Meet the Buyer – Public Sector Procurement 8th June 2015

















Councillor Don Davis

Deputy Leader

Ashfield District Council











Meet the Buyer

Bob Truswell Head of Procurement Sherwood Forest Hospitals









What does the Public Sector buy?

Blue Light

- Equipment
- Back Office
- Consultancy

Councils

- Leisure / Schools
- Refuse Collection
- Housing / Social Care

NHS

- IT
- Medical Supplies / Equipment
- Back Office





Procurement Rules

- Constitution / Contract Procedure Rules
- Up to five thousand pounds
- Five thousand pounds to fifty thousand pounds
- Fifty thousand pounds plus
- Europe



Quality for all

SPEND LIMITS	PROCEDURE
£1 - £5,000	Single Source Direct Award
£5,000 - £25,000	Three Informal Quotes. Evidence of quotation
	process to be included on requisition document.
£25,000 – EU	Formal Advertised Call for Competition
Threshold	OR
	Use of a Framework Agreement
Over the EU	Formal Invitation to Tender (ITT) taking heed of full
Threshold	EU Procurement Regulations
	OR
	Use of a Framework Agreement
	Sherwood Forest Ho





Step 1- Advert

- Role of Select Lists
- Constructionline
- Where we advertise
- www.sourcenottinghamshire.co.uk
- www.gov.uk/contracts-finder
- www.eastmidstenders.org





Step 2- Detail to have to hand

- "Pre-Qualification Questionnaire"
 - Finances
 - Insurance
 - References
 - Quality
 - Equality
 - Sustainability
 - Right & Proper Person





Step 3- Capacity and Capability

- Timescale
- Who will do it?
- What are we looking for?
- How will you know if you've been successful?
- Debrief / Feedback



Step 4- Tender

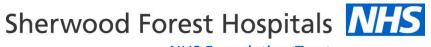
- Invitation to Tender
- Content
- Timescale
- Cost AND Quality
- M.E.A.T.
- Whole Life Cost (Green)





Step 5- Evaluation of ITT

- Evaluation Sheet- issued with Tender
- Example
- Cost and Quality
- Social / Environmental (Public Services- Social Value)
- Award
- Feedback / Debrief





NHS Foundation Trust

All scores out of 10		5 Year Cost=	£ 115,000		£ 130,000		£ 127,000	
Pricing Section (20 marks)		Total BIDDER A 20		BIDDER B 17.69		BIDDER C 18.11		
Quality Section (80 marks)		Weighting	A		В		С	
			Raw Score	Weighted	Raw Score	Weighted	Raw Score	Weighted
1	Fitness for Purpose	5	4	20	6	30	8	40
2	Case Studies	4	6	24	8	32	5	20
3	CVs	3	8	24	7	21	4	12
4	Implementation	6	10	60	8	48	6	36
5	Milestones	3	6	18	2	6	6	18
6	Assumptions / Exclusions	1	5	5	8	8	10	10
7	Future Development	2	4	8	9	18	5	10
8	Support	2	2	<mark>?</mark> 4	10	20	3	6
9	SLA	1	2	2	6	6	4	4
10	Contract Management	1	2	2	8	8	6	6
Quality Points				167		197		162
Quality Points Adjusted				47.71		56.29		46.29
D. C. C. D. C. C.				-00		47.00		40.44
Pricing Points				20		17.69		18.11
TOTAL POINTS				67.71		73.98		64.40



Europe

- Free Movement of Trade / Transparency
- £172,514
- OJEU
- Minimum Timescales
- Differences to Normal Tenders



Frameworks

- Crown Commercial Services (CCS)
- Eastern Shires Purchasing Organisation (ESPO)
- Commercial Procurement Collaborative (CPC)
- Health Trust Europe (HTE)
- Yorkshire Purchasing Organisation (YPO)
- Pro Five
- Scape
- Efficiency East Midlands (EEM)





Information From the Public Sector

- Web Portal
- Website- procurement page
- Transparency Data
- Contracts Register



Subcontracting

- Large Redevelopment Projects (Bould Street)
- Decent Homes (Ashfield Homes)
- Transparency Data
- Contracts Register
- Work Plan



Standard Documents

- Requests for Quotation
- Pre-Qualification
- Tenders
- Contracts Terms and Conditions



Coming Up....

- New EU Procurement Directive
- New Government
- More streamlined process





Tips and Hints (1)

- Register on the various procurement portals
- Search for Work Plans / Contracts Registers
- Prepare a sample Pre-Qualification pack to keep on the shelf for constant re-use
- Explore sub-contracting opportunities





Tips and Hints (2)

- Put in your best offer- no scope for negotiation
- Don't assume we know you
- Answer all questions!
- Impress us with detail on quality
- Take feedback and use it in your next submission





Questions?



