

Welland Procurement: Proposal for Managing the Procurement Service for Harborough District Council

After discussions with Harborough District Council (HDC) around their Procurement needs Welland Procurement (WP), on behalf of Melton Borough Council (MBC), would like to propose the following service:

Welland Procurement's Obligations:

1. One-off exercises, to be completed within 6 months of service start up:
 - a. Update the Contract Procedure Regulations (CPR) and the Statement of Required Practice for Procurement (SORP) into a more comprehensive and streamlined set of guidance and rules for use by HDC
 - b. Transfer HDC across from the Delta eProcurement Suite to the WP managed Pro-contract eProcurement suite
 - c. Update the CPR in line with national changes in procurement regulations (currently due late 2023).
 - d. Move the contracts register from excel based format to being held/published within Pro-Contract.

Costs for a, b, & d, worked out at a maximum of 12 days' work, at £300 a day, totalling £3600. If we use less days, then we will reduce accordingly.

Item c cannot be calculated at present as new regulations are not available. However as this will need to be changed for the wider membership, unless a revised set of CPR's for HDC look very different from any other member this should be able to be adjusted as part of the membership fee.

2. Annual Reporting

- Annual reporting of procurement activity/performance/efficiencies etc to HDC Audit & Standards Committee [Attendance in Person if Required]
- Annual "compliance" review of procurement and reporting (including attendance) to Audit & Standards Committee (to be combined with the above).
- To prepare an annual report to HDC including information on performance indicators as monitored and captured by MBC.

3. Ongoing and Ad-hoc services from going live:

- The addition of HDC's Procurement needs in the Welland Procurement Annual Service Plan. This will assess the level of support needed from WP in managing the procurements put forward by HDC
- Operational procurement support and delivery as required, from Ad-hoc advice to leading on larger strategic procurements, as agreed in the annual service plan.

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- Procedural guidance to enable compliance and to ensure the Council are provided with updates that would affect the Contract Procedure Rules/Standing Orders of the Council.
- Maximising value to the Council through the efficient and effective delivery of procurement plans.
- Developing effective procurement networks.
- Supporting and advising on potential and actual challenges.
- Facilitating the use of e-procurement including the provision of relevant reports to support the Council in complying with the Transparency Code.
- Generic support and advice to the Council to include procurement overview updates to the Senior Management Team. One formal training session to all officers will be delivered by WP each financial year of this agreement period; and
- Facilitation and dissemination of best practice procurement.

4. Procurements Routes and Values Within the Scope of the Welland Procurement Agreement

Procurement Managed by WP	Procurement Managed By the Council
<ul style="list-style-type: none">• Any Procurement over the Find a Tender Service Limit (previously OJEU)• Any procurement over the authority's tender threshold• Setting up of any Dynamic Purchasing System• Setting up of any Framework Arrangement• Further Competitions under frameworks• Posting of contract finder notices for procurements under the authority's tender threshold	<ul style="list-style-type: none">• Requests for Quotation exercises ie procurements under the authority's tender threshold• Direct Awards under existing Frameworks

Costs and Minimum Term:

- Items in Section 1 will be subject to a one-off cost for the work.
- The remainder of the outlined service will be covered by an annual fee of £48000 for 2023-24. Subsequent years will fluctuate in line with inflation.
- The current minimum term for new members to enable us to properly resource the service is a commitment to a 3 year sign up period

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Harborough District Council's Obligations

Processes and management

- There will be a requirement on managers to adhere/follow the WP procurement process (attached at Schedule 1) and make procurement decisions accordingly.
- There will not be a procurement advisory role remaining in the HDC establishment. Managers will need to engage with WP in a timely manner to deliver procurements of tender threshold value and above.
- For procurement below the tender threshold Managers will self-deliver these in accordance with the WP Procurement Process (attached at Schedule 1).
- Upon completion of a procurement exercise HDC retain the right to decide whether to enter any contract or not and shall give or withhold its consent through its Officers regarding participation or award.
- HDC will be responsible for acquiring all relevant approvals pertaining to the procurement process (permission to procure, permission to award, forward plan etc)
- HDC will be responsible for the implementation and management of its procurement contracts,
- Whilst WP will deliver training, advice and documentation to support the procurement services, HDC will remain responsible for its staff awareness of procedures and practices, dissemination of support documentation, and adherence to agreed policies and procedures.
- HDC will provide their own legal services required for any procurement.
- HDC will add contract register items for procurements not managed by Welland Procurement.

Timeline for Delivery

Welland Procurement propose a service start date of April 1st 2023

In order to meet this deadline, the following must occur:

- Any approvals to enable the change (decision notice or member sign off)
- Legal agreement
- Procurement Training for Key Users (to include new process and responsibilities for HDC staff as well as contact information for Welland Procurement Team)
- Completed Service plan required for HDC's 23-24 plan of procurement
- List Live on Delta
- Contract register
- Set up on Pro-contract (admin for contracts register), Setting up new council.
- List Key figures within HDC – Section 151, Legal, Monitoring Officer/Dem services rep., Lead contact for Authority. Directors of Service Areas.
- Copy of CPR, SORP for Use on Welland Procurement Website

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- Copy of Proc Templates for HDC use.

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