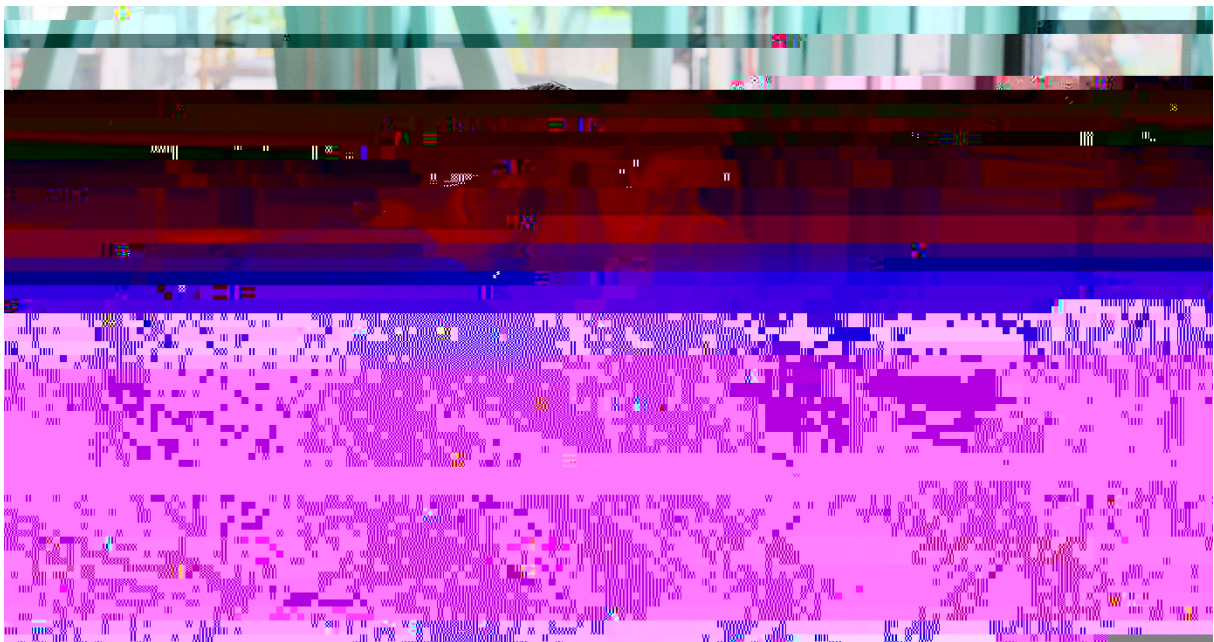


# Shared Procurement Service

## How we procure



## A guide for suppliers

January 2024



Generally, we are not responsible for the following as they are covered by County Councils and Unitary authorities:

Highways Maintenance Waste Disposal	Education Libraries	Adult Social Care and Health Public Transport
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## The Rules and Regulations we follow

### **Public Contract Regulations 2015**

All councils are required to follow detailed procedures and legal timescales for all procurements above certain financial thresholds and these can be found in the [Public Contract Regulations 2015](#). The current thresholds can be found at: <https://www.gov.uk/government/publications/procurement-policy-note-new-thresholds-2020>

### **Internal Procurement Rules – Procurement Code**

These are council internal rules and procedures for procurement and reflect the requirements of the Public Contract Regulations 2015 and form part of councils' constitutions. They can be f

## **Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR)**

The Data Protection Act 2018 and General Data Protection Regulation are pieces of

c) **Local Tender Process (£50k+)**

An advert is published on Contracts Finder and any supplier interested can tender for this opportunity. Full tender and contract documents are issued and any supplier who meets the minimum requireme

**Print DPS** – this covers the provision of specialist print and design services. The opportunity can be found by following this link:

<https://in-tendhost.co.uk/sesharedservices.aspx/ProjectManage/27924>

**Temp Agency Staff DPS** – this covers the provision of a broad range of temporary agency workers. The opportunity can be found by following this link:

