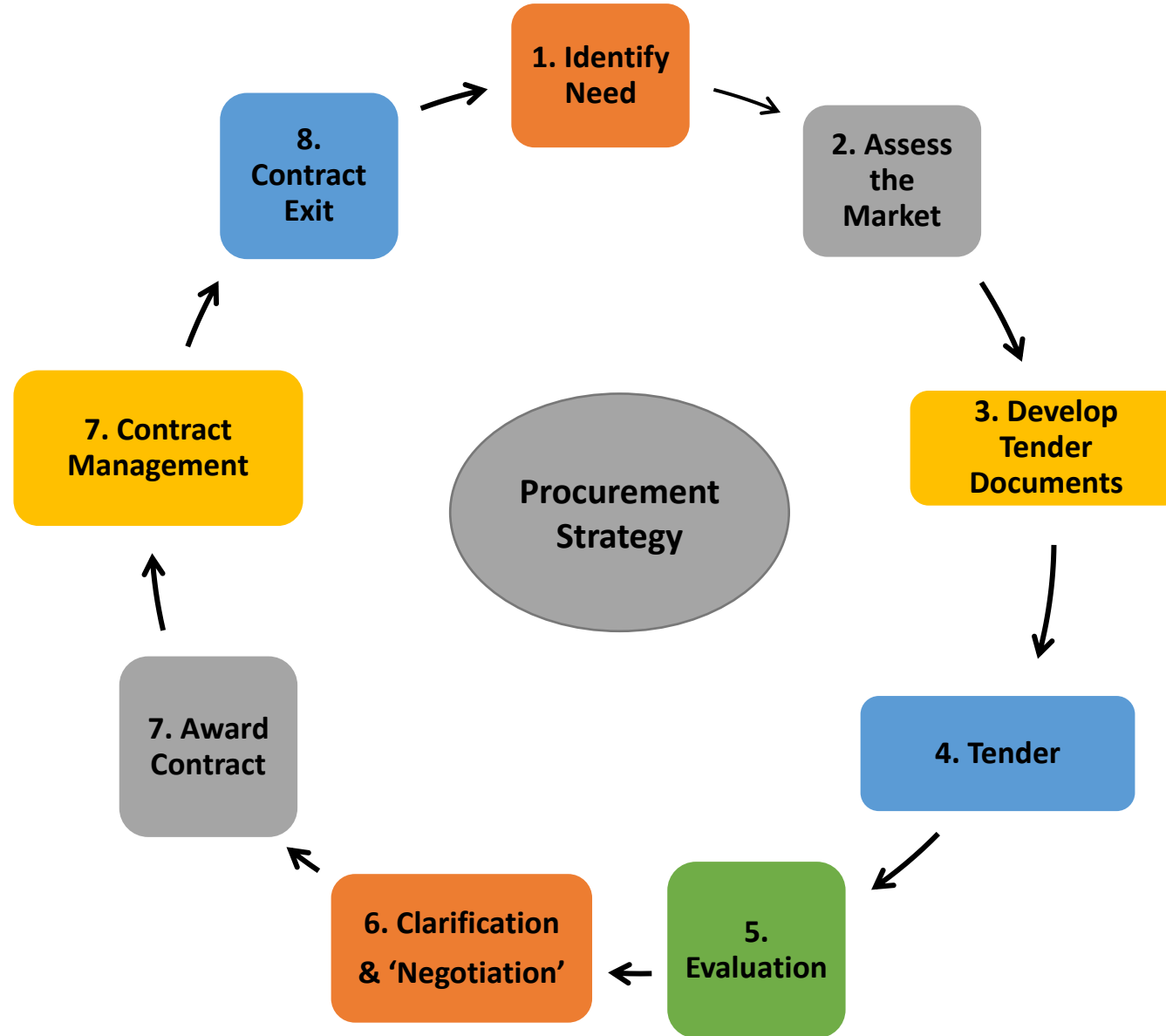


Spelthorne  
Procurement



# The Procurement Life Cycle



# The Procurement Life Cycle – What happens at each stage

**Source:** Service Plans; Condition Surveys; Legislative change; Unplanned / urgent needs, etc.

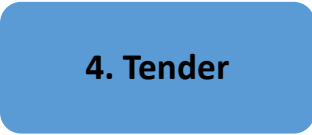


Services may know their markets well, or may ask for Procurement support to source supply

The type of requirement, and the value will determine the route to market – the procurement route and process as appropriate. If over a certain threshold then the Public Contracts Regulations 2015 apply



Specification of Requirements, Selection Questionnaire, Method Statement questions, Contract Terms and Conditions; Invitation to Tender, Pricing Schedule, Architect’s Drawings. Social Value requirements , KPIs etc.



