

Meet the Buyer – Public Sector Procurement 8th June 2015



Mansfield
District Council

Sherwood Forest
Hospitals **NHS**
NHS Foundation Trust



EUROPEAN UNION
Investing in Your Future
European Regional
Development Fund 2007-13



ESPO



Councillor Don Davis

Deputy Leader

Ashfield District Council



Mansfield
District Council

Meet the Buyer

Bob Truswell
Head of Procurement
Sherwood Forest Hospitals



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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

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 Threshold	Formal Advertised Call for Competition OR Use of a Framework Agreement
Over the EU Threshold	Formal Invitation to Tender (ITT) taking heed of full EU Procurement Regulations OR Use of a Framework Agreement

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

All scores out of 10		5 Year Cost=	£ 115,000	£ 130,000	£ 127,000			
Pricing Section (20 marks)		Total	BIDDER A		BIDDER B		BIDDER C	
			20		17.69		18.11	
Quality Section (80 marks)		Weighting	A		B		C	
			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	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	
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?



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