

Reference: FOI.ICB-2425/032

Subject: Spend on Office Supplies and Associated Products

*I can confirm that the ICB **does hold some of the information requested**; please see responses below:*

QUESTION	RESPONSE
<p>Clarification received 22/04/24: to clarify I would like information on your spend on Office Supplies, Paper, Ink and Toner. Ideally all spend that is identified under the following CPV Code. 30000000 – Office and computing machinery, equipment and supplies except furniture and software packages</p> <p>I had added a description below. Office and computing machinery, equipment and supplies except furniture and software packages code description The category “Office and computing machinery, equipment and supplies except furniture and software packages” encompasses a wide range of products and items that are essential for office operations and computing needs. It includes office machinery, equipment, and supplies, excluding computers, printers, and furniture. This category covers items such as photocopiers, scanners, shredders, paper, stationery, writing instruments, and other office essentials. Additionally, it includes computer equipment and supplies, such as monitors, keyboards, mice, cables, and other peripherals.</p>	
<p>1. Spend on Office supplies and associated products for the below financial years:</p> <p>1st April 2022 – 31st March 2023 1st April 2023 – 31st March 2024</p>	<p>To note: the above within the Office of Chair and Chief Executive Directorate (Corporate) manages the central stationery budget for all communal office expenses that are “essential for office operations and computing needs.” The figures below reflect this.</p> <p>2022/2023 Corporate Office Spend Computer Hardware Purchases £1353.44 Office Equipment £293.66</p>

	<p>Printing Costs £4302 Stationery £1261.56</p> <p>2023/2024 Corporate Office Spend Computer Hardware Purchases £1277.71 Office Equipment £363 Printing Costs £11133.71 Stationery £1451.09</p> <p>2022/2024 Corporate IT Spend Due to the way our accounting system is set up, it is not possible to extract monitor expenditure.</p>
2. Start date & duration of Contract?	<p>The majority of office equipment such as paper, stationery, writing instruments, and other office essentials are purchased through NHS Supplychain Stock catalogue, or on existing framework agreements via the National NHS Procurement processes. The relevant framework agreement for Office Equipment and Materials Hire is with Banner and is from 11/07/2022 to 10/07/2026.</p> <p>No contract exists for one off, low value items.</p> <p>All contracts relating to IT procurement are managed by South Central and West Commissioning Support Unit procurement team on our behalf.</p>
3. Is there an extension clause in the contract and, if so, the duration of the extension?	<p>Contracts and Frameworks, including extensions, are held and managed by NHS Supply Chain and South Central and West Commissioning Support Unit, so we do not actively hold this information.</p>

4. Has a decision been made yet on whether the contract is to be either extended or renewed?	Contracts, and Frameworks including extensions, are held and managed by NHS Supply Chain and South Central and West Commissioning Support Unit, so we do not actively hold this information. The ICB will not make the decision if the contract and or framework is extended or not.
5. Who is the senior officer (outside of procurement) responsible for the contract?	As these Contracts and Frameworks, including extensions, are held and managed by NHS Supply Chain and South Central and West Commissioning Support Unit, the ICB does not have a senior officer responsible for the contract/framework.
6. Name of Incumbent Supplier?	NHS SupplyChain, South Central and West Commissioning Support Unit, and the relevant framework agreement for Office Equipment and Materials Hire is with Banner.
7. How long have you traded with them?	NHS Bristol, North Somerset and South Gloucestershire ICB has traded with these suppliers since its predecessor, BNSSG CCG, was created following a merger in 2018.
8. If you publish your register of contracts and purchasing, can you please provide a website link.	Please find the ICB contract register here: https://bnssg.icb.nhs.uk/library/icb-contracts-register/
9. In addition, can you confirm if you have a contract in place for Tail End Spend. Clarification received 03/05/24: Thank you for your email. Tail-end spend refers to ad hoc spending and uncategorized supplier purchases that are low in volume, frequency or value. It is also defined as the 20% of non-core transactions that are left	We do not have a contract in place for any tail end spend as this is managed through invoicing routes and purchase order systems.

unmanaged. Tail-end spend usually accumulates through low-value transactions companies engage in with their suppliers, though they do not occur frequently. The most common definition for tail-end spend is the 80/20 rule, where tail-end spend is typically defined as 80% of the company's transactions that only account for around 20% of the actual total company spend. A typical supplier for this area would potentially be Amazon	
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The information provided in this response is accurate as of 20 May 2024 and has been approved for release by Sarah Truelove, Deputy Chief Executive and Chief Finance Officer for NHS Bristol, North Somerset and South Gloucestershire ICB.