

**Procurement Strategy Approval (Light)**

For completion by the

Procurement Officer and Service Lead

**Please indicate from the following which option this strategy refers to:**

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| **OPTIONS** | **CHOSEN OPTION** | **SECTIONS TO COMPLETE** | **NOTES** |
| Contract Extension |  | 1, 2, 3 and 6 | Contract extension(s) should not be greater than 50% (either singularly or collectively) of the original contract value, or be out with the scope of the original contract. |
| Approval to seek single tender action**\*** |  | 1, 2, 5, 6 and 7 | Suppliers should not know they are in a non-competitive situation |
| Mini Competition**\*** |  | 1, 2, 3, 4, 6 and 7 |  |
| Direct Award**\*** |  | 1, 2, 3, 4 and 6 |  |
| Emergency Situation |  | 1 and 2 | Requiring immediate action before normal tendering procedures could be implemented. |

Tender Completion Report must be completed for options highlighted**\***

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| **SECTION** | |  | **-** SUMMARY | | | |
|  | DETAILS | | | | | |
| Contract Title | | | |  | SBC Reference Number | SBC/CPS/Click here to enter text. |
| Service | | | |  | Type of Contract  (Choose appropriate) | Choose an item. |
| Supplier selected or Suppliers on framework agreement | | | |  | Proposed Contract Start Date | Click here to enter a date. |
| Proposed Contract End Date (and any optional extensions) | Click here to enter a date. |
| Strategy Light Developed by: | | | | Enter Procurement Officer Name(s) | Enter Service Officer Name(s) | Enter Other Name(s) |

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|  | RESOURCES (CROSS FUNCTIONAL TEAM) | | | |
| Project Role | | Name/Organisation | Signed declaration | On Evaluation (if applicable) |
| Service Lead | |  |  |  |
| Budget Holder | |  |  |  |
| Tech/Ops Support | |  |  |  |
| Procurement | |  |  |  |
| Finance | |  |  |  |
| Legal Support | |  |  |  |

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|  | FINANCE INFORMATION | | | |
| Budget Value | |  | Budget Code |  |
| Budget Category  (Choose appropriate) | | Choose an item. | Supplier(s) |  |
| Past Expenditure (p.a.) | |  |

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|  | FINANCE EXTENSIONS (only complete for extension option) | | |
| Initial Contract Value | | Previous Extension | New Extension Value |
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| **SECTION** | |  | **-** STRATEGY APPROVAL | | | | | |
|  | STRATEGY SIGN OFF | | | | | | | |
| **Scheme of Delegation Overview for Strategy Approval and Requisition Approval within Business World:** | | | | | | | | |
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| ***Please Note:*** For the acceptance and award of contracts the Chief Executive, Service Directors or Heads of Service will sign all goods and services and works contracts provided the procurement was carried out solely by the Council for the Council as detailed within Section 6 of the Procurement and Contract Standing Orders. | | | | | | | | |
| **Procurement Approval (Commercial & Commissioned Services):** | | | | | | | | |
| Procurement Business Partner/Social Care & Health Business Partner | | | | | Commercial & Commissioned Services Manager | | Chief Financial Officer | |
| Up to £160,000 | | | | | Up to £1,000,000 | | Over £1,000,000 | |
| This section of the strategy requires sign off from the appropriate Officer.  ***Please Note:*** If the approved service lead is also the budget holder then sign-off by the next level of authority upwards in the Scheme of Delegation must be included within the strategy – self-approval is not appropriate. | | | | | | | | |
| Approved by appropriate **Commercial & Commissioned Services Officer** | | | | | | | | |
| Name: | | | |  | | Position: | |  |
| Signature: | | | |  | | Date: | | Click here to enter a date. |
| Approved by appropriate **Service Officer** | | | | | | | | |
| Name: | | | |  | | Position: | |  |
| Signature: | | | |  | | Date: | | Click here to enter a date. |
| Approved by appropriate **Budget Holder** | | | | | | | | |
| Name: | | | |  | | Position: | |  |
| Signature: | | | |  | | Date: | | Click here to enter a date. |
| Approved by appropriate **Specialist Officer** (e.g. IT Business Partner) – if required | | | | | | | | |
| Name: | | | |  | | Position: | |  |
| Signature: | | | |  | | Date: | | Click here to enter a date. |

