

Procurement Overview

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Agenda

- Introduction
- Procurement Portals
- Enfield's processes
- Sustainable & Ethical Procurement Policy

Q&A

- Procurement Lifecycle
- Market Engagement
- Sourcing – Specification, Bidding Tips, Evaluation
- Tips for Local Organisations
- Other Useful Information

Q&A

What is procurement?

‘Procurement is the full cycle of activities related to acquiring goods, services or works from an external source via a competitive process’

Why does the Council undertake procurement activity?

- Obtain value for money (e.g. aggregation) for the taxpayers of Enfield – spending public money!
- Probity - ensuring a fair, robust, transparent and equitable process for all suppliers
- Compliance - to satisfy local rules and relevant legislation
- Acquire and leverage specialist skills, equipment and innovation from the supplier market
- Exposes contract opportunities to competition, local businesses and SMEs

Procurement Portals

London Tenders Portal:

<https://www.londontenders.org/>



The screenshot shows the homepage of the London Tenders Portal. At the top, there is a banner with the text "LONDON >> TENDERS PORTAL" and a map of London. Below the banner, there is a navigation menu on the left with links for "Current Opportunities", "Contracts Register", "Suppliers' Area", "Buyers' Area", and "Help". The main content area features a "Welcome to the London Tenders Procurement Portal" message, a map of London, and a list of London boroughs in the navigation panel on the right. The footer contains the Proactis logo and copyright information.

Find a Tender:

<https://www.gov.uk/find-tender>



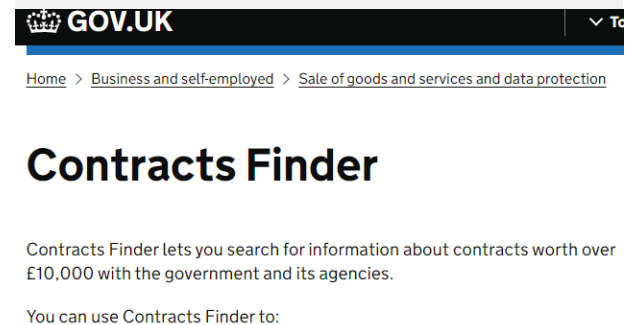
The screenshot shows the GOV.UK "Find a Tender" page. The header includes the GOV.UK logo and a navigation breadcrumb: "Home > Business and self-employed > Sale of goods and services and data protection". The main heading is "Find high value contracts in the public sector". Below this, there is a paragraph explaining the service: "Use the Find a Tender service to search and apply for high value contracts (usually above £118,000) in the UK's public and utilities sectors." Another paragraph states: "Find a Tender has replaced the EU's [Tenders Electronic Daily](#) from 1 January 2021 for high value contracts in the UK." A call to action button "Start now >" is visible. A note at the bottom says: "Contracts will continue to be listed on Tenders Electronic Daily if the procurement process started before 1 January 2021."

Before you start

You can [find and apply for other contracts with the public sector](#), for example lower value contracts, using other procurement services.

Contracts Finder:

<https://www.gov.uk/contracts-finder>



The screenshot shows the GOV.UK "Contracts Finder" page. The header includes the GOV.UK logo and a navigation breadcrumb: "Home > Business and self-employed > Sale of goods and services and data protection". The main heading is "Contracts Finder". Below this, there is a paragraph explaining the service: "Contracts Finder lets you search for information about contracts worth over £10,000 with the government and its agencies." Another paragraph states: "You can use Contracts Finder to:" followed by a list of three bullet points: "search for contract opportunities in different sectors", "find out what's coming up in the future", and "look up details of previous tenders and contracts". A note at the bottom says: "You can create an account to get email updates and save your searches. You can still search and apply for contracts without an account."

You can create an account to get email updates and save your searches. You can still search and apply for contracts without an account.

To find and apply for high value contracts (usually above £118,000) in the UK [use the Find a Tender service](#) instead.

