

Winning the Business

18th January 2012

Definitions

- **Commissioning** – *“The assessment of current and future service needs and identification of how these services should be provided/delivered to meet these needs and make best use of available resources”*. **(what do we want to buy)**
- **Contracting** – *“The process of securing goods, works and services through the letting of contracts”*. **(how we buy it)**
- **Procurement** – *“The process of acquiring goods, works and services, covering both acquisition from third parties and from in-house providers. The process spans the whole cycle from identification of needs, through to the end of services contract or the end of the useful life of an asset”*. **(collective term for the above)**

Legal Background

- European Union Treaty;
- The Public Contracts Regulations 2006;
- Local Government Act 2000;
- Council's Contract Procedure Rules.

Contracting Options

- **Open** – everyone is invited to tender;
- **Restricted** – those who pass a pre qualification stage are invited to tender (Most common);
- **Negotiated** – contract discussed and agreed prior to formal offer;
- **Competitive Dialogue** – as negotiated but less flexible in terms of ability to negotiate at later stages.

The Restricted Procedure

- Advertise/issue Pre Qualification Questionnaires (PQQ's)(37 days);
- Bidders submit PQQ's and Council evaluates;
- Highest scoring bidders invited to tender (40 days to return);
- Bidders submit tenders; Tenders evaluated and selection made;
- Executive Board Report (over £500,000);
- Executive Board accepts or rejects recommendation;
- Scrutiny Committee – right to call in decision (5 days);
- 10 day standstill period (Alcatel); Organisations contacted and advised outcome;
- Contract awarded;
- Start Contract

The Pre Qualification Questionnaire

- Standard questionnaire and evaluation process.
- Information is used to assess the organisation's ability to meet the minimum standards of the Council in terms of:
 - Legal standing;
 - Social and economic issues;
 - Finance;
 - Equality and diversity;
 - Technical capacity.

The Invitation to Tender Document

- **Introduction** – information relating to the tender/contract;
- **Instructions for Tender Submission** - how to complete and submit the tender;
- **Tender evaluation process** - how the Council will evaluate the tenders;
- **Service Specification** – details the service requirements;
- **Pricing Schedule** - details contract amount or asks for price to be submitted by organisation;
- **Form of tender** – Forms for completion by organisation (the offer);
- **Contract Terms and Conditions** – which will apply to the contract.

The Tender Evaluation Process

- Both price and quality will be assessed;
- Quality is “anything that is considered as part of the tender evaluation process which is not price”.
- Quality may be assessed through a number of approaches:
 - Methods statements – how the service will be delivered;
 - Site visits;
 - Provider Presentations/Workshops.
- Quality and price are “weighted” to signify their relative importance to each other

Example Calculations

Weightings:

- Price - 60% weighting – price per hour support
- Quality - 40% weighting – assessed via methods statements

Price evaluation:

- Tender A - £10 per hour, Tender B - £15 per hour
- Tender A scores 60%, Tender B scores 30%

Quality evaluation:

- Tender A - 7 points (max. 10) = 31% (proportion of 40%)
- Tender B - 9 points (max. 10) = 40% (highest score)

Final price and quality score:

- Tender A - 60% price plus 31% quality = 91%
- Tender B - 30% price plus 40% quality = 70%

Evaluation Team

Composition:

- Independent member;
- Service User or Carer;
- Council's Commissioner/budget holder;
- Experienced Council Staff.

Pitfalls to Avoid

- Quality responses – methods statements/presentations etc.
- Pricing
- Timescales
- Communication
- Return location/route of documents

How to Increase your Chances

- Look out for contract notices – Register on ‘The Chest’ and monitor European Journal;
- Take time to prepare the PQQ response;
- Ask for feedback;
- Carefully consider the stated price/quality weightings;
- Consider whether other funding streams may be used to support your tender;
- Undertake an honest appraisal of your organisations ability to deliver the service as specified and within the budget available;
- Look towards collaborative approaches.

Frequently Asked Questions

- Does everything have to go out to tender?
- Will the Council always award a tender to the organisation with the highest score?
- How long will I get a contract for if I am successful?
- What is considered 'canvassing'?
- How do output and outcome specifications differ?
- What is TUPE? What is the Council's view on TUPE?

