

## Procurement and commissioning.

### Context

These procedures apply both to projects and activities funded by Plain Action, and to Plain Action's own operations covering management and administration and the direct commissioning of work in pursuit of Programme delivery.

The procurement rules set out here follow those operated by Wiltshire Council which are acceptable to SWRDA and satisfy the RDPE / EU regulations. In the event of any conflict between the instructions below and Wiltshire Council procedures the latter will take precedence.

The objective is to have clear transparent procedures which achieve good value for money in the broadest sense, while taking a 'proportional' approach to the sums involved. Many organisations will have their own existing procedures; following these will be acceptable if they satisfy, or more than satisfy, the following.

### Value for money

There is no requirement as such to accept the cheapest quote. Adequate records must be kept of the grounds on which decisions have been reached. Broader value for money considerations can include:

- Previous knowledge of the supplier (reliability, quality etc)
- Specific skills and experience of the supplier in a specialist field
- How local? Contractors / suppliers who provide employment etc within the Plain Action area are preferred.
- Other considerations peculiar to the particular goods / service.

### Procurement – general limits

Goods / service < £5,000	<p>Consider / research suitable suppliers</p> <p><b>Obtain written quotation from at least one suitable supplier</b> specifying the goods, services or works to be supplied; when they are to be supplied; the quotation figure; terms and conditions of any contract and terms of payment.</p> <p>Keep record of process and grounds for decision.</p>
Goods / service £5,000 - £24,999	<p>Finalise specification of what is required</p> <p><b>Obtain a minimum of three competitive quotations</b> based on your specification and setting out goods, services or works to be supplied; when they are to be supplied; the quotation figure; terms and conditions of any contract and terms of payment.</p> <p>Keep record of process and grounds for decision. You are not bound to accept the cheapest – the one accepted should offer best value overall.</p>
Goods / service £25,000 - £99,999	<p><b>A 'request for quotation' (akin to tendering) process should be followed.</b></p> <p>Finalise specification of what is required</p> <p>Publicise invite to quote including grounds on which quotations will be evaluated. Include closing date, notification date, and grounds on which quotations will be evaluated.</p> <p>Establish process within the organisation – who will be involved in decision?</p>
Goods / service over £100,000	<p>This is unlikely to arise for a single goods / service within a Plain Action funded project. In the event the process would be subject to discussion and agreement with Plain Action, and would feature in the approval process.</p>

## **Plain Action Commissioning – circumstances**

The commissioning process generally refers to Plain Action arranging for a suitable organisation to deliver part of the Programme – ie 'commissioning' the work rather than relying on the project/activity application process. The circumstances under which this will occur are likely to be one or a combination of:

- It is clear that parts of the Programme's objectives are unlikely to be met because there has been a lack of suitable applications.
- Where an activity has already taken place successfully locally which would if replicated across the Programme area make a significant contribution to one or more objectives, and no suitable application is forthcoming.
- Where a specific feasibility / research / investigative piece of work is required which would assist in clarifying a need or issue.
- Where there is clearly one organisation ideally suited to deliver part of the Programme and they have not put forward an application.

## **Plain Action Commissioning - procedure**

The procedure will broadly combine the project/activity application procedure and the procurement procedure as follows

- Programme Manager prepares and PMG considers a broad proposal to commission work, proposal in similar format and purpose to expression of interest and assessed as such by PMG. Proposal includes case for commissioning rather than alternative route.
- Programme Manager and others as appropriate prepare full project proposal / specification, equivalent to full application.
- Written quote(s) obtained according to limits as set out above.
- Full project proposal / specification, plus quotes go to independent appraisal as per Plain Action's usual application limits (£1,000 - £9,999, £10,000 - £39,999, £40,000 - £99,999)
- Resulting papers considered as per same application limits for final decision.

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