REDDITCH BOROUGH COUNCIL

Executive 25th July 2023

Appendix A – Dedicated Procurement Teams Page

Thinking about procuring something? Read the process here first then ask us for any advice you may want or need. Email us us or post in the chat in this channel. Procurement is part of Legal Services.

What you procure, when, and why, is up to you and your teams inside the councils' usual political processes. It's your work.

How you procure, however, is **not** up to you. As public employees how we procure is regulated, and there is a process you must follow, with support from Procurement. The process is simple, essential, and will help you to procure well.

It's your responsibility.

Service Protocol – Procurement

Our service protocol can be found here

The process of procurement

Follow this simple **four-step process** whenever you think about procuring. Links to relevant supporting resources are included as you go along. Documents you may wish to refer to here are collected in the Files tab of this channel.

Step 1: DETERMINE THE NEED
1. What are you procuring? Identify and scope the requirement. (Refer to: *Procurement Training,* as a summary of the formal *Contract Procedure Rules*)
2. Agree the procurement with management, including, for new a requirement, whether it's a priority.

Step 2: SPECIFY THE PROCUREMENT TO MEET THE NEED
1. Set out exactly what will you need to buy. This step is critical as it will determine what you end up getting. (Refer to: *Specification training* and *Specification template.* Here's some Crown Commercial Service info on writing a specification)
2. Determine which award procedure you will be following. See the Award procedures section below for more.
3. Get your specification approved with management, and where necessary get advice from Legal Services.

Step 3: GO TO MARKET (only skip this if your award procedure is a direct award via a framework)
1. Depending on your award procedure, run your tender or quotation procedure. Refer to the template documents, terms and conditions, etc., in the Files tab on this channel. The standard terms & conditions are not appropriate for all procurements, so please check with Legal Services which terms and conditions are suitable for you.
2. If you are using the procurement portal to go to market, Procurement will handle incoming questions via the portal.
3. Evaluate supplier responses. (Refer to: *Evaluation training*)
4. Feed back to all bidders, and where necessary get advice from Legal Services first.

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Step 4: AWARD/CONTRACT
1. Award the business / contracts.
2. Notify and sign contracts.
3. Request that the supplier and contract are added to the system (all new suppliers require a new supplier form to be sent to Payments (that file is always available over on the Purchasing and Payments channel of the ERP Support Team, which is where you should go if you want more support on adding a new supplier).
4. Manage the business / contracts as an ongoing concern.

Note: procurements may require technical guidance by Legal Services at certain points before they can proceed. This protects both you and the councils from compliance issues. Most contract and larger-value awards require technical guidance.

Award procedures

All procurements must follow the relevant **award procedure** in line with councils' Contract Procedure Rules. This isn't just our policy, it's the law, and it protects you, the councils, and the public purse.

The award procedure depends on the amount you're spending. Generally speaking the more money you are spending, the more demanding the award procedure, and the more time you will need to allow for it including getting any technical guidance.

Which award procedure do you need to follow?

Total value of spending (including repeat spending on the same thing)	Award procedure	Written evidence you need on file (emails are ok)	Retain evidence for
£0- £3,000	Order off a Framework* or There must be evidence of competitive enquiries being undertaken, with details of final selection criteria recorded and retained for one year from date of purchase (this can be in by email)Good practice is to get three quotes. This can be via email with a required response date. Send your final choice to Procurement for logging on the Contracts Register & ERP.	Framework agreement or Your enquiries and how you decided	Purchase date or contract end date plus one year
£3,001 - £25,000	Order off a Framework* or Get at least 3 written quotations and record how you decided which supplier to award to, this can be completed by email. Send your final choice to Procurement for logging on the Contracts Register & ERP.	Framework agreement or Your quotes and how you decided	Purchase date or contract end date plus one year

	Optional: Ask Procurement to advertise the opportunity for you!		
	Order off a Framework*	Framework agreement	
£25,001- £50,000	or Contact Procurement to advertise an invitation for businesses to quote	or All procurement documentation	Purchase date or contract end date plus five years
	Send your final choice to Procurement for logging on the Contracts Register & ERP.		
£50,001 – £177,897.50 (goods and services) or £4,447,447.50 (works) **Figures exclusive of VAT**	Order off a Framework* or Contact Procurement to advertise an invitation to tender via the Proactis Portal managed by Procurement Team. Send your final choice to Procurement for logging on the Contracts Register & ERP.	Framework agreement or All procurement documentation	Purchase date or contract end date plus five years
Over £177,897.50 (goods and services) or £4,447,447.50 (works) **Figures exclusive of VAT**	Order off a Framework* or Contact Procurement to Advertise on 'Find a Tender' and via the Proactis Portal managed by Procurement Team. Send your final choice to Procurement for logging on the Contracts Register & ERP.	Framework documentation or All procurement documentation	Purchase date or contract end date plus five years

*Where there is no adequate framework (see below) we can establish our own mini-framework of suppliers to meet a procurement need. Please ask.

Frameworks we commonly use

Frameworks go to the market so you don't have to.

They invite suppliers to compete to win business from multiple framework customers (us, and organisations like us). This saves time for you, and can mean significantly better prices too, because framework suppliers aren't just competing for your business - they're competing for the business of every customer who comes to that framework. Frameworks can be a simple, low admin way to procurement compliance.

Other sector specific frameworks are available, so if you don't see what you need here or these frameworks don't have what you need on them, please ask.

