



**North East
Derbyshire**
District Council

Additional item of information provided by the Procurement Service.



Procurement Service for Parish and Town Councils

Since 2019 the North East Derbyshire and Bolsover District Council Shared Procurement Unit has been providing procurement services for several Parish Councils throughout the district and surrounding areas on an ad hoc basis.

As of today the procurement service has completed ten projects for Parish Councils with £56,000 saved against estimated budgets with a further 11 in various stages of the procurement process.

This work covers seven different Parish Councils with a range of goods, works and services procured. We manage each project on its own merit from its inception to the contract award where the parish council commissioning the procurement service will also receive support from our legal team who will draft the contract.

The support provided covers the following stages:

- **Preparation** – at this stage the Parish Council will engage the service with their requirement. The service will provide a request pro forma to the Parish Council to complete and return. This is a spreadsheet document which will ask for things like project description, cost codes and contract value. Once returned the Procurement Team will add it to the procurement work plan and determine with the client the most appropriate route to market.
- **Progressing** – Once the route to market is established the Procurement Team will request the client's specification for their requirement. If the client is struggling with the specification the service can support with this by sourcing similar specifications. The specification will be included in the tender document and the service will meet with the client to establish the tender timeline and evaluation criteria including the cost/quality weightings.
- **Advertising** – The tender document is then agreed and approved with the client and the service will then issue this to the Council's e-tendering portal (In-Tend) and advertise on the local portal Source East Midlands. During this stage any supplier queries are uploaded and responded to via the e-tendering portal. Recording all correspondence and having the bids uploaded through this portal creates a robust audit trail that can be pulled as a report any time from the portal. Once the deadline for submissions has been reached an opening ceremony is completed by the procurement service and returns are forwarded the client officer for that project.
- **Evaluation** – After tenders are opened we will forward these to the client officer as well as the evaluation sheet. This is a procurement spreadsheet which details the weighted criteria agreed at the progressing stage and



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calculates the scores for quality and cost via the formula embedded in the spreadsheet. The service will arrange with the client an evaluation meeting where procurement will facilitate the officer/evaluation panel ensuring that the project is evaluated according to the criteria outlined in the tender. Prior to the meeting the procurement service will undertake due diligence checks on the bidding contractors to mitigate any risk to the Parish Council.

- **Completed** – Once the evaluation is completed Procurement will draft the intention to award letters on the basis of the agreed completed evaluation sheet and forward to the client officer for approval. These letters are then issued and the legal pack is sent to the Legal Team to commence drafting the contract for all parties' signatures. Following the conclusion of the standstill period we will issue a final award to conclude the procurement process.

In summary, the Shared Procurement Unit provide a fully compliant and auditable service with an experienced and qualified team that are always available to support the client throughout the life of the project. After completion of a project the procurement team keeps records of the entire process which are always available upon request if required at a later date.

A small charge for our services is made for this fully compliant process of £350 up to a value of £75K then 1% over that figure for each £1k of the contract value.

The Team is happy to discuss our services and demonstrate the e-procurement system we use with any Parish/Town Council.

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Procurement Manager

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