



Broxtowe
Borough
COUNCIL

**A guide to doing business with Broxtowe
Borough Council**

January 2014

ABOUT BROXTOWE BOROUGH COUNCIL

Broxtowe Borough Council is a local authority in Nottinghamshire. It covers 8,055 hectares and has 3 main towns (Beeston, Stapleford, and Eastwood). It has a current estimated population of over 110,000.

The Council spends approximately £16 million per annum on procurement although this can vary each year depending on resources available. The Council deals with contracts of varying types, from one off purchