distributor – Delta Telecom. Edison Telecom has a relationship with Delta Telecom and has the capability to install the Torus solution at very short notice. Neither Delta Telecom nor Edison is a supplier on an accredited framework.

Digital have reviewed and approved the solution, and confirmed it is a low-risk cloud-based solution. The Head of Health and Safety is completing a DPIA and this will be finalised before any orders are placed.

It is possible that an alternative solution and/or product could be identified and sourced via an accredited framework, however this is not possible given the urgent need to install a solution to address the security risk. I will engage with the stakeholder to review any future similar requirements to ensure there is time to source via competition and/or approved framework if appropriate. Historic expenditure with Edison Telecom is low – c£56k over 2.5 years for various ad hoc security and communication related services and products. I will obtain a credit check prior to any contract signature/PO release.

Contract and VFM

The supplier has submitted a high-level quote for the supply and installation of 11 digital key cabinets, software subscriptions and other associated hardware. I have requested an itemised breakdown of all of the charges, and details of the support and maintenance arrangements. I will ensure this is clear in the final contract. The contract will be based on standard NHS Terms and Conditions.

Approvals				
	Print Name	Signature	Date	Notes
All Waivers must be signed by:				
Waiver Owner:	Susie Gray		26/3/2024	
Associate Director of Procurement	Clare Martin		26/3/24	
Director of Finance:	Sophie Gregory		26/06/2024	
Chief Finance Officer:				
Chief Executive: (Where value is over £1.5m)				

GUIDANCE

A single tender waiver request is made when you intend to spend over £10,000 without conducting a competition in line with the Trust Standing Financial Instructions (SFI's) and only in exceptional circumstances.

A waiver does not negate the requirement for a contract – the waiver must be approved before commencement of a contract and before raising a purchase order.

The procurement team must be consulted regarding any contract commitment, prior to any agreement being made and the waiver request submitted, to ensure the terms of the agreement are in line with NHS terms and conditions.

New suppliers to the Trust will need to be set-up on the system before a PO can be raised, this takes approx. 5 working days.

One or more of the following criteria must apply when requesting a single tender waiver (this list is set out in the Trust SFI's):

1. The timescale genuinely precludes competitive tendering (failure to plan the work properly is not a justification for a non-competitive tender);
2. Specialist expertise is required and is available from only one source;
3. Goods are genuinely only available from only one provider (e.g. Specialist Training);
4. The task is essential to complete the project and arises as a consequence of a recently completed assignment, and engaging different consultants for the new task would be inappropriate;
5. There is a 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;

The limited application of the non-competitive tender rules should not be used to avoid competition or for administrative convenience or to award further work to a consultant originally appointed through a competitive procedure.

Prior to committing expenditure, entering into a formal Contract or Agreement, financial approval must be obtained as follows:

Overall Commitment Value	Authorisation Required
Up to £100,000	Level 1 and Level 2 Leaders
Up to £500,000	Director of Finance
Up to £1,500,000	Chief Finance Officer
Over £1,500,000	Chief Executive
Over £5,000,000	Board of Directors

For more information, please read the Trust Standing Financial Instructions [here](#).