“The Chest” - Topics

- What is The Chest?
- Why is it important to the Council?
- Why is it important to our Suppliers?
- Next? A successful presentation?
- Questions? Anytime during presentation

The Chest

- An eTendering facility via the Web for suppliers wishing to tender for North West council business.
- Introduction (in WBC): 1 December 2011.
- Used by 40+ Councils in the North West

The Chest

www.thechest.nwce.gov.uk

The screenshot shows the 'The Chest' website interface. At the top left is the logo 'The Chest' with 'North West Portal' below it. The main content area is titled 'Home' and contains several paragraphs of text. On the left and right sides are navigation menus. At the bottom, there are logos for 'ProContract' and 'Due North powered'.

The Chest North West Portal

Navigation

- Home
- Current Opportunities
- Suppliers' Area
- Buyers' Area
- Guides and Documents
- The Chest FAQ
- Procurement Process
- Contract Register
- Contact Us
- Username Reminder
- Reset Password
- Register FREE

Home

Welcome to The Chest, the North West's Local Authority Procurement Portal.

The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy.

Local Authorities in the north west currently spend between £6bn and £6.5bn each year on goods and services so they could provide long-term stability for local businesses.

Follow the Current Opportunities link on your left to browse north west opportunities.

Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities.

Suppliers can reduce tendering costs by registering their interest in opportunities online.

The Chest has separate web pages for each of the north west's sub-regions and individual councils as well as other public sector bodies.

There is a link to The Chest's sister application 'Contract Register', a comprehensive register of contracts currently held by many of the 46 local authorities in the north west.

Navigation

- Cheshire
- Cumbria
- Greater Manchester
- Lancashire
- Merseyside

Business LINK

Visit Business Links website for help and advice on [Tendering for contracts](#)

ProContract

Due North powered

Customer Base



- 180+ UK Clients
- Local Authorities
- Purchasing Organisations
- NHS
- Housing Associations
- Higher Education
- Emergency Services (Blue light)
- 138,000 Suppliers registered on The Chest

Council Outputs

Advertise Opportunities : (OJEU, Web)

