



# 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.



# Procurement Process - Provider List

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

## The Provider List is now reopen for new applications

The Council will evaluate application for an **open Provider List at least annually**. To ensure we have suitable, capable and experienced Providers to deliver the required Services.

*We reserve the right to evaluate sooner if required, please see tender adverts and sourcing portal for updates*



# 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.



# Finding The Tender

All of our tenders are advertised on our Tenders and Procurement webpage and on Contracts Finder.

<https://www.lancashire.gov.uk/business/tenders-and-procurement/>

<https://www.gov.uk/contracts-finder>

- To view tender documents and respond to active tenders you must be registered on our **Oracle Fusion Supplier portal**.
- Lancashire County Council has replaced the iSupplier portal with a new cloud-based Oracle Fusion Supplier Portal from 6 January 2023 for all suppliers.
- As an existing, active supplier to LCC, you will be automatically registered in Fusion and encouraged to use the new Supplier Portal as it will increase your ability to self-serve. Your iSupplier login details will remain the same for those already registered.
- If you are not already registered, registration is free.

Visit the [Fusion Supplier page](#) for more detailed information concerning the new the cloud-based Oracle Fusion Supplier Portal.

<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/>

# 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



# 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**



# 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**.



# 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.

