Procurement Strategy

Procurement Guidance

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Introduction

The purpose of this Procurement briefing is to give you an introduction to the live tender process, implement **fairness** and **transparency.**

The Council reserves the right to amend what is set out today and the procurement process will be conducted only in accordance with the procurement documents that are published.

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Procurement Process
Provider List

The Council is required by law to tender services at regular intervals to encourage competition and value for money.

The Council are in the process of evaluating application for an **open Provider List.** To ensure we have suitable, capable and experienced Providers to deliver the required Services.

The Provider List is now reopen for new applications

The Council want to encourage partnership working to improve services and ensure all providers are operating at a similar level of quality.
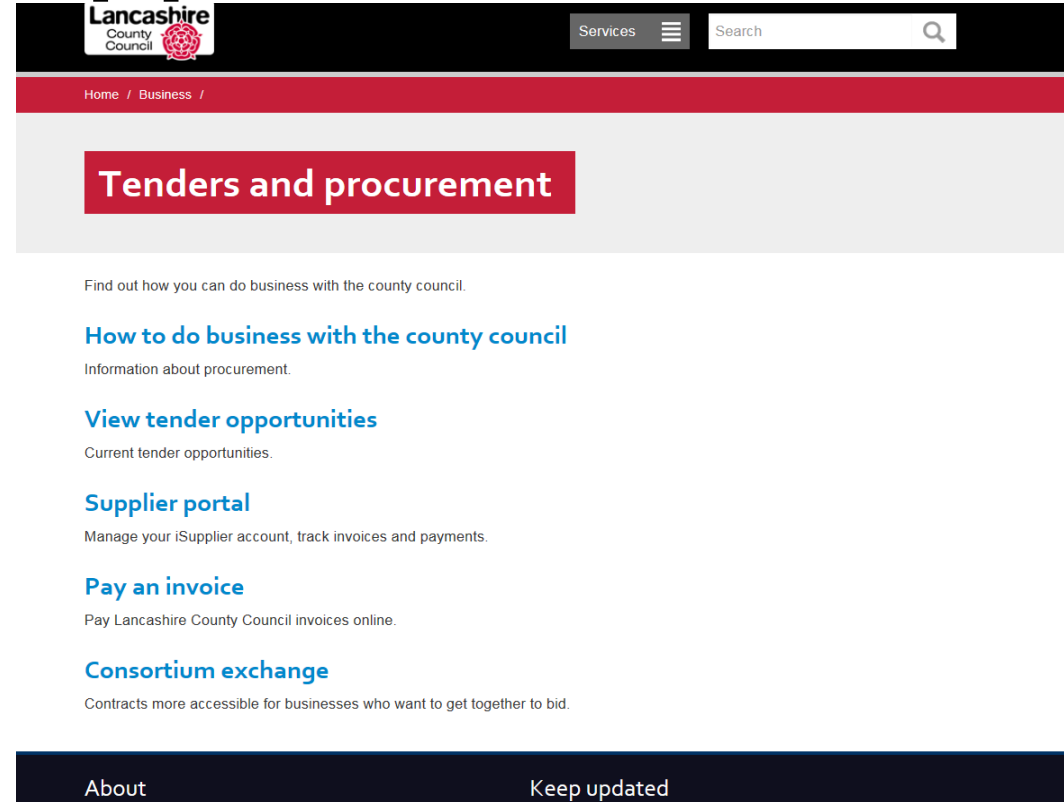
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Benefits of a Provider List

- Providers don't have to demonstrate suitability and capability every time they wish to compete for a package of care. This is assessed to be accepted on the Provider List and **must be maintained**

- Therefore award of individual packages of care can be quicker than under some other procurement procedures.

- A Provider List remains open to new providers throughout the period of the agreement. This enables Providers who may not be able to meet the criteria at the time the Provider List is first established to review their processes, finances, capabilities and proposals and apply for acceptance onto the Provider List at a later stage.

- Evaluation of new applications will be at least annually.

- A Provider may apply for as many Lots for which it is suitable.

