

Procurement Strategy

Procurement Guidance

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Introduction

The purpose of this Procurement briefing is to give you an introduction to the potential tender process, implement **fairness** and **transparency**.

The Council reserves the right to amend what is set out today and any procurement process will be conducted only in accordance with the procurement documents that are published.

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Applicable Legislation

Procurement Process

- EU Directives (Public Sector Procurement Directive 2014/24/EU)
- UK Legislation (Public Contracts Regulations 2015 SI 2015/102)

The Council is required by law to tender services at regular intervals to encourage competition and value for money.

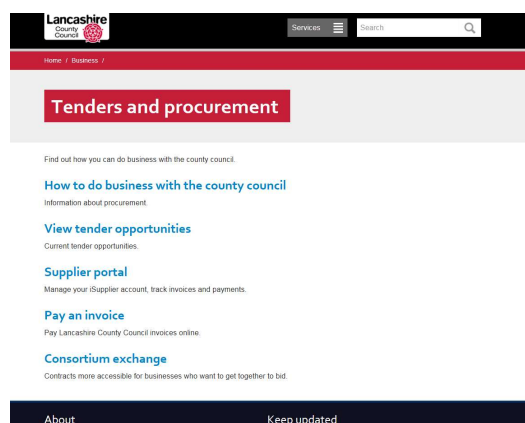
1	Procurement Planning
2	Publication of the Tender Selection Criteria, Award and Price Criteria, Specification and additional requirements will be explained in the documents
3	Tender Evaluation and Award of Contracts
4	Mobilisation / Setting up Period

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Finding New Opportunities

- All of our council tenders are advertised on the Council's tendering portal and on Contracts Finder
- To access the Supplier Portal to view tender documents and respond to active tenders you must register.
- It is free to register.



<https://www.lancashire.gov.uk/business/tenders-and-procurement/>

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Oracle iSupplier Portal

Register on the Oracle iSupplier e-Tendering system at the **earliest opportunity**. Go on www.lancashire.gov.uk and search for "Oracle". Takes you to straight to registration page.

For technical **support issues** and for support with registering on Oracle iSupplier, dial - **01772 534966** (option 2).

For written guidance on using the system, including finding tenders and how to submit your tender to us, you can use the **quick guides** (<https://www.lancashire.gov.uk/iSupplier/>).

Once the tender is live:

- Use "**on-line discussions**" feature within Oracle iSupplier for clarifications on the tender content or questions about the service. Please do not email officers directly. This is to ensure transparency.
- Remember to check online discussions facility regularly throughout the tender process. Bidders' **clarification questions** will be published along with responses from Lancashire County Council.

It is important to keep your Oracle record up to date. This minimises the risk of missing any email notifications or delaying payments. This can be done via iSupplier using the admin section or by contacting the iSupplier Support Team.

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Evaluation Criteria

Selection criteria

Pass/Fail

- Selection – Business Standing, Financial Standing, Technical and Professional ability
 - Demonstrate you meet minimum requirements and capable.

Award Criteria

Quality and Price

- Award Stage Questions
 - Demonstrate how you will deliver the requirements as per the specification.
- A cross-cutting panel of experts assess responses and give scores.
- A scoring matrix will be used to assess answers.
- Price evaluation

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Hints and tips – Do

- Read the **entire tender** documentation.
- **Read all clarification** responses - the system will allow Tenderers to resubmit their bids before the deadline.
- Dedicate **time** to write your submission and use the **expertise** within your organisation, it is advisable to have someone else **check** through before submitting.
- Address the **exact requirements** of the contract – specification, evaluation criteria and weighting. Refer back to the specification and use examples where possible.
- Give correct information in the **format requested**, keep to the character limits. (found in the Award Criteria Questionnaire)
- Demonstrate **skill and capacity**.
- Demonstrate your **strengths and advantages**.

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Hints and tips – Don't

- **Miss deadlines** – we cannot accept late submissions - Start early.
- **Canvass Council** staff – this could lead to exclusion of your bid.
- **Assume**, leave gaps or give **ambiguous information** – the panel can only assess the information or responses provided.
- Promise what you can't deliver – responses to Tender form part of the **final contract**.
- Use **generic and stock responses** – show that you are addressing the contract requirements.
- Insert **marketing material unless instructed**.
- **Exceed the character counts** provided- any information submitted which exceeds the character count will not be considered at evaluation stage.

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