<https://in-tendhost.co.uk/sesharedservices.aspx/ProjectManage/32025>



# The Tender Process - What to Expect

When the Council issues an Invitation to Tender the document set includes a range of documentation for suppliers to review and submit, this can include:

## Information for Bidders

This document contains the information on how the tender exercise will be run including:

- a brief overview of the requirements;
- information about the procurement process and the procurement timetable including key dates;
- instructions explaining how to submit bids and requests for clarification and how to complete and submit a valid tender;
- details of the evaluation process used to identify the most economically advantageous tender

## Specification

This document contains details of the services and performance requirements that the contractor will be required to supply and adhere to throughout the contract period.

## Quality Questions

These assess the capability and capacity of your organisation to deliver the contract requirements as well as your organisation's commitment and alignment to our policies and standards. Responses to quality questions will need to be submitted by the bidder as part of the tender process and these will be evaluated.

## Supplier Self-Declaration

This is a form providing basic information about the bidders' organisation. It also asks for confirmation that you meet certain minimum requirements and that evidence is available for some or all of these areas: Professional and Business standing, Economic and Financial standing, Insurance, Health and Safety, Safeguarding and Preventing Radicalisation, Modern Slavery and Social Value. It also contains a list of mandatory and discretionary exclusion grounds where an organisation must declare if they meet any of the criteria, these are evaluated as either pass or fail, more information is detailed below.



## **The Selection Questionnaire (in restricted tenders)**

If the Council undertakes a Restricted Tender it uses the [Crown Commercial Services Standard Selection Questionnaire \(SQ\)](#).

access to competent health and safety advice when relevant.

### **Safeguarding and Preventing Radicalisation**

Where there is a possibility of the contractors being in contact with vulnerable persons then bidders will be asked to confirm that they have a Safeguarding policy fully implemented across the organisation. A copy of this will be required from the preferred bidder before the contract can be awarded. For specific contracts, there may be a 'prevent duty' under the Counter-Terrorism and Security Act which is transferred to contractors. In these circumstances, a contractor will be required to have a policy in place to demonstrate the ability to report any potential for radicalisation,

### **Equalities and Diversity**

Compliance with the Equality Act 2010. In appropriate cases, tenderers will be asked whether they have been subject of any investigation or finding by a court or tribunal concerning a breach of any requirement of the Act. Contractors will also be asked if they have a policy on Equalities and Diversity.

### **Social Value and Sustainability**

Commitment to supporting the local economy, creating employment and economic sustainability, promoting environmental sustainability, promotion of equality, diversity, social inclusion, fair and ethical trading practices and supporting local outreach initiatives.

Suppliers may be asked about action taken to reduce wastage, limit energy consumption and procure materials from sustainable sources, sustainable disposal, increase the proportion of materials re-used and recycled, reduction of car use and fuel consumption, reduction of water use, protection of natural resources, reduction of air and water pollution, prevention of land contamination, reduction of noise and light pollution, etc.

Depending on the value of the contract, Crawley Borough Council require suppliers to sign up to the Council's Social Value

quality and price will depend on the particular requirements and will be disclosed in the tender documentation.

An evaluation of quality is typically undertaken using the responses provided to the quality questions. Typical areas that will be assessed, depending on the service, may include:

- previous experience;
- service delivery;
- resourcing and capacity;
- quality and performance management;
- mobilisation and risk management;
- social value.

Price is traditionally assessed using whole life costing of the goods or service being procured, not just the outright purchase cost and this may include ongoing maintenance or disposal costs. Bidders are normally asked for a total cost to supply the goods, services or works across the whole life of the contract. For services where volumes are difficult to determine or are variable the cost may be evaluated on an estimated service level with indicative volumes to provide a total contract cost. The tender with the lowest submitted cost achieves the highest score for price and all other tenders are assessed against it.

The tender evaluated as having the highest combined score for both quality and price will be determined to be the preferred bidder.

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