

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.

Procurement Process

Provider List

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

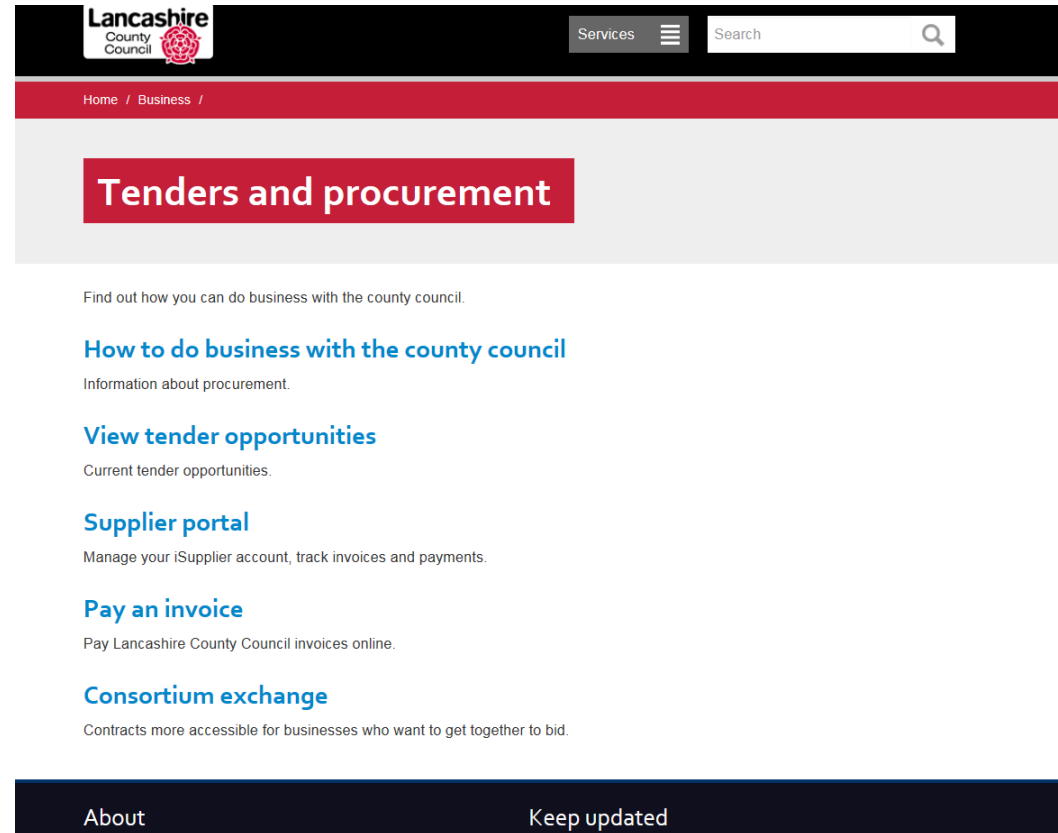
The Council intend to procure an **open Provider List** of suitable, capable and experienced Providers to deliver the required Services. The Council want to encourage partnership working to improve services, ensure all providers are operating at a similar level of quality.

Benefits of a Provider List

- Providers don't have to demonstrate suitability and capability every time they wish to compete for a package of care. This is assessed to be accepted on the Provider List and **must be maintained**
- Therefore award of individual packages of care can be quicker than under some other procurement procedures.
- A Provider List remains open to new providers throughout the period of the agreement. This enables Providers who may not be able to meet the criteria at the time the Provider List is first established to review their processes, finances, capabilities and proposals and apply for acceptance onto the Provider List at a later stage.
- Evaluation of new applications will be at least annually.
- A Provider may apply for as many Lots for which it is suitable.

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/>

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 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, mini competitions invites or delaying payments. Please use a team/group email address and not an individual person. This can be done via iSupplier using the admin section or by contacting the iSupplier Support Team.

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

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**.

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.