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| **SECTION** | |  | **-** CURRENT SITUATION |
|  | CURRENT SITUATION | | |
| This section should include details of the current situation; this could include any current contracts/agreements or spend activity together with appropriate background information in relation to what volume/value is currently being bought along with the frequency and reason for this activity. | | | |
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|  | FURTHER CONSIDERATIONS | |
| Are there any General Data Protection Regulation (GDPR) Considerations?  (If “Yes” refer to Purchasing Handbook). | | Choose an item. |
| If the contract is in a Serious Organised Crime (SOC) risk sector has the Non-Involvement Policy been discussed with the Procurement Business Partner? | | Choose an item. |
| If the SOC risk requires further action has the SPOC been consulted and Declaration forms prepared? | | Choose an item. |
| If the contract Involves an Element of IT has IT been consulted?  (If “No” please ensure that you contact IT before progressing further).  (If “Yes” identify if the service provider will be Hosting the solution off site or if it will be held on SBC servers). | | Choose an item. |
| Have the most appropriate Contract Terms & Conditions been identified to govern this Contract? | | Choose an item. |
| Are there any Health and Safety considerations within the specification that require discussion and/or input from SBC’s Wellbeing and Safety team? | | Choose an item. |
| Is there an opportunity to reserve this contract for Supported Business? | | Choose an item. |

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| **SECTION** | |  | **-** FRAMEWORKS | |
|  | EXISTING FRAMEWORKS | | | |
| Is this requirement covered by an existing Council contract? | | | | Choose an item. |
| If yes to the above please give details below | | | | |
| Is this requirement covered by an existing framework agreement? | | | | Choose an item. |
| Is the framework agreement accessible to SBC? Consider:  [CPN 03/2017 - Best practice guidance on the use of frameworks](http://www.gov.scot/Topics/Government/Procurement/policy/SPPNSSPANS/ScottishProcurementConstructionPolicyNotes/CPN03-2017)  [Scottish Procurement Policy Note SPPN 3/2017 - Speculative Framework Agreements](http://www.gov.scot/Topics/Government/Procurement/policy/SPPNSSPANS/policy-notes/ScottishProcurementPolicyNotes2017/SpeculativeFrameworkAgreements) | | | | Choose an item. |
| What are the call-off arrangements for the framework agreement? | | | | Choose an item. |
| Who is the framework agreement owner? | | | |  |
| What is the framework agreement reference number? | | | |  |
| List suppliers available on framework? | | | |  |
| Is there a cost to the council to access the framework agreement? | | | | Choose an item. |
| If yes to the above please give details below | | | | |
| Has a capability/capacity assessment taken place? | | | | Choose an item. |
| If yes to the above please give details below | | | | |

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|  | DETAILS OF FRAMEWORK AGREEMENT TO BE USED |
| This section should contain information about the framework agreement, the duration on the framework agreement and details on how to call off from the framework agreement. Included here should be the justification for use of this framework agreement. | |
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| **SECTION** | |  | **-** STRATEGY |
|  | MARKET REVIEW | | |
| This section should detail the current position within the supply market - Consider PEST/SWOT Analysis, Market Trends, Current Supply Base and Supply Chain Management. | | | |
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|  | SUSTAINABILITY/COMMUNITY BENEFITS CONSIDERATIONS | |
| Sustainable procurement is concerned with identifying the potential environmental, social and economic aspects that could be incorporated within a procurement process through the development of a relevant specification or through contract terms & conditions. It can even be achieved through voluntary contract management.  This section should include the potential sustainability areas that are relevant to the goods, services or works required and how they might be specified within the procurement process.  Please review the [Purchasing Guidelines - Quick Reference Guide](http://intranet.scotborders.gov.uk/IntranetContent/Purchasing%20Guidelines%20-%20Quick%20Reference%20Guide.pdf) for further information and guidance on sustainability and community benefits.  Please complete the Sustainability test (link below) with the Service Lead. For further advice please contact the Sustainability Officer (Procurement). | | |
| [CCS > Performance & Development - CCS > P&D - SBC Procurement Journey > Route 2 > Route 2 Template Documents > Sustainability Test Protected V1 (March 2018)](file:///G:\CPS\Performance%20&%20Development%20-%20CCS\P&D%20-%20SBC%20Procurement%20Journey\Route%202\Route%202%20Template%20Documents\1b%20Sustainability%20Test%20Protected%20V1%20(March%202018).dotx) | | |
| This section should be completed using the outputs from the sustainability test.  Consider how all the identified opportunities and risks from the test will be included in the tender documents. If required please add additional rows. | | |
| Sustainability Consideration | | Reference to tender documents |
| Environmental | |  |
| Social and Economic | |  |