Enfield's procurement processes

- Up to £25,000
 - ✓ At least one local Quotation
- £25,000 to £100K (Supplies & Services) or £500K (Works)
 - ✓ At least three Quotations, ideally two local
- £100K to Threshold (for Supplies & Services) or above £500K (for Works)
 - ✓ At least five Quotations, ideally two local
- Above Threshold opportunities
 - ✓ Undertake in accordance with The Public Contracts Regulations with an assigned procurement lead from Procurement Services

Note: Values are to be the estimated total over the duration of the contract

Sustainable & Ethical Procurement Policy

- Sustainable and Ethical Procurement Policy implemented 2022
- This Policy is aligned to the Council's Plan
- Enfield Council currently spends approximately **£400m per year** procuring goods, works and services
- Sustainable and Ethical procurement is key to delivering our ambition to create a lifetime of opportunities for everyone in the borough



Core principles of this Policy

- **Social Value**
 - Embed within over procurement activity where appropriate
 - Proportionate and relevant to the size of contract
- **Ethical Practices**
 - Living Wage, Equality & Diversity, Corruption, Modern Slavery, Sustainable Food
- **Supporting the local economy and local employment**
 - Opportunities for MSMEs, VCSEs
 - Use local where possible
 - Create more jobs
- **Climate Action**
 - Reducing Carbon footprint, energy consumption and transport emissions
 - Circular Economy
 - Purchased goods
 - Save water



Q&A

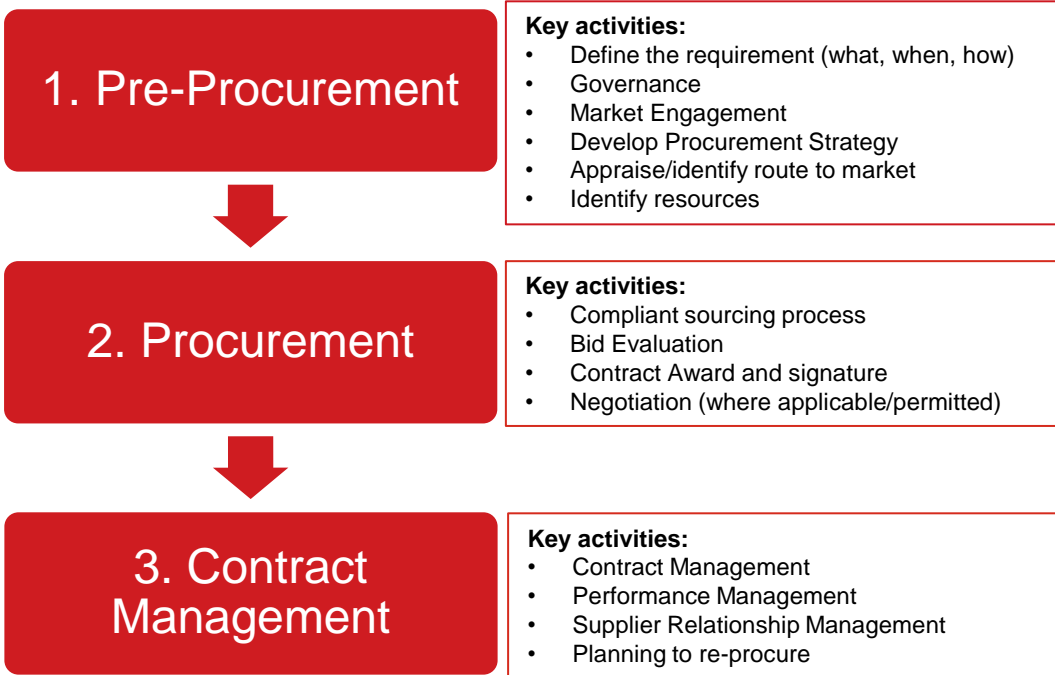
www.enfield.gov.uk

Striving for excellence



Procurement Lifecycle

The lifecycle consists of three key stages:



A common mistake is to assume the 'Procurement Process' consists only of the 'Procurement' part of this lifecycle.

*Rather the most value can be **created** during the pre-procurement phase, e.g. by writing a quality Specification, and **realised** during the contract management phase, e.g. by ensuring the supplier delivers against its obligations.*

This means investing resources at the pre-procurement and contract management phase is essential.

Market Engagement

Why undertake Market Engagement?

