



Welland Procurement South Kesteven District Council

July 2020

Welland Procurement Services

- Welland Procurement is a shared procurement service
- Provide operational and strategic procurement services
- Strategic procurement services consist of:
 - Regular review of Contract Procedure Rules
 - Provision of a regularly updated Procurement Toolkit
 - Provision of a set of regularly updated Procurement Template documents
 - Provision of a range of other written guidance
 - Regular procurement training available for Officers

Welland Procurement Services

- Operational procurement services consist of:
 - Full support for all OJEU procurements: from project planning to award
 - Full support for the majority of sub OJEU tenders: again from project planning to award
 - Full support for the majority of framework call offs, particularly where they involve strategic services: again from project planning to award
 - Advice on quotations and other procurement related matters, for example transparency arrangements, FOI requests

Who do Welland support?



How does Welland provide operational procurement services?

- Annual service plan is agreed with the Council (Oct-Dec) for the following financial year
- Work is allocated throughout the Welland Procurement team
- Key contacts have been provided to the Council, so Officers can contact Welland for operational advice
- “Virtual” service; main forms of communication are email and telephone, however, the team attend all procurement meetings that we are invited to
- Templates are available to all Council Officers on the Welland Procurement Portal (<http://wellandprocurement.org.uk/south-kesteven>)
- Savings and other social benefits are reported on a regular basis, along with feedback from Council Officers

How does Welland provide updates to the Council?

- The lead contact from South Kesteven District Council is Richard Wyles
- Welland circulates updates, best practice and relevant information on a regular basis (via email)
- Quarterly Welland Board meetings
- Annual Reports
- Staff briefing notes

Benefits of membership to Welland Procurement

- Access to Head of Procurement resource to advise on strategic issues, Contract Procedure Rules and more complex queries
- Head of Procurement is an active member of East Midlands Heads of Procurement Board
- Compliance means less resources during procurement and less risk of challenge (informal or formal)
- Possibility of joint procurements and collaborative working
- Lessons learnt discussions between Members

South Kesteven joining Welland Procurement

- The Council joined Welland Procurement in April 2019 and pays an annual fee
- The Council was previously supported by Procurement Lincolnshire
- The Council now receives support from Welland Procurement on all procurement processes on the service plan, as well as additional pieces of work requested (where capacity and advance notice allows)
- The Council receives visibility on how the service is delivered, with clear Roles and Responsibilities given between Council and Welland Officers
- Welland provides quarterly reports on project activity at the Welland Board meetings

How has Welland supported South Kesteven District Council 2019/2020?

- Value: Savings recorded (based on either budget/estimated spend or previous Contract spend):

Savings (Year 1)	Financial Year (for Contract saving)	Whole Life Savings
£75,891	2019/2020	£60,230
£29,618	2020/2021	£113,625

- Contracts awarded to SMEs (SME status as declared by the successful provider): 2 Contracts (50%) which equates to £93,259 Contract value (31% of awarded spend)
- Contracts awarded to local providers (based within easy reach of the buyer – maximum 1 hours drive): 1 Contract (25%) which equates to £26,375 Contract value (9% of awarded spend)
- Contracts awarded to local SME providers (as per above descriptors): 1 Contract (25%) which equates to £26,375 Contract value (9% of awarded spend)

How has Welland supported South Kesteven District Council 2019/2020?

- The training provided has:
 - Increased the visibility of Welland Procurement amongst Officers, leading to an increase in engagement and collaborative working
 - Increased awareness of transparency requirements (Contracts Register and Contracts Finder)
 - Details of contacts within Welland, leading to Officers approaching Welland for ad-hoc advice and support
 - Led to Council Officers approaching Welland Procurement about innovative procurement routes, so that we can support the outcomes and objectives of the Council, rather than following a standard procurement route
 - Dynamic Purchasing System for Temporary Accommodation
 - Creating the Council's own Framework to cover multiple 'spot purchases'

Procurement Training at South Kesteven District Council

- Training provided across several dates on the updates made to the Council's Contract Procedure Rules (Feb and March 2020)
 - We received feedback from 48 attendees for this training
 - 96% of respondents said the training met their expectations (4% were "neutral")
 - 94% of respondents said the content was organised and easy to follow (6% were "neutral")
 - 100% of respondents said the trainers were knowledgeable
 - 92% of respondents said interaction and participation were encouraged (8% were "neutral")
 - 98% of respondents said the training was either "good" or "excellent" (2% were "average")
- Training for "Awarding a Contract via a Framework" provided for online access, and is available on the Welland Procurement Portal

Feedback

- Individual projects upon completion
 - No feedback forms received from SKDC Officers to date
- Annual satisfaction survey
 - Circulated to 119 Officers from the 8 Councils; unfortunately only 21 responses were received (note this is the first year this survey has been widened to include Council Officers rather than just the lead Council representatives)
 - 95% of respondents were either satisfied or very satisfied with the service received – this is an increase of 20% compared to last year (with a further 5% being neither satisfied nor dissatisfied)
 - 100% of respondents found the team helpful and the advice valuable
 - 95% of respondents found the templates easy to work with – this is an increase of 16% compared to last year

How is Welland looking to support the Council throughout 2020/2021?

- Completing the projects on the Service Plan
- Offering further training to Council Officers (Member training in October)
- Developing Contract Management training
- Working flexibly as a result of COVID19, offering training and attending meetings virtually
- Supporting the Council in adopting any changes in light of any Public Procurement Reform following Brexit
- Exploring opportunities for full online questionnaires on ProContract
- Exploring options for packages of support Welland can offer in relation to Contracts Register compliance
- Developing a Sustainable Procurement Strategy

Resources that are available from Welland

- These are all available to Council Officers on the Welland Procurement Portal
 - Procurement Toolkit
 - Risk Register
 - Guide to Contract Management
 - Guide to Tender Evaluation
 - Conflict of Interest Declaration – Confidentiality Agreement
 - Electronic Tendering Opening Procedures
 - Tender Timetable Planner
 - TUPE Templates
 - Specification Template
 - Tender and Quotation Templates
 - Evaluation and Moderation Templates
 - Award Letter Templates
 - Contracts Finder Award Notice Template
 - Modification Notice Template
 - Suite of User Guides for Bidders (to encourage and enable local and SME (small and medium enterprises) organisations to bid for Council work

Any questions?