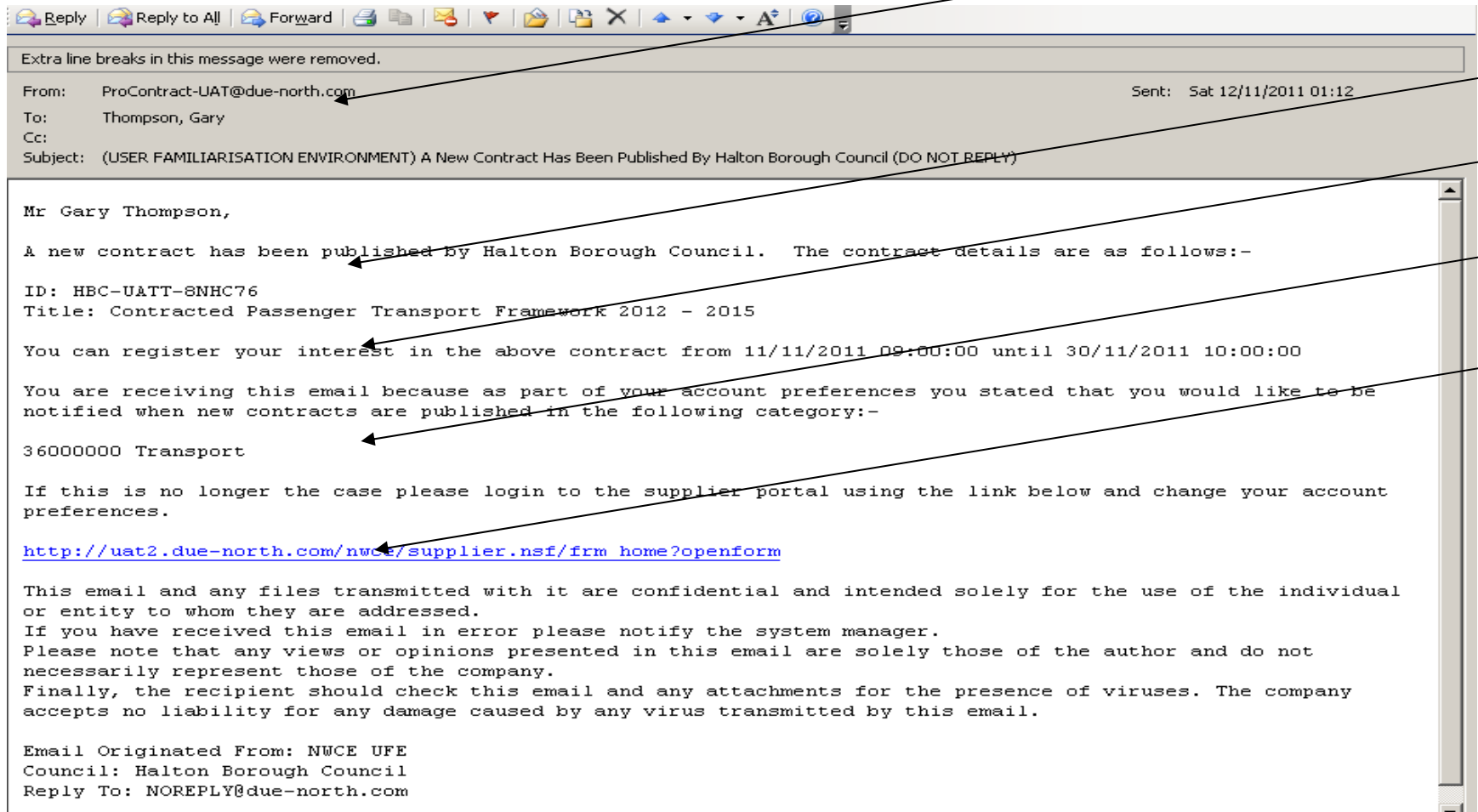
PQQ, RFQ, ITT & e-Auctions, Q & A

Market Testing/Supplier Engagement

Supplier Visibility/Location/Categories

Supplier “push” alerts

E-Mail Alerts





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Sub-Regions » Lancashire

Welcome to the Lancashire sub-region pages of The Chest.

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Follow the Current Opportunities link on your left to browse north west opportunities.

Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities.

Suppliers can reduce tendering costs by registering their interest in opportunities online.

Follow the links to the homepage of any of the councils in the sub-region or to other sub-regions.

Guides and a FAQ section are available to make the Chest as user friendly as possible.

There is a link to The Chest's sister application The 'Contract Register', a comprehensive register of contracts currently held by many the 46 local authorities in the north west.

Explore the navigation bars on the left and right to find your way around the site and see what else it has to offer.

- Navigation
- Blackburn with Darwen Council
- Blackpool Council
- Burnley Council
- Chorley Council
- Fylde Council
- Hyndburn Council
- Lancashire Council
- Lancaster Council
- Pendle Council
- Preston Council
- Ribble Valley Council
- Rossendale Council
- South Ribble Council
- West Lancashire Council
- Wyre Council

- ### Sub-Regions
- Cheshire
 - Cumbria
 - Greater Manchester
 - Lancashire
 - Merseyside



Opportunities Portal

Welcome to the Opportunities Portal Powered by Due North

Information

As part of the governments initiative to implement e-procurement, you can now register free to an electronic system which will allow you to tender for public sector contracts

If you want to register your company on the system, register free now!

Benefits

- Make buyers aware of your presence
- Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
- Submit your quotations and tenders electronically almost instantly
- All you need is an internet connection and an email account
- Reduce your paper and associated printing costs
- Benefit from proven added security and knowledge that your submission has been delivered

Latest Opportunities

[Search](#)

The latest contract opportunities can be viewed below. PLEASE NOTE THAT THIS IS ONLY A SMALL SELECTION OF THE LATEST OPPORTUNITIES. You are advised to use the search facility to look at the full range of available opportunities by clicking the binoculars icon.

