

IT & TELECOMMUNICATIONS PURCHASING PROCEDURE

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VERSION NUMBER	1.3	
KEY CHANGES FROM PREVIOUS	Further 3 month Covid Extension (GC Mar)	
AUTHOR	Head of IT Service Delivery N & S	
CONSULTATION GROUPS	North and South IT leads	
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PROCEDURE SUMMARY		
The purpose of this document is to provide Essex Partnership University NHS Foundation Trust with a framework for software and hardware purchases that is understood by all staff, thereby ensuring that policy can be fully implemented, monitored and reviewed.		
The Trust monitors the implementation of and compliance with this procedure in the following ways;		
The Information Governance Steering Sub Committee and Quality Committee will have overall responsibility for overseeing the implementation of this policy and its associated procedural guidelines, taking forward any action relating to information governance / security within the Trust. The Information Service Management Team and Information Governance Steering Sub-Committee will be responsible for overseeing the operational implementation of this policy and its associated procedures, as appropriate.		
Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing the policy is
Executive Director of Finance & Resources**

**IT & TELECOMMUNICATIONS PURCHASING PROCEDURAL
GUIDELINES**

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SAMPLE ONLY

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**IT & TELECOMMUNICATIONS PURCHASING PROCEDURAL GUIDELINES****1.0 INTRODUCTION**

- 1.1 Essex Partnership University NHS Foundation Trust (the Trust) uses software and computer hardware in all aspects of its business to support the work carried out by its employees. In all instances we are required to have a licence for every piece of software installed and the Trust will not condone the deployment of any software that does not have a license.
- 1.2 It will be regarded as a disciplinary offence should any employee be found in possession of, or using, unlicensed software.

2.0 SCOPE

- 2.1 This document applies to the purchase of all IT & T hardware / software and consumables for use within the Trust.

3.0 PROCEDURE

- 3.1 The ordering and purchasing of IT & T hardware and software must be overseen by the IT & T Service Delivery Department. This will ensure that equipment conforms to Trust standards to meet the IT&T Strategy and to ensure value for money. All newly purchased software will be delivered to the IT & T Service Delivery Department so that licences can be checked and Asset Registers updated. No other staff may take delivery of computer software.
- 3.2 The procurement process for ordering equipment, software is detailed in the Purchasing Procedure (CPG8). Consumables will be ordered by individuals / departments through the normal Office Depot or non-stock requisition processes (see Purchasing policy / procedure CP/CPG8).
- 3.3 All orders (in south Essex) need to be authorised by the relevant budget holder. Each budget holder has the authority to authorise expenditure on IT & T equipment up to the value of £5,000. Orders for IT & T equipment exceeding the recommended specification will require written justification and final approval. All orders in the north will be authorised by the IT & T centralized approval process.
- 3.4 The IT & T Service Delivery Department has the responsibility to place orders with the Purchasing Department and to advise the Trust on IT & T purchases. The Purchasing Department and the Trust's Financial Accounts Department will only process orders, invoices and receipts approved by the IT & T Service Delivery Department. This will ensure all orders meet the Trust's recommended specifications and future direction for the development of Information Technology.

4.0 EXTERNAL SUPPLIERS

- 4.1 The Trust will regularly review the performance and costs of existing suppliers of IT & T equipment, software and support services. The preferred suppliers will be agreed. Relevant NHS frameworks will be utilised to ensure that mass buying power of the NHS is realised in the pursuit of value for money
- 4.2 The IT & T Service Delivery Department will review the recommended suppliers ensure standards of service are maintained and prices remain competitive.
- 4.3 All suppliers will be selected in line with Trust Standing Orders and Trust Standing Financial Instructions.

5.0 STANDARDS OF EQUIPMENT

All IT & T equipment will be purchased to a minimum standard which reflects the requirements of the Trust. The minimum standards will be agreed and the current IM&T Standards for hardware and software, as in the Purchasing Procedure (CPG8).

6.0 SPECIALIST EQUIPMENT

The selection and ordering of any computer equipment or software will be co-ordinated by the IT & T Service Delivery Department. All purchases of specialist equipment and software must be approved by the appropriate budget holder.

7.0 COSTS OF HARDWARE AND SOFTWARE

The cost of each new PC will include security software in line with the Trust's IM&T Strategy.

8.0 THE PURCHASE OF COMPUTER SYSTEMS

For the purchase of specific software packages the Trust has adopted the NHS standard for the selection and procurement of new information systems. This new standard POISE (Procurement of Information Systems Effectively) provides a step by step guide to the planning, selection and procurement of any new information systems.

In summary, the guidance requires the establishment of a project team with a clearly identified project manager to assess the options available and select an appropriate solution. Each project team will report any new system development to the Executive Team and Trust Board. Full details and guidance relating to POISE are available from Director of Information.

9.0 IT & T EQUIPMENT AND SOFTWARE

The ordering of the following items must be approved by the IT & T Service Delivery Department.

- Personal Computers / laptops / tablets
- Printers
- Peripheral Devices
- Scanners
- Switch Boxes
- Network Communications
- Telephones/basic mobile phones/smartphones
- Answering machines
- Phone Lines
- Software
- Any new or upgrade to Information Systems

10.0 REFERENCE OTHER DOCUMENTATION

The following documents should be read in conjunction with this policy and its associated procedural guidelines:

- Purchasing Policy (CP8)
- POISE (Procurement of Information Systems Effectively)
- I&T Strategy

END