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Finding New Opportunities

- All of our council tenders are advertised on the Councils Website, Sourcing Portal (iSupplier) and on Contracts Finder.
- **All the tender documents are available on the tender advert.**
- **To submit an application this must be done via the Sourcing Portal.**
- To access the Sourcing Portal you must register.
- It is free to register.
- **Submit any questions with this portal only**

https://www.lancashire.gov.uk/business/tenders-and-procurement/tenders/reopening-of-the-provider-list-for-break-time-home-care-and-short-breaks-services-for-children-and-young-people-with-disabilities/

Oracle ISupplier Portal

Register on the Oracle iSupplier e-Tendering system at the **earliest opportunity**. Go on www.lancashire.gov.uk and search for "Oracle". Takes you to straight to registration page.

For technical **support issues** and for support with registering on Oracle iSupplier, dial - **01772 534966** (option 2).

For written guidance on using the system, including finding tenders and how to submit your tender to us, you can use the **quick guides (https://www.lancashire.gov.uk/iSupplier/)** .

The Tender Is Live:

- Use **"on-line discussions"** feature within Oracle iSupplier for clarifications on the tender content or questions about the service. **Please do not email officers directly. This is to ensure transparency.**

- Remember to check online discussions facility regularly throughout the tender process. Bidders' **clarification questions** will be published along with responses from Lancashire County Council.

It is important to keep your Oracle record up to date. This minimises the risk of missing any email notifications, mini competitions invites or delaying payments. Please use a team/group email address and not an individual person. This can be done via iSupplier using the admin section or by contacting the iSupplier Support Team.

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Tender Documents

- **Invitation To Participate Provider List**
- Appendix 1 – Provider List Agreement and Service Contract
- Appendix 2 – Service Specifications
- Appendix 3 – Selection Criteria Questionnaire Documents
- Appendix 4 – Quality Criteria Questionnaire
- Appendix 5 – Application Evaluation Criteria
- Appendix 6 – Form of Application
- Appendix 7 - Supplier Participation Agreement
- Appendix 8 – Consultation documents
- Appendix 9 and 10 - Call off Procedures

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Evaluation Criteria

Two parts, must complete all sections, please read Application Evaluation Criteria document carefully.

Please see the tender documents on the tender advert

Selection criteria

Pass/Fail

- Selection – Business Standing, Financial Standing, Technical and Professional ability
  - Demonstrate you meet minimum requirements and capable.

Documents to be returned:
- **Appendix 3 Selection Criteria Questionnaire**
- **Appendix 3a Selection Criteria Additional Information** and Pricing Schedules
- **Appendix 3b Selection Criteria Additional Information Reference Request**

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Evaluation Criteria

Award Criteria

Quality and Price

- Award Stage Questions :
  - Demonstrate how you will deliver the requirements as per the specification.
  - A cross-cutting panel of experts assess responses and give scores.
  - A scoring matrix will be used to assess answers.
- Price evaluation – assess that it is reasonable given the specification requirements. Lot 1a and Lot 1b has a maximum price.

See Invitation to Participate and Application Evaluation Criteria regarding how price will be assessed and used to pay for Services for each Lot.

Documents to be returned:

- **Appendix 4 Quality Criteria Questionnaire All Lot**
- **Appendix 3a** Selection Criteria Additional Information **and Pricing Schedules**
- **Appendix 6 Form of Application**

Hints and tips – Do

- Read the **entire tender** documentation.

- **Read all clarification** responses - the system will allow Applicants to resubmit their Application before the deadline.

- Dedicate **time** to write your submission and use the **expertise** within your organisation, it is advisable to have someone else **check** through before submitting.

- Address the **exact requirements** of the contract – specification, evaluation criteria. Refer back to the specification using reference given , use examples to further your response and explain 'how' you will deliver the required Service.

- Give correct information in the **format requested**, keep to the character limits. (found in the Award Criteria Questionnaire), please utilise all the characters available.

- Demonstrate **skill and capacity.**

- Demonstrate your **strengths and advantages**.

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Hints and tips – Don't

- **Canvass Council** staff – this could lead to exclusion of your bid.

- **Assume,** leave gaps or give **ambiguous information** – the panel can only assess the information or responses provided.

- Promise what you can't deliver – responses to questions form part of the **final contract.**

- Use **generic and stock responses** – show that you are addressing the contract requirements.

- Insert **marketing material unless instructed.**

- **Exceed the character counts** provided- any information submitted which exceeds the character count will not be considered at evaluation stage.

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