- To inform suppliers of the Council's purchasing intentions and desired outcomes
- To seek advice in the planning, shaping and conducting of a forthcoming procurement process
- Such engagement has been found to increase the number of SMEs applying for contracts, widening competition and improving Value for Money

A variety of methods can be used to consult the market:

- Supplier Questionnaires/Market Sounding and Research
- Market Engagement Events
- Interactive Workshops
- Supplier Meetings
- Remote Briefings/Presentations

Specification and its importance for the contract

Main purposes:

- ✓ Communicates and defines the Council's requirements to the supply market
- ✓ Establishes the criteria for evaluating what will eventually be delivered

Various types:

- Input - a detailed/prescriptive list of parameters required
- Output - statements and outline of you desired qualities
- Outcome - description of what you want/aim/need to achieve

Expectations:

- ✓ Shall capture all of the requirements via “needs”, not “wants”
- ✓ Use of language - clear, accurate, consistent, concise and comprehensive
- ✓ Structure – Introduction, Background, Scope, Requirements etc
- ✓ Performance metrics (KPIs) - specifies how the Council measures the Supplier's performance

Bid Evaluation

Criteria for the rejection of candidates

- Criminality, Bankruptcy, Grave misconduct etc

Financial Standing

- Relevant and proportionate requirements (such as suitable turnover, acceptable financial indicators)
- Self-certification where applicable – for example, insurance, policies & procedures

Technical and Professional ability

- Relevant and demonstrable experience, backward looking

Evaluation (Award) Criteria

- Price : Quality criteria (considered on a case by case basis)
- Forward looking – Council seeking clear evidence and methodology/approach as to how you will deliver its requirements

Key Tips When Bidding

Do:

- ✓ Fully understand the Council's requirements and the evaluation methodology; this should influence time and effort in preparation of your responses – **ask for clarification if in doubt!**
- ✓ Answer the questions asked and match your responses to the requirements of the Specification and pre-determined criteria
- ✓ Be clear, compliant and concise throughout your bid; clearly communicate how you will meet the Council's requirements. Provide robust evidence to substantiate any claims made within a response
- ✓ Proposed methodology: clearly show who does what, why, when, how and explain the benefits from the Council's perspective
- ✓ Offer innovation and demonstrate added value where/if appropriate (e.g. identify and demonstrate clearly your capability and the innovation of your offer)

Key Tips When Bidding (Continued)

Do:

- ✓ Demonstrate how you would deliver social value, sustainability and ethical practices (refer to the Council's Sustainable and Ethical Procurement Policy)
- ✓ Have someone else review your bid before you submit - make sure it makes sense to them!
- ✓ Allow plenty of time to upload your proposal – avoid last minute submissions

Key Tips When Bidding

Don't:

- Fail to provide the requisite information or to follow the instructions
- Fail to answer the question asked, whereby a poorly constructed or generic response fails to address the Specification and relative award criteria
- Understate your unique or key selling points (**even if we are aware of what you do**) – avoid complacency!
- Make assumptions, or promises/claims that you can't deliver
- Attach materials unasked for - as these would be disregarded

Bid Evaluation Methodologies

Evaluation of Quality (Method Statements)

Scoring Criteria

SCORE	DESCRIPTION
4	Response / answer / solution is of a high standard with no reservations at all about acceptability; provides evidence that the bidder can make a significant improvement to the way the service is delivered.
3	Good response / answer / solution to that aspect of our requirement; provides more evidence than that of an 'acceptable' response.
2	Acceptable response / answer / solution; all basic requirements are met; provides evidence given of skill / knowledge sought.
1	Less than acceptable response / answer / solution; lacks convincing evidence of skills / experience sought; lack of real understanding of requirement or evidence of ability to deliver.
0	Non-compliant – failed to address the question / issue or a detrimental response / answer / solution; limited or poor evidence of skill / knowledge sought.

Bid Evaluation Methodologies

Price Evaluation

- All prices are to be exclusive of Value Added Tax (VAT) and inclusive of all other costs; i.e. travel and expenses.
- A common mechanism for establishing Price scores is that the lowest price bidder is awarded the maximum percentage score available; all other bidders are awarded using the following formula to arrive at their weighted score:

(Lowest Bidder Price / Bidders Price) x Percentage Score Available

Tips for Local Organisations?

Where appropriate, you may look to emphasise what value you can add - for example:

- Responsive? - leading to better, quicker and a more flexible offer for the Council
- Specialist local knowledge (e.g. of local issues and challenges)
- Improved environmental impact with shorter travel distances; potential economies of expenses and lower carbon footprint
- Commitment to sustainable and ethical procurement (e.g. investing in local supply chains, employing local people etc.)
- Commercially competitive (e.g. lower cost base)

Other Useful Information

- [Doing Business With Us](#)
- [Sustainable & Ethical Procurement Policy](#)
- [Climate Action Plan](#)
- [Modern Slavery Strategy 2023-2028](#)
- [Fairer Enfield: Equality, Diversity and Inclusion Policy 2020-2024](#)
- [Council Plan 2020-2022](#)



Q&A

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