

HOW TO DO BUSINESS WITH WYCHAVON DISTRICT COUNCIL

A Guide for Contractors and Suppliers

April 2017

This guide has been published to help contractors and suppliers tender for contracts let by Wychavon District Council. It also provides an insight into our tender procedures for supplies and services.

Introduction

- 1.1 Wychavon District Council spends with organisations of all sizes with a wide range of commercial opportunities each year.
- 1.2 A lack of information about opportunities and a lack of understanding of the Council's contract procedures rules may be stopping some organisations from applying for Council Contracts.
- 1.3 This guide aims to help potential suppliers understand Wychavon District Council's approach to purchasing, how this is organised and what our potential purchasing requirements are.
- 1.4 There is a great deal of competition for the council's contracts and this guide cannot assure individual firms success, however, it should provide enough information to give you the opportunity to be considered for council work.

2 Wychavon's approach to purchasing

- 2.1 Wychavon District Council has a Procurement function whose role is to ensure that all purchasing activities are undertaken in accordance with the Council's Contract Procedure Rules, Financial Regulations and relevant legislation. Any contact should be sent to procurement@wychavon.gov.uk.
- 2.2 The Council's aim with procurement is to use a variety of methods and contractual arrangements to help to deliver the Council's objectives, vision and values and high quality services to residents of the district. Within this we aim to provide value for money on supplies and services bought and leased by the council. This does not mean the cheapest but a balance between cost, quality and performance.
- 2.3 In common with other local authorities, the Council will:
 - Ensure that best value for money is achieved in all purchasing activity;
 - Encourage a diverse and competitive supply market, including small businesses, social enterprises, ethnic minority businesses, voluntary and community sector suppliers;
 - Encourage fair and open competition;
 - Comply with all applicable statutory requirements and best practice, including council policies and procedures;
 - Operate fair, impartial and transparent selection and contract award processes;
 - Ensure that the procurement method used is cost effective and in line with the level of expenditure involved;
 - Require contractor to comply with applicable requirements, policies and procedures;
 - Where appropriate, seek to establish partnership relationships with suppliers;
 - Incorporate the requirements of the Public Services (Social Value) Act 2012 in any relevant purchasing exercises;
 - Consider any approaches by community organisations under the Community Right to Challenge initiative.

3 Council structure

- 3.1 The council is structured into a number of service areas, with all budget holders having devolved responsibility to make purchases in accordance with the council's procurement rules.
- 3.2 A number of the services provided directly by Wychavon District Council in the past are now provided by partners or contractors. In these circumstances the contracts are let under long term arrangements and are generally only re-tendered at the end of contract period. Once a contract is let, the successful partner or contractor is responsible for sourcing any goods or services relating to the day to day operation of the service. These services include Revenues & Benefits, Waste & Recycling collection, Grounds & Parks maintenance and the Operation of Leisure Centres.
- 3.3 A number of services are now provided in collaboration with other local authorities. Where the service is provided by another local authority, they are responsible for sourcing any goods or services relating to the day to day operation of the service. The services provided under collaborative arrangements along with the host authorities are:

Service	Provided by
ICT	Wychavon District Council
Land Charges and GIS	Wychavon District Council
Emergency Planning	Worcestershire County Council
Regulatory Services	Bromsgrove District Council
Internal Audit	Worcester City Council
Land Drainage	Wychavon District Council
Human Resources and Payroll	Wychavon District Council
Building Control	Malvern Hills District Council
Legal Services	Malvern Hills District Council
Housing Services	Wychavon District Council
Procurement Advice	Wychavon District Council
Parking Enforcement	Wychavon District Council

- 3.4 The services currently provided in house, where the responsibility lies with the council are:

Service	Service Area
Public toilets	Economy & Community Services
Economic Development	Economy & Community Services
Tourism	Economy & Community Services
Rural & Town Regeneration	Economy & Community Services
Arts, Sports and Youth Development	Economy & Community Services
Development Management	Housing & Planning Services
Policy Plans	Housing & Planning Services
Heritage	Housing & Planning Services
Financial Services	Resources
Property Services	Resources
Corporate Project Management	Resources
Car Parking	Resources
Engineering Services	Resources
Corporate Strategy	Strategy, Democratic & Customer Services
Performance Management	Strategy, Democratic & Customer Services

Communications	Strategy, Democratic & Customer Services
Electoral Services	Strategy, Democratic & Customer Services
Customer Services	Strategy, Democratic & Customer Services
Community Safety	Strategy, Democratic & Customer Services
Youth Bus	Strategy, Democratic & Customer Services
Business Support	Strategy, Democratic & Customer Services

- 3.5 In relation to building and construction, the Council occasionally provides significant new buildings examples of this being a hospital in Pershore, supermarkets in Droitwich and Evesham and a Leisure Centre and Fire Station in Evesham. There is also an ongoing flood alleviation programme and various other smaller projects.

