



Demystifying Procurement
Andrew Brentley & Michelle Vittozzi
Procurement & Commissioning Managers

Procurement & Commissioning Managers

Andrew Brentley

Commercial Estate

Property Services

Place Management

Construction & Maintenance

External Affairs

Green Transformation

Green infrastructure & Nature Recovery

Strategic Transport

Planning

Regeneration & Housing

Development & Transportation

Cheryl Hansford

Adults Social Care

Children's Services

Education

Public Health & Prevention

Community Transformation

Michelle Vittozzi

Corporate Finance

Business Intelligence

Financial Control & Pensions

Strategy Engagement & Marketing

Organisational Development

HR

Legal & Democratic Services

Health & Safety

Business Change & Customer Services

Commercial & Governance

Heritage Services

Types of Agreement

- Contracts
- Frameworks
- Dynamic Purchasing Systems (DPS)
- Call off contracts

Contracts

- An agreement to supply Goods/Services/Works formed when there is an offer by one party and an acceptance of that offer by a second party.



Frameworks

- A Framework Agreement is a type of 'umbrella' agreement negotiated with suppliers whereby at the start of the agreement the exact quantity of goods or services required over the period of the agreement cannot be determined.



Internal Frameworks



PRINT



DESIGN



CONSTRUCTION
AND MAINTENANCE



CARE



RESIDENTIAL
PLACEMENTS

External Frameworks

- [Crown Commercial Services Framework](#)
- [ESPO](#)
- [NEPO](#)
- [YPO](#)

Professional Services Framework – Matrix Managed Marketplaces

- Neutral Vender framework for the provision of Professional Services and Consultancy
- For defined projects or pieces of work
- Contracts between the consultant and Matrix MM
- Payment made via Matrix MM

<https://teammatrix.com/our-suppliers/>

Dynamic Purchasing Systems (DPS)

- An agreement like a Framework for off the shelf works, services and goods which are commonly available on the market. Unlike a framework, new suppliers can join a DPS at anytime.



Call-off Contracts

- Call-offs contracts are made when the authority awards a contract under an existing framework or DPS



How we buy - Supplying the Southwest

- Almost all of our contracts are listed and managed using an online procurement portal, Supplying the Southwest.
- ProContract – www.supplyingthesouthwest.org.uk
- Registration is quick and free





Supplying The Southwest

- As the council is a user of ProContract rather than an administrator we are unfortunately unable to assist with any technical issues providers have when using the system. If you do have any issues please email the ProContract help desk at ProContractSuppliers@proactis.com or take a look at the help function available on the portal.

Contract Standing Orders



Contract Standing Orders (CSOs) are the council's own set of rules that officers have to follow.



Contract Standing Orders (“CSOs”) provide the framework that governs the Council’s commissioning and procurement of Contracts for works, services and goods / supplies.

What they cover

CSOs apply:

- whenever the Council intends to spend money (or provide other payments in kind) under Contracts for goods (supplies), works or services
- to expenditure from either capital or revenue sources
- to concessions
- to grants
- to goods for re-sale
- to both Officers and Members
- to all bodies where the Council acts as the Lead Authority including the Avon Pension Fund.

Financial Thresholds

Contract Value	Procedure	Supplying the South West
Up to £5000	Consider use of a purchasing card if below £500 Apply Think Local 3 written quotes	X
£5000 – up to £50,000	Apply Think Local Consider the social value policy 3 written quotes	✓
£50,000 – up to £100,000 threshold	Apply Think Local Must apply the social value policy 3 written tenders	✓
£100,000 – up to threshold	Must apply the social value policy 3 written tenders	✓
Above threshold	Must apply the social value policy 3 written tenders Contracts over £500,000 must be sealed by Legal Department	✓

Public Webpages

<https://beta.bathnes.gov.uk/selling-council>

**Bath & North East
Somerset Council**

Improving People's Lives



[Home](#) [Services](#) [Service updates](#) [Pay for it](#) [Report it](#) [What's on](#) [Have your say](#) [Find my nearest](#) [Contact us](#)

[Home](#)

Selling to the council

[Become a supplier to the Council](#)

[Partners in Procurement \(PIP\)](#)

[Procurement and Commissioning
Strategy, policies and values](#)

[Procurement process and practice](#)

Points to remember



- Deadlines
- Criteria for evaluation
- Word counts
- Answer all questions
- Appendices
- Assumptions around prior knowledge
- Communication with the Council



Procurement process and
why we ask what we do

PROCUREMENT TYPES

‘OPEN’ – 1 STAGE

Providers complete and submit a tender (ITT)

‘ RESTRICTED’ – 2 STAGE (SSQ then ITT)

Providers complete the Supplier Selection Qualification Stage. Providers will be ‘Invited to Tender’

Request for Quotation (RFQ)

