

Draft for discussion

Procurement Guidance

Initially a purchasing value should be set, above which the following will help to guide the decision-making process

1. **Clear itemised schedule of what you are asking bidders to supply.** This to be broken down and priced for each item. This will ensure that if not all the items are eventually procured or if there is a dispute it is easier to arrive at a value. No alterations to document by bidders should be allowed and any notes from bidders to be itemised on a separate sheet of paper stapled to the bid to ensure that all are bidding for the same things and prices can be easily compared
2. **Who will be asked to bid and why?** Record the process used for selecting tenderers eg: 3 random people from yellow pages? several people who have been recommended? Advertising in local paper?
3. **How are prospective bidders to approach the council to ask to bid?**
4. **Is it clearly open to all?** If not, why?
5. **Do you have a strategy to ask local businesses?** If so, how is this publicised?
6. **Advertising:** Where will it be advertised and for how long? Considerations of cost over benefits gained
7. **Bidders questions.** How are prospective bidders to ask clarification questions and how is this recorded to ensure they all get the same information?
8. **When is the closing date?**
9. **How are the bids to be returned?** (sealed bids to the clerk ? opened at the deciding meeting ?)
10. **How will you filter unsuitable bids?** Fix the criteria, record it and make this publicly available (eg: is it a requirement to have a set value of insurance, or particular qualifications, or will trade references be required?
OR is it to be decided 100% on price?
11. **Additions to contracts:** Once the contract is awarded if additional works arise how will additional quotes be sought for extra items? eg: an additional area to mow? What value will trigger third party quotes?
12. **Get-out clause:** What notice is required for either party to terminate the contract and under what circumstances?

This may seem complex in relation to what is spent but it is a very simplified version of how things are commercially. It is very basic, simple, prudent record -keeping and once set up would be an easy box-ticking exercise for any procurement however large or small. There will be a clear trail of decision making that can be demonstrated.

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