Contract Title	Buyer	Start Date	End Date
Higher Woodhill Viaduct - Condition Survey to Deck and Steel Elements, Bury	Bury Council	23/09/2011	28/10/2011
Delivery, Development and Management of Affordable Housing Mobile Creche Service	Cheshire East Borough Council	01/03/2012	28/02/2138
Failsworth School Grounds Maintenance	Halton Borough Council	04/08/2011	04/08/2011
Framework for the Supply Only & Supply and Fit of Tyres and Associated Services	Oldham Metropolitan Borough Council	01/09/2011	31/08/2013
	Salford City Council	01/12/2011	30/11/2015

Subcontracting Opportunities

[Search](#)

You can now search for subcontracting opportunities posted by our registered suppliers. The latest subcontract opportunities can be viewed below. PLEASE NOTE THAT THIS IS ONLY A SMALL SELECTION OF THE LATEST OPPORTUNITIES. You are advised to use the search facility to look at the full range of available opportunities by clicking the binoculars icon.

Register

Not registered?
[Register Free](#)

Forgotten your username and/or password?
[Reset Password](#)
[Username Reminder](#)

Help

Login - allows you to login using your assigned username and password.

Register - allows you to register with the supplier portal to receive information regarding current and future contracts.

Reset Password - if you have forgotten your password you can reset it using your email address and your username (use username reminder option if you do not know your username).

Username Reminder - if you cannot remember your username you can receive a reminder to your registered email address.

Latest Opportunities - you can search for the latest contract opportunities by clicking the icon.


A list of the latest opportunities published by all of the buyers using this portal can be seen in this section.



See also:-

Contract: HBC-NWCE-8JYJXM

Main Contract Detail

Buyer: Halton Borough Council
Title: Mobile Crèche Service
Category/Categories:  hide categories
 17000000 - Education
 17101000 - Adult / Further Education
 17101100 - Children
Additional Categorisation(s): None
Summary: Provision of a High Quality Mobile Crèche Service to care for Children aged 0- 4 years whilst their parents / carers are attending Family learning courses in Halton.

The Authority is seeking to award a Contract for the provision of a High Quality Mobile Crèche Service. The contract will commence in September 2011 and continue until July 2012 with the option to extend at the discretion of the Authority dependant on satisfactory performance and pricing agreement.

Since 2001, the Adult Learning and Skills Development Division has been delivering Family Learning programmes in a variety of community venues throughout the borough with a view to breaking down some of the barriers often associated with adult education.

In order to deliver universal, accessible learning programmes to all parents in Halton, the service seeks to ensure that programmes are free of charge, are held in easily accessible, local venues and are supported by a qualified crèche where possible.

The provision of a mobile crèche is important in widening participation on courses that support local and national priorities such as literacy and numeracy. This facility allows parents to engage in learning that they would not have otherwise been able to access.

Further details are on attached specification.

Halton Borough Council may discontinue the Request for Quotation (RFQ) at any time, is not bound to accept any quotation and will not be liable under any circumstances whatsoever for the costs suppliers incur in preparing the quotation.

All questions relating to this quotation must be submitted via The Chests Question & Answer facility.

Contract Attachment(s)

 [Mobile Crèche Provis...](#)

Buyer



Help

You can register your interest in any of the listed contracts in the following way(s):-

Logging in clicking the  icon or 'Login' link found at the top right of the screen then clicking the 'Register Interest' button in the options section.

Clicking the 'Login & Register Interest' button in the options section.

These options will only be available if the current date is within the expression of interest window.

Not registered?
 [Register free](#)

NOTE: Once your registration has been accepted you will then need to return to this opportunity, login and register your interest in this contract in order to receive further information.

Benefits to the Council

- ✓ Advertising: speed, scope and economy,
- ✓ All documentation is current – document changes instant,
- ✓ All contract work (PQQ, ITT, RFQ, e-Auctions) and information gathering/information,
- ✓ Reduced costs and visibility to suppliers - raise interest and increase bid responses,
- ✓ Full audit trail,
- ✓ Wider supplier base (more competition),
- ✓ Identify local and/or specialist suppliers.

Benefits for Suppliers

- ✓ View contract opportunities (WBC & All),
- ✓ Automatic notification via email of opportunities, changes and updates,
- ✓ Electronic document transfer (internal transfers + more time for bid preparation),
- ✓ No printing/posting/courier costs
- ✓ E-Mail confirmation of the receipt of the bid,
- ✓ Registration is free,
- ✓ Supplied PQQ information can be stored (*later*),

What Next?

- Register on The Chest
- Categories and Key Words
- Read the comprehensive User Guides
- Understand your part.
- **Win council contracts?**

The Chest

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Questions