Will be same as Open but we often refer to an RFQ for ‘lower’ value Procurements



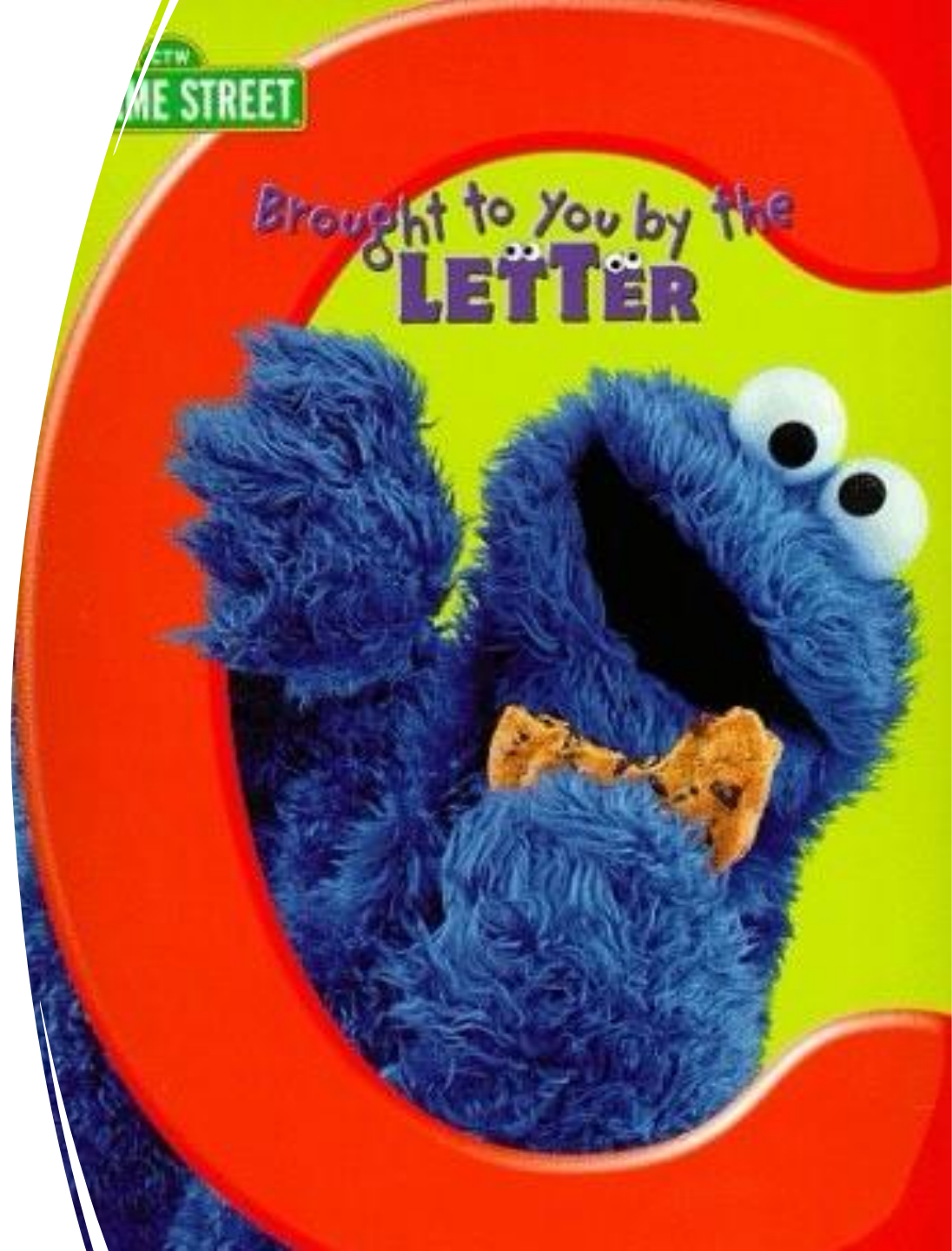
SELECTION QUESTIONS

- Mandatory Grounds for Rejection – set by Cabinet Office and must be 'clear'
- Discretionary – Set by Cabinet Office but can 'Self Clear' when clarification is sought.
- Minimum requirements – examples of 2-3 contracts, special conditions such as standards (Certifications), security clearances
- Additional Questions – depending on the procedure used.
- Confirmation of financial standing – Required at all values but will be validated as part of pre award due diligence



Three 'C's

- CAPABILITY
- CAPACITY
- COST / COMMERCIAL



CAPABILITY – YOU'RE THE EXPERTS

- Your understanding of our requirement, Quote relevant examples of delivery – what was your role? What was the outcome? What was learnt?
- Reference sections of the specification – “you’ve asked for” “We will deliver”
- Methodology (Approach) to requirements. This could be a time bound project / delivery plan linking activities to individuals and what their role is.
- Risk Management Plans– we look to identify risks early in the project – set these out, mitigations where possible.



