Establish specifications, quantity and quality of equipment during Procurement lead users group meetings, using both the ADB sheet and 1:50 floor plans this process will identify Shortfalls and errors, facilitate a familiarisation process for key stakeholders, and obtain equipment signoff from delegated authorised signatories.

If standards have changed from the original requirements, an equipment sign-off sheet must be completed and authorised, by relevant department heads. This in turn must be issued to the Project Manager to incorporate formal change and allow for the Configuration Management Process.

Facilitate supplier demo samples of furniture and equipment for the Design team to preview and Clinical equipment for the end users and clinicians to evaluate, preferably, from existing PASA/OGC Contractors. Follow the trusts SFI’s for OJEU tenders for high value purchases and quotations for anything below 50k.

Place the purchase order through the Trusts preferred system. Control the delivery process, alongside the Project Manager, Move manager & PSCP programme of works, adopting a ‘just in time’ approach to delivery. Lead on the delivery of equipment & training needs in conjunction with the Commissioning team and the end users. Advise revenue costing for 2nd and subsequent year maintenance, repair and operational (MRO) providing lifecycle cost of the asset to financial accounting.

Goods received in logistics area will be receipted by stores staff, and delivered to site. Bulky items will be received directly for the attention of the site Contractor, items received after handover will be received in the new building and stored in a secure room; the Purchasing Team will arrange the receipting of goods. Delivery notes, along with acknowledgements, which will be held in the 3T Procurement dept. The Procurement team will deal with any discrepancies and queries as and when they arise. Invoice queries will be directed to the Procurement team for Verification and authorisation.

Ratify group 2 & 3 items against the ADB list using the loaded floor plans, report any items shown in the wrong groups, highlighting any missing items and include under group 4 category, these issues will be identified during user group meetings, and continually update. The ADB spread sheet will become the master equipping schedule (MES) for the 3T’s scheme and will be the main procurement tool.

Continually update the master equipping schedule to include, initially, worst case scenario costing i.e. assuming all equipment is procured as new, update with accurate contract prices as equipment is signed off. Provide quarterly highlight reports to the project board, identify aggregated spend at any given time and advise potential budget risks against the approved FBC budget.

Identify OJEU Tenders, standard Tenders and quotes, update timescales and milestones on the Project timetable. Commence the negotiation process, following standard governance as per the Trusts Standard Financial Instructions (SFI) and in line with the Procurement strategy and code.

Establish specifications, quantity and quality of equipment during Procurement lead users group meetings, using both the ADB sheet and 1:50 floor plans this process will identify Shortfalls and errors, facilitate a familiarisation process for key stakeholders, and obtain equipment signoff from delegated authorised signatories.