

Maidstone and Tunbridge Wells

NHS Trust

Ref: FOI/CAD/ID 3611

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

24 October 2016

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to IT/ICT technical training courses April 2016 – October 2016.

Q1. Have you purchased any IT / ICT technical training courses or any other training Since April 2016 from?

QA training or QA limited (or any related businesses)

Rath House

55-65 Uxbridge Road

Slough

SL1 5SG

Or any other of QA's offices?

Q2. If so, please state what specific training services have been purchased and the exact monetary amount spent and what dates were these purchases made since April 2016?

Q3. Who are the decision makers or buyers (provide name, job title, email address and direct phone number) who have purchased this IT/ICT technical training course or any other training Since April 2016?

Q4. How much money has been spent with QA limited, QA training, QA Group, QA apprenticeships (or associated/related businesses) since April 2016 by entity?

Q5. Have you purchased any pre-paid training credits before the financial year is coming to an end and then used the training courses in a next financial year?

Q6. Please provide exact details of all the courses or training purchased under the pre-paid credits?

Q7. What specific procurement processes were followed to award QA the training contracts?

Q8. Provide copies of all the contracts awarded to QA in the last 3 years?

Q9. Which other training providers were shortlisted before these individual contracts were awarded? List by contract.

Q10. What is the current process for procuring training services?

Q11. What is the complaints procedure for raising breaches in procurement processes? Example: creating one dominate supplier, awarding contracts

without a fairness and transparency and not seeking to obtain best value for money.

Q12. What training is yet to be purchased up to 1st April 2017? .

Q13 Please give specific details of courses, locations number and number of delegates who require to attend the training courses until 1st of April 2017 ?

Q1. NO

Q2. N/A

Q3. N/A

Q4. N/A

Q5. N/A

Q6. N/A

Q7. N/A

Q8. N/A

Q9. N/A

Q10. Due to the maximum value of the contract per annum, we are required to obtain 3 quotes from providers. Quotes are assessed on best price and service delivery. We welcome contact from all new suppliers if they wish to be included in our procurement processes for training provision.

Q11. In the first instance please write into the Associate Director of Procurement, Maidstone & Tunbridge Wells NHS Trust, Hermitage Lane, MAIDSTONE KENT ME16 9QQ providing evidence of any procurement complaints.

Q12. All known training has been purchased as per 2016/17 annual training plan.

Q13

All courses held at either Maidstone Hospital or Pembury Hospital. Courses open to all staff, number of delegates currently booked are shown:

date	course	Staff Booked
21/10/2016	Introduction to Microsoft Word 2010	8
26/10/2016	Introduction to Microsoft Excel 2010	12
03/11/2016	Introduction to Microsoft PowerPoint 2010	8
24/11/2016	Introduction to Microsoft Outlook 2010	12
02/12/2016	Introduction to Microsoft Excel 2010	8
16/12/2016	Microsoft Word 2010 Intermediate Level	5
05/01/2017	Microsoft Excel 2010 Intermediate Level	9
18/01/2017	Microsoft Excel 2010 Intermediate Level	10
02/02/2017	Microsoft Word 2010 Intermediate Level	2

22/02/2017	Microsoft Excel 2010 Intermediate Level	3
16/03/2017	Microsoft Excel 2010 Advanced Excel	8
Grand Total		85