Under a PCR 2015 process , statutory timeframes apply:

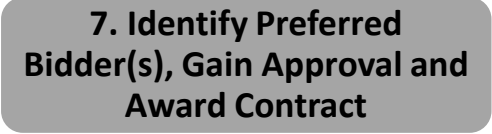
- Shortlisting stage , if used, is 30 days
- Tender stage is a min of 30 days.



Evaluation is tightly controlled. We must follow the process we advised the market we would use, including the award criteria, question weightings and scoring process



We can ask suppliers to clarify aspects of their tender. But negotiation – unless part of a specified tender process which allows for it – is not permitted PCR 2015 apply



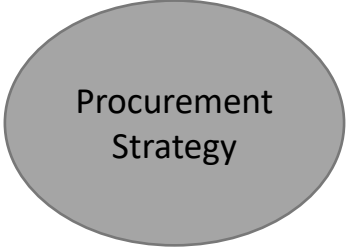
Award of contract needs to go through the appropriate internal approval – e.g. budget holder; GH; DCEX; Committee, Council



Contract manager is responsible for ensuring that the contract delivers the specified reqt., meets KPIs, and charges correctly



Appropriate arrangements must be made to exit the contract, including, where appropriate, transfer of assets, retender of the contract, handover to new supplier, TUPE etc.



# IF YOU'RE DOING A PROCUREMENT PROJECT.....

## HIGH LEVEL PROCESS



**Note:** where necessary, you can ask for an exemption NOT to comply with these conditions, **except** where the Public Contracts Regulations 2015 apply, which requires full compliance.

<sup>1</sup> The Public Contracts Regulations threshold changes every two years. Thresholds are currently £213,477 for Goods and Services and £5,336,937 for works. Values are inclusive of VAT. Excluding VAT the advertised value should be £177,898 and £4,447,447.50 respectively

# Procurement in Spelthorne



- Procurement in Spelthorne is operated as a devolved model – that is, a small central function with procurement responsibility devolved across the organisation. Projects with a whole life value of £40k or over require Procurement support
- Projects are carried out in accordance with the Council’s Contract Standing Orders and with the Public Contracts Regulations (PCR) 2015
- The Regulations, implemented prior to the UK leaving the EU, are subsumed into law. The government Procurement Bill – with substantial changes - is due to be implemented in March 2023
- To further enable the Procurement team’s ability to support procurement project delivery, we are implementing a Category Management approach, with a focus on greater support for the high value, complex Assets projects
- The CM approach will require some further, part time, resource and we are also recruiting a Procurement Apprentice to support contract management, savings delivery, reporting and compliance

# Procurement Policies and Procedures

## **Reviewed and updated**

Procurement Strategy

01 Procurement Policy

02 Developing the Procurement Plan

03 Social Value in Procurement

04 Advertising & Reserving SBC Procurement Opportunities

05 Using SBC's Framework Agreements

06 Managing Contracts

07 Request for Quote and Tender Process

## **New (in development)**

08 Procurement Due Diligence Checklist

09 Managing Risk in Procurement Projects

10 Drafting a Specification of Requirements

11 Exemption reporting

# Procurement in Spelthorne

## Actions underway



- Procurement of a new e-tendering and contract management system to improve compliance and contract / business continuity
- Introduction of Category Management with increased resourcing
- Review and update of Policies and Procedures, and new policies introduced
- Procurement Project Board Reinstated to ensure early sight of all projects over £40k
- Development of procurement project plan based on teams' Service Plans. We currently have over 30 live procurement projects of various sizes and values
- Cash-releasing Savings Working Group set up to look at opportunities for cash releasing savings and other contract efficiencies
- Preparation for the Procurement Bill changes next year