4 How the Council buys goods and services

- 4.1 The way in which the Council places orders or lets contracts is set out in the Contract Procedure Rules. The higher the value of the purchase, the more formal the procedures necessary. For example, low value routine purchases only require at least one quote, whereas long term contractual arrangements will go through formal competitive tendering either on the open market or through framework agreements.
- 4.2 Where possible the Council will collaborate with neighbouring authorities to gain advantage of economies of scale. This ensures best value in terms of the purchase/ contract price and costs of procurement. The Council also makes use of call of contracts and framework agreements as appropriate.
- 4.3 The Council is required to be fair, honest and open about how it spends public money and therefore cannot favour certain suppliers.
- 4.4 The Council carried out a procurement exercise in March 2015 and now has a Select List of suppliers for general non specialist work. The Select Lists will be re-procured every 3 years.
- 4.5 The Council maintains a contracts register, which details all existing contracts and their expiry dates.
- 4.6 The Council is now using the e-procurement portal known as the Due North Pro-Contract portal <https://procontract.due-north.com> to conduct its procurement exercises.
- 4.7 Current thresholds and council requirements are:

Contract value	Process required
Up to £3,000	At least one verbal quotation - confirmed in writing
£3,001 to £49,999	Use of framework agreement if applicable or at least three written quotations
£50,000 upwards	Use of framework agreement if applicable or full tender procedure. Additional approvals required if over OJEU threshold.

4.8 Opportunities over £5,000 are advertised on

- the procurement section of the council's website at <http://www.wychavon.gov.uk/currentenders>
- The "Find it in Worcestershire" website <https://www.finditinworcestershire.com/opportunities>
- The Councils E-Procurement Portal <https://procontract.due-north.com>

4.9 You can register on the Council's E-Procurement Portal at any time. Please see the details below on how to register.

Due North ProContract E-Procurement portal

The E-Procurement portal is a web based tool which does not impact on your IT systems.

Benefits for you the supplier

- You will receive email updates on opportunities that match your capabilities from all buyers registered with ProContract
- Electronic receipt and sending of Questionnaires, Tenders and Quotations which will reduce tendering costs and make the procurement process more efficient

If you are already registered with ProContract - then there is no need to re-register to access the Wychavon Procurement portal. Just please ensure you log in and edit your profile and ensure your account is up to date.

If you are not already registered please register an account on the tool via the portal environment which is <https://procontract.due-north.com>. There is NO charge for registering an account on the portal environment, however to take part in any of our purchasing activities going forward, you must have an account registered on the portal.

There are user guides to assist you with the registration process and throughout the time that you are active on the portal. If you have difficulties you can call the Due North Service desk on 01670 597136 or email procurement@wychavon.gov.uk

4.10 If the contract value exceeds £50,000 limit the contract will also be advertised on <https://www.gov.uk/contracts-finder>

4.11 Where a contract exceeds the OJEU threshold and a framework agreement is not being used, the contract will be advertised in the Official Journal of European Union (OJEU). OJEU can be accessed electronically via www.ojeudaily.com in addition to www.mytenders.com

4.12 The Council only pays suppliers by electronic BACs transfer. We aim to do this well within 30 days and in accordance with the supplier's payment terms.

4.13 How to Tender for Council Contracts

When a supplier applies for a tender a set of tender documents will be issued via the Council's E-Procurement Portal and will consist of

- Specification of the required goods or services
- Criteria for selection by which the tenderer will be selected
- The period of the Contract
- The Terms and Conditions of the Contract
- Details of Tenderer and references
- The Price Schedule upon which the tenderer submits the priced bid
- Form of Tender
- The time and date by which the tender has to be returned by
- Any additional information as considered appropriate to ensure the Council receives Best Value for money.

The amount and type of information requested will depend on the size and scope of the contract but is likely to include the following:

4.16 Financial Information

In this section you will be asked for certain financial information relating to your business for each of the last three years. If you are a Private Limited Company or a Public Limited Company you must submit fully audited accounts as registered with Companies House. Other applicants including voluntary and community organisation should forward copies of internal management accounts or a certified statement of turnover.

All companies will undergo a financial health check before a contract is awarded.

4.17 Equal Opportunities

The council strongly supports equal opportunity, and equal access for all sections of the community. We strive to ensure the standards we expect internally are supported by our suppliers.

4.18 Health & Safety

All organisations are required to submit a Health & Safety Policy that refers to the Health & Safety legislation.

4.19 Sustainability

We are committed to the sustainable development of the Wychavon District. In order to promote this we expect our suppliers to demonstrate similar levels of environmental care and commitment.

4.20 Tender Evaluation

Returned tenders will be evaluated against pre-determined criteria. Evaluation will focus on examining how tender proposals deliver the service (quality) and the cost of the service (price) over the term of the contract.

The council is obliged to tell suppliers the evaluation criteria and the associated weightings. The council can only evaluate tenders and quotes on the criteria that has been communicated to the suppliers via the Tender/Quote documents. The council will evaluate tenders based on the pre-determined criteria and the contract will be awarded to the tenderer who scores the highest against these criteria.

4.21 **Contract Award**

If you are successful in your tender submission you will be notified in writing and will be required to enter into a contract with the council.

4.22 **Debriefing**

If you are unsuccessful you will also be notified in writing. You may also request feedback on why your tender submission was un-successful.

4.23 **Contract Performance**

All accepted suppliers are monitored throughout the contract period against the pre-defined performance criteria stated in the tender documents.

Contracts have to be delivered in accordance with the requirements set out in the contract documentation.

The Council is continuously striving to improve its performance and it expects its suppliers to do the same.

4.24 **Information Governance**

Suppliers should be aware of the Council's obligations under the The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), public sector transparency policies and Disclosure Obligations.

- Placing of contract award notices on the Contracts Finder database, apply to the Council (together the "**Disclosure Obligations**").
- The Council's obligations and responsibilities under the Disclosure Obligations to disclose information held by the Council. Information provided by you in connection with any Procurement Process, or with any contract that may be awarded, may therefore have to be disclosed by the Council under the Disclosure Obligations, unless the Council decides that one of the statutory exemptions under the FOIA or the EIR applies.