CAPACITY – YOU'RE BEST PLACED TO DELIVER

- How will you meet the objectives of the requirements?
- Who will you allocate to deliver the requirements?
- Proven track record in delivery or instil confidence ?
- Size and structure of the Skills Team – Right Skills Mix
- Is the team secured or do you need to draft in associates?
- Sourcing Strategy / Sub Contractors
- Resilience / Potential conflict
- Contingencies – changes – scale up / down





EVIDENCE = CONFIDENCE



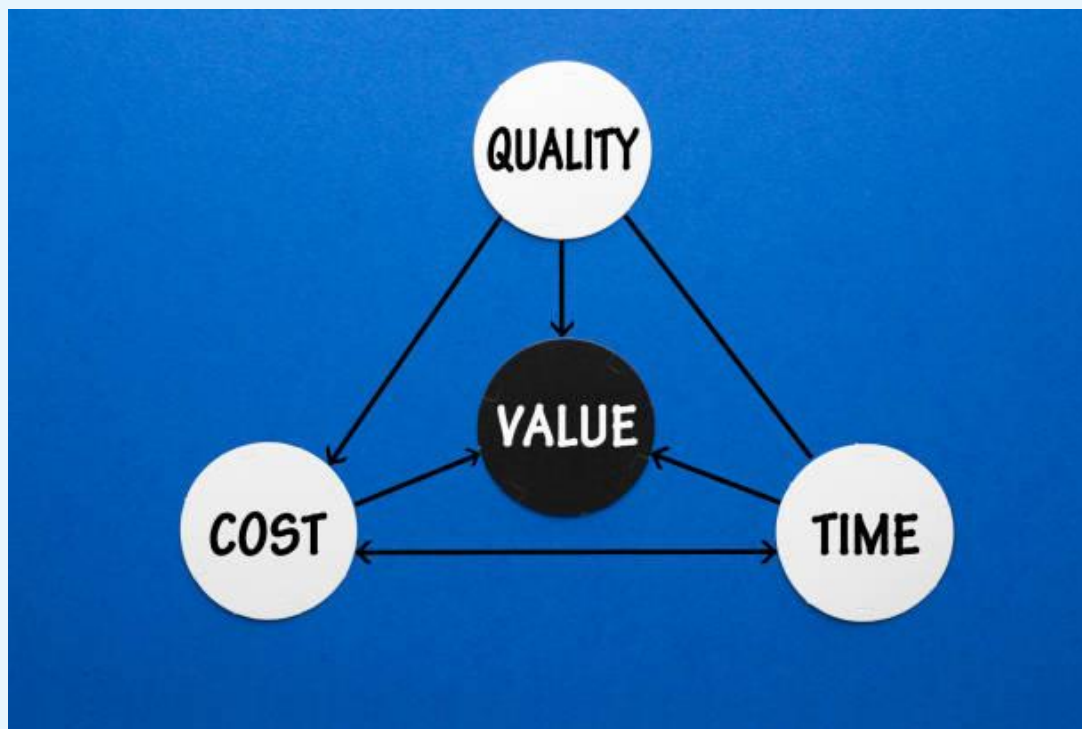
Fixed | Variable
- | + -

Costs / Commercials (Models)

- Fixed Cost
- Schedule of Rates – Day / Hour
- Target Cost – (multiple unknowns)
- Combination
- Task Based – breakdown of costs
- May use Split Cost Models
- Usually evaluated as ‘Low Best’

WEIGHTINGS

- Weightings place emphasis on importance
- They are 'Factors' –score multiplied by X
- Used to demonstrate / manage value for Money
- Higher Weighting / Higher Impact on outcomes



Scoring Methodology

Score	Description
0	No response and/or evidence is unacceptable or non-existent, or there is a failure to properly address any issue. The Council does not have any confidence in the Bidder's experience, capacity and ability to meet its requirements
1	The response and/or the evidence are deficient (or not relevant) in the majority of areas and the Council has a low level of confidence in the Bidder's experience, capacity and capability to meet its requirements.
2	Large portions of the response are not satisfactory and/or are not supported by a satisfactory level of evidence and the Council has limited confidence in the Bidder's experience, capacity and capability to meet its requirements.
3	The response is satisfactory and supported by an acceptable standard of relevant evidence but with some reservations/issues not addressed. The Council is satisfied with the Bidder's experience, capacity and capability to meet its requirements
4	The response is comprehensive and supported by a good standard of relevant evidence and provides the Council with a good standard of confidence in the Bidder's experience, capacity and capability to meet its requirements
5	The standard of the response is very high, and the relevance of the response and the supporting evidence is very comprehensive and provides the Council with a very high level of confidence in the Bidder's experience, capacity and capability to meet the Council's requirements

ITT CONTENTS

- Specification (including monitoring and payment information)
- Standard Selection Questionnaire
- Tender Questionnaire
- Evaluation Criteria
- Terms and Conditions
- Pricing Schedule



Questions?