- Yorkshire Purchasing Organisation (YPO) [Yorkshire Purchasing Organisation](#)
- ESPO [ESPO advice on becoming a supplier](#)
- Crown Commercial Service [Crown Commercial Services Information - Government Website](#)
- LHC [LHC Procurement Group](#)
- Fusion 21 [Fusion21](#)

- EEM Ltd [EEM Ltd](#)
- PFH http://procurementforhousing.co.uk/
- NHS SBS [Procurement Services - NHS SBS](#)
- Procure Partnership [Procure Partnership Frameworks | Procurement For The Public Sector (procurepartnerships.co.uk)](#)

Here's some more information on [what a framework is](#), from the Crown Commercial Service.

How we advertise our contract information

We use the Proactis Pro Contract (Due North) platform, and sometimes we use Government platforms too.

- **All our contracts**: [Proactis Pro Contract (Due North)](#). Users can sign up for alerts.
- **Our lower value contracts but over £25k:** [HM Government Contracts Finder](#)
- **Our higher value contracts over £177,897.50 (goods and services) or £4,447,447.50 (works):** [HM Government Find a Tender](#)

We also use Proactis for our [contract register](#), which is a public record of all our contracts.

Request training

Procurement training is **mandatory** if you purchase for our councils. The Procurement team offer regular training sessions across the councils, but you can request your own bespoke training at any time by contacting the team. We recognise that one size does not fit all!

Request training anytime by contacting Procurement. Training documents that support the key areas of procurement are available in the Files tab of this channel.

Social Value

Social value in procurement is about making sure that what you buy creates additional benefits for society. To get it right, you need to start thinking as early as possible about how to apply it to what you are buying.

Here's a [link to Crown Commercial Service article on Social Value](#).

Glossary of Procurement Terms

Running a procurement can involve technical language that can sometimes be a little daunting. We want to help you understand some of the [common terms and abbreviations](#) you may come across.

Related documents and files

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Appendix B – Redditch Scheme of Delegation

Link to the Council's Scheme of Delegation

[Redditch Scheme of Delegation](#)

Appendix C – Contracts Register and Forward Pipeline

Link to the Council's Contracts Register

[Contracts register (due-north.com)](#)

Forward Pipeline – Redditch Specific – over £200k

Council	Contract Title	Contract Description	Department	Current Contract Expiry Date	Procurement Start Date	Contract Commencement Date	Contract Length	Extension	Contract Value (anticipated Lifetime Value)	Planned Procurement Route (project type?)	Suitable for SME's?	Suitable for VCSE's?
Redditch	Water Mains Repairs	Repairs and replacement of water mains under the responsibility of the	Housing Property Servic	N/A	01/08/2023	01/12/2023	3	1	£320k	Open Tender	Y	N
Redditch	Consultancy Support	Consultant support to carry out a range of services including procurement, architecture, strucutral	Housing Property Servic	N/A	01/07/2023	01/08/2023	2	1	£750k	Framework	N	N
Redditch	Communal Boiler Replacement	Following option appraisal the need to update and change the communal boilers across various sites	Housing Property Servic	N/A	01/09/2023	01/02/2024	2	1	£700k	Open Tender	Y	N
Redditch	Damp Investigation and Treatm	To tackle isolated cases of rising damp and remedial works	Housing Property Servic	N/A	01/10/2023	01/12/2023	2	1	£200k	Framework	N	N
Redditch	Energy Consultancy Support	To provide a range of services in delivery Social Housing Decarbonisation Funding works	Housing Property Servic	N/A	01/07/2023	01/08/2023	2	1	£200k	Framework	N	N
Redditch	Cleaning and Property Clearanc	For the periodic cleaning of communal areas and the clearance and cleaning of void properties	Housing Property Servic	08/04/2024	TBC	TBC			£300,000	Framework	N	N
Redditch	Asbestos Management	The surveying and testing of materials to assess if they contain Asbestos together with removal services where	Housing Property Servic	04/10/2023	TBC	TBC			£2,000,000.00	Framework	N	N
Redditch	Fire Precaution Works	To complete fire stopping works, replacement doors and other	Housing Property Servic	11/08/2023	TBC	TBC			£1,000,000.00	Framework	N	N
Redditch	Data Sims	Roaming sims to provide comnnectivity for remote monitoring	Housing Property Servic	N/A	01/08/2023	01/11/2023	5	0	£300k	Framework	N	N
Redditch	Training	To provide a variety of courses for technical, vocational and customer service functions following	Housing Property Servic	N/A	01/10/2023	01/01/2024	3	0	£300k	Open Tender	Y	Y
Redditch	Fuel	RBC Red Diesel Fuel via CCS RM6177	Environmental - Stores	31/03/2024	TBC	TBC	TBC	TBC	£300,000.00	Framework	N	N
Redditch	Replacement windows & doors	Supply & Install of Doors and Windows Via PFH Framework	Housing Capital	30/04/2024	TBC	TBC	TBC	TBC	£300,000	Framework	Y	Y
Redditch	HVO Fuel	HVO Fuel via CCs RM6177	Environmental - Stores	31/03/2024	TBC	TBC	TBC	TBC	£220,000	Framework	Y	Y
Redditch	Plumbing Supplies	Plumbing & Heating Supplies for RBC via PFH Lot 1a	Environmental - Stores	30/06/2023	TBC	TBC	TBC	TBC	£400,000	Framework	Y	Y

Redditch Capital Pipeline
Towns Fund Projects
UKSPF
Car Parks Maintenance
Footpaths Maintenance
Disabled Facilities Grant
Improved Parking (Localities)
Public Buildings
Fleet Replacement
Arrow Park – 5 Weirs Scheme
Server Replacement Programme
Laptop Replacement Programme
Ipsley Church Lance Cemetery
Fire Compentalisation Work in Corporate Buildings