

Managers' Briefing: Covid-19

Corporate Procurement process for PPE and other related products.



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Introduction

As you are aware, the demand for personal protective equipment (PPE) has increased hugely over recent weeks in response to the Covid-19 pandemic. This is very much the case across the council family and great efforts are being made to make sure that essential workers are provided with the PPE they require in order to carry out their jobs as safely as possible.

It is now clear that normal PPE procurement routes are no longer able to satisfy the demand. As a result it has become necessary **to consolidate the ordering and allocation process** to make sure that our limited stocks of PPE and related products are allocated to the areas of greatest need across the organisation.

To facilitate this we have created a **Covid-19 PPE Procurement Process**.

This temporary process will not only simplify the ordering and allocation of PPE but will also make sure that all relevant items of PPE are distributed in accordance with the perceived need for the products requested.

This briefing outlines this new process, how to request your items and what you need to do as a manager to place your order.

1. What products are covered by the corporate Covid-19 PPE Procurement Process?

- Hand Sanitiser
- Gloves
- Face Masks
- Aprons

In addition to the PPE listed above, the distribution of commodities such as soap, disinfection chemicals and cleaning equipment will also be controlled by the Covid-19 Procurement Process.

2. Key actions for managers – ordering your PPE

This new temporary process involves the following key steps:

1. Managers **identify PPE and related commodities** required for their Service area

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2. Your required PPE is then ordered directly by the manager using our online [Covid-19 Supplies Request Form](#)
3. Your **completed form is submitted directly to your Service Functional Lead** to process – by choosing the relevant person for your Service on the form.
4. Service leads will review and authorise requests before emailing orders to CovidSupplies@glasgow.gov.uk
5. Each request is reviewed using a **triage process** to determine its relative urgency. This will involve the manager/functional lead being contacted by a member of the triage team.
6. The procurement stock control team **allocates the requested items according to the outcome of the triage process**.
7. All Service orders are collated and monitored by Service Functional Leads for stock controls.

3. Key information when placing your order for Covid-related PPE and associated products

In order to make sure that PPE and other products are not over-ordered and that stocks are used optimally, please complete our [online web PPE request form](#) and state the quantity that you require for a **two week use period only**.

It is also important that you outline the general function/s that you will be using the items for in the **product specification box**.

For example,

- **nitrile gloves** - for home care visits
- **sanitiser** - for refuse collectors.

We hope that this change in process will help us work together to identify and prioritise getting the right equipment to the right place at the right time – thank you for patience whilst we implement this temporary procurement process.

4. Further Advice and Guidance

If you require further support with these actions then please contact **John Paterson, Head of Asset Governance** in the first instance by email at john.paterson3@glasgow.gov.uk