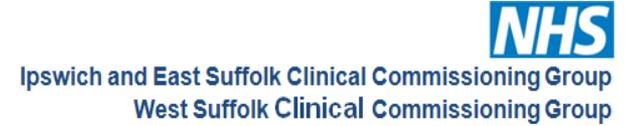




Procurement workshop

Suffolk Growth Programme Board
Procurement Leads Group





Tendering Opportunities for the Public Sector

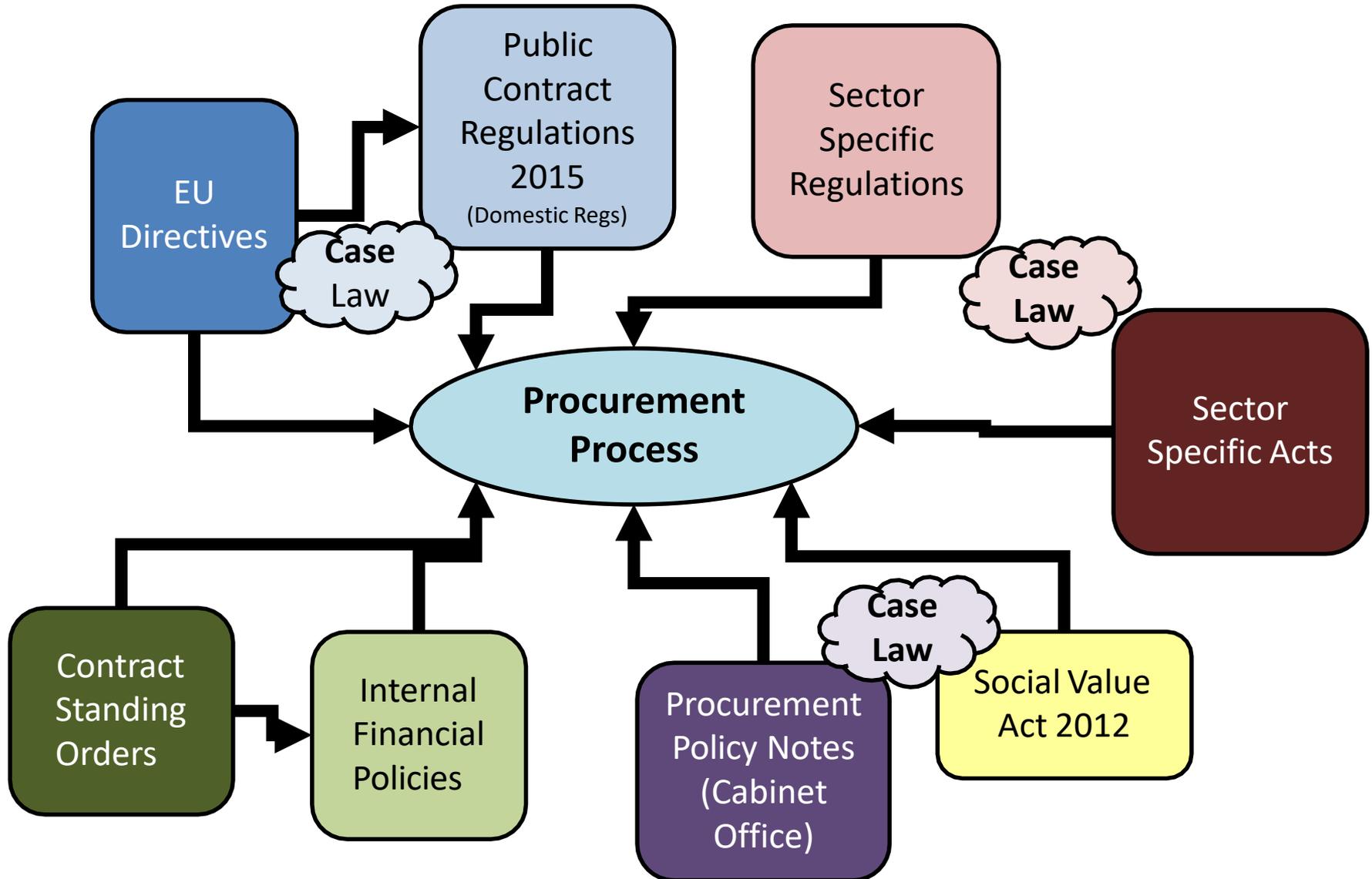
Hints and Tips



Why we have Documented Processes?

- Transparency, Equality, Proportionality
- Debriefing
- Evidence to manage any challenge to our decisions

Why do we Tender?



