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Role of CPU

- Equal and Fair Treatment
- Transparency
- Delivery of Best Value
- Governance
- Procurement Efficiency

McLelland Report 2006

- 82 Main Recommendations
- Collaboration
- Standardisation of Processes
- Categorisation of Commodities
(A, B, C & C1)

Tender Process

- Council Standing Orders and Financial Regulations
- EU Legislation



Questions we ask?

- Financial
- Insurance
- References
- Equal Opportunities
- Freedom of Information Disclosure
- Environmental
- Health & Safety
- Tender Specific Questions

Tender Evaluation & Award Criteria

- Price Quality Split
- Award Criteria established prior to invitation
- Weightings (most important to least important)
- Possible interview / site visits

What is Public Contracts Scotland?

- Lists Scottish Public Sector Contract opportunities

www.publiccontractsscotland.gov.uk

- Also includes
 - SPD Guide to Tendering
 - Which bodies are using the Portal
 - **No charge to use**
 - 41,170 Companies registered on the Portal
 - 1523 Businesses within the AB Postcode registered

What can Suppliers do?

- Register on the portal
- Consider collaboration with other suppliers
- Supplier Development Programme
- Request debriefs



Hints and Tips

- Prepare to Win
- Answer the Questions
- Communication
- Develop Policy & Procedures
- Have an eye for detail



Some Sample Questions to Make You Think....?



Sample Questions – Question 1

Is this a Good Answer?

Question

Please outline how your Company proposes to manage quality during this contract.

Answer

“Dedicated Account Manager who is sole purpose is to ensure 100% satisfaction is achieved”

Suggested Answer – Question 1

Product Quality

- ISO 9000 Accreditation
- Quality Management systems in place to record, analyse and resolve problems

Service Quality

- Monitoring of KPI's and reporting with MI
- Undertaking user surveys and then use this to ensure continuous improvement

Sample Questions – Question 2

Is this a Good Answer?

Question

Please detail safety arrangements delivery of goods / works / services, specifically including:

- Risk Assessment Procedure
- First Aid Provision
- Emergency Procedures

Answer

“All of the above are incorporated within our Health & Safety Policy”

Suggested Answer – Question 2

Answer the questions, when it asks for detail, you need to respond with detail. Your submission can only be evaluated on your response.

Risk Assessment Procedure

Employees are required to.....

First Aid Provision

At least one member of.....

Thank you

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