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| **SECTION** | |  | **-** BENEFITS | | | | |
|  | SAVINGS | | | | | | |
| Is the project part of existing Financial Plan savings? | | | | | | | |
| Financial Year | | | | Description | Value | Percentage | Type of saving |
|  | | | |  |  |  | Choose an item. |

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|  | FINANCIAL AND NON-FINANCIAL BENEFITS |
| This section should describe the benefits both financially and non-financially for taking the chosen route. | |
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| Please complete Efficiencies/Cashable/Other Savings form and update as part of the Tender Completion Process (links below). | |
| [CCS > Performance & Development - CCS > P&D - SBC Procurement Journey > Route 2 > Route 2 Template Documents > Assessing Efficiencies Document](G:\\CPS\\Performance & Development - CCS\\P&D - SBC Procurement Journey\\Route 2\\Route 2 Template Documents\\1c Assessing Efficiencies Document.dotx)  [CCS > Performance & Development - CCS > P&D - SBC Procurement Journey > Route 2 > Route 2 Template Documents > Assessing Efficiencies Record Card](file:///G:\CPS\Performance%20&%20Development%20-%20CCS\P&D%20-%20SBC%20Procurement%20Journey\Route%202\Route%202%20Template%20Documents\1d%20Assessing%20Efficiencies%20Record%20Card.xltx) | |

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|  | KEY RISKS | | | | |
| Risk | | Probability (1-5) | Impact (1-5) | Risk Score | Actions required to manage Risk |
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| The risk register should be completed to include risk areas that are relevant to the goods, services or works required. The guidance documents give examples of risks which may arise in the procurement process (links below).  Any unmitigated risks that remain at the end of the Tender process must be handed over as part of the Tender Completion Process. | | | | | |
| [CPS > Performance & Development - CCS > P&D - SBC Procurement Journey > Route 2 > Route 2 Template Documents > Master Risk Register](file:///G:\CPS\Performance%20&%20Development%20-%20CCS\P&D%20-%20SBC%20Procurement%20Journey\Route%202\Route%202%20Template%20Documents\1e%20Master%20Risk%20Register.xltx)  [CPS > Performance & Development - CCS > P&D - SBC Procurement Journey > Route 2 > Route 2 Template Documents > The Risk Matrix](file:///G:\CPS\Performance%20&%20Development%20-%20CCS\P&D%20-%20SBC%20Procurement%20Journey\Route%202\Route%202%20Template%20Documents\1f%20The%20Risk%20Matrix.pdf)  [CPS > Performance & Development - CCS > P&D - SBC Procurement Journey > Route 2 > Route 2 Template Documents > Potential Risk in the Procurement Process](file:///G:\CPS\Performance%20&%20Development%20-%20CCS\P&D%20-%20SBC%20Procurement%20Journey\Route%202\Route%202%20Template%20Documents\1g%20Potential%20Risk%20in%20the%20Procurement%20Process.pdf) | | | | | |

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| **SECTION** | |  | **-** TENDER INFORMATION | | | |
|  | TIMETABLE | | | | | |
| Published  (if applicable) | | | | Click here to enter a date. | Tender Return Date | Click here to enter a date. |
| Issue Tender Documentation | | | | Click here to enter a date. | Tender Evaluation Completion Date | Click here to enter a date. |
| Tender Clarification | | | | Click here to enter a date. | Contract Award | Click here to enter a date. |

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|  | ITT EVALUATION | |
| Evaluation to be based on: | | Choose an item. |
| Price/Quality Split | | % Price / % Quality = 100% |

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|  | QUALITY EVALUATION CRITERIA (Please add in criteria and estimated %’s) | | | |
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|  | PRICE EVALUATION CRITERIA | | | |
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| **SECTION** | |  | **-** RECOMMENDATIONS |
|  | CONSIDERATIONS | | |
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|  | RECOMMENDATIONS |
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