EU Thresholds and Procedures

Category	Aggregate Value
Goods and Services	£181,302
Works	£4,551,413
Light Touch Regime	£615,278

- **Request for Quotation** – organisations have differing rules and thresholds for these within their own standing orders and procedures
- **Open** – anybody can tender provided they meet the minimum standards
- **Restricted** – An ability to short list those invited to tender to suppliers that meet certain criteria based on their ability to meet our needs (SQ)
- **Competitive Procedure with Negotiation** – a range of justifications to use this procedure have to be considered but essentially for non off the shelf requirements
- **Competitive Dialogue** – used for complex tenders where ideas from the marketplace help to influence the design of the service required
- **Innovation Partnerships** – allows for development of solutions not currently available
- **Negotiated Procedure without prior publication** – used in very specific situations, i.e. failed tenders, proven ‘only capable provider’ and situations of extreme urgency – usually subject of a VEAT notice

Opportunities

- E-tendering Systems
- Contracts Finder
- Databases
- Websites
- Official Journal of the European Union (OJEU)

Documentation

- On-line
- Instructions
- Selection questionnaire
- Tender documents
- Specifications
- Other attachments for information or completion depending on the requirement
- Contractual terms

Timelines

- Quotations – potential turnaround in days
- Tender documents could be expected to be returned within 30 days depending on the process, but often longer and should be proportionate to the contract involved.
- Some tender processes including governance and senior sign off can take as long as 6 months; more complicated processes can take up to a year to complete

Read all the Documentation First

- Response time and date
- Clarification time lines
- The specification
- Understand the Social Value requirements
- How to respond to the requirement
- The evaluation and scoring procedure

The Response

- Confirmation that you are compliant with the requirement, and typically:
- Evidence of how you would meet the requirement
- An example of where you might have done similar
- The following would be considered as examples of good evidence
 - Outcome data which demonstrates previous service delivery
 - Audit outcomes which show delivery / improvement in delivery
 - Details of learning and improvement generated through staff / user surveys
 - Benchmarking data
 - Relevant user compliments / complaints and learning subsequently implemented
 - Accreditations
- Clearly referencing to submitted additional information if provided, and where it addresses the requirement
- Word limits – keep it relevant
- We cannot assume or use historic knowledge
- It's what is in the tender that counts
- Incumbent complacency

The Response

- Leave time for the quality assurance of your bid
- Make sure you have put everything in
- Get someone neutral to read your response
- Be realistic
- Question what you do not understand through clarification questions
- Do not approach individuals at the authorities
- Direct all communication through the e-tendering portal
- Sign the documents
- Submit on time
- We will clarify what we don't understand but we will not seek information that should have been submitted with the tender

The Response

- Poor response
 - “We have considerable experience of providing high quality services for verruca removal”
- Good response
 - “Having delivered services achieving 98% patient satisfaction rates, with 100% intervention success rates to 1250 patients across five urban and rural locations for the last three years, under the contract for verruca removal for Sorefoot CCG we have considerable knowledge and understanding of providing high quality services”

Any Questions

Practical Workshop

Invitation to Tender

Top Tips

Remember what has been said already

- Sell yourself
- Respond to all elements of the question
- Assume you are writing a response for complete strangers
- Check your answers
- Evidence your statements, think 'so what'
 - Outcome data which demonstrates previous service delivery
 - Audit outcomes which show delivery / improvement in delivery
 - Details of learning and improvement generated through staff / user surveys
 - Benchmarking data
 - Relevant user compliments / complaints and learning subsequently implemented
 - Accreditations

Invitation to Tender - workshop

PART 1

- Working together answer the ITT questions on your table:
 - Understand and use the service specification and scoring matrix to tailor your answers
 - Read the question and highlight the requirements
 - Start with a skeleton answer, what should be included to answer the question
 - Build on this with your ‘evidence’
 - Remember to ask clarification questions if you don’t understand something

How Do You Reduce Your Carbon Footprint?

What Do You Do?

- * Waste minimisation
- * Responsible
- * Recycling
- * Reduce usage
- * Influence what others do
- * Travel/mileage
- * Education

How Do You Make it Happen?

- Policy
- Action Plan
- Measuring and monitoring
- Governance
- Training
- Knowledge

How Do You Evidence It?

- ◆ External accreditation e.g. ISO14001
- ◆ Measure usage and reduction
- ◆ CO2 measure

How Do You Help Your Community? (over and above your contract)

How Do You Evidence It?

- ◆ Record what you do
- ◆ %/numbers used put in context
- ◆ Record against priorities
- ◆ Report to targets

How Do You Make It Happen?

- Corporate Social Responsibility
- Governance
- Targets
- Strategy / Action Plan
- Ethos/Culture

What Do You Do?

- * Enabling additional services
- * Matched fundraising
- * Use of facilities for community benefit
- * Employer supported volunteering
- * Community Funds / supporting fund-raising
- * Sponsorship
- * Looking after health and well being

So that is what you do... but how do we know you did it and will do in the future?

How Do You Contribute To Economic Growth?

What Do You Do?

- ◆ Buy Locally
- ◆ Job Creation
- ◆ Employ Locally
- ◆ Skills/training
- ◆ Supporting economic regeneration
- ◆ Support employment from disad-

How Do You Make It Happen?

- Local recruitment
- Use local Supply Chains
- Governance
- Action Plan / Targets

How Do You Evidence It?

- ◆ Identify and record
- ◆ No/% of local employees
- ◆ £/% spent in Suffolk
- ◆ Report against priorities
- ◆ Record meeting targets

Evidencing Social Value When You Tender - The added value benefits your organisation brings to Suffolk with the services you deliver /products you manufacture

Invitation to Tender - workshop

PART 2

- Pass your completed ITT to the next table
- Evaluate the neighbouring tables response
 - Work as an evaluation panel
 - Using the scoring matrix read the response to the questions and provide a score with an explanation of why you have awarded that score

Any Questions