

Lot	Roles/Disciplines Covered	Max No of Agencies to be Awarded	Previous Supply – Minimum No of Hours Supplied*
Lot 1 Admin & Clerical	Administration & secretarial Finance, accounts and audit HR IT Library services Medical secretaries Procurement & suppliers Project management Public relations & customer service	72	110,000 hours billed
Lot 2 Corporate Functions	Finance, accounts & audit HR Library services Procurement & suppliers Project management Public relations & customer service Senior business Media Services	87	65,000 hours billed
Lot 3 IT Professionals	IM&T technician IM&T analyst IM&T technical Engineer Specialist IM&T consultant Project management	62	80,000 hours billed
Lot 4 Legal Services	Paralegal Legal secretary Lawyer	8	10,000 hours billed
Lot 5 Clinical Coding	Clinical coding / health records	11	5,000 hours billed
Lot 6 Ancillary Staff	Catering Drivers - HGV, & FLT Drivers – emergency services Drivers – general Estates & maintenance (general labour, specialist labour eg electrician, surveyor) Porters / cleaning Security Sterile services Stores (logistics) Environment & scientific services (scientific, environmental, animal)	60	75,000 hours billed

**PLEASE NOTE**

\* The minimum total number of hours required for each of the lots must fall into a set period of 12 consecutive months within the last 3 years (since April 2016). If you cannot demonstrate that you meet this minimum threshold your bid will not be successful. You will be required to list your clients together with the number of hours billed to them within the set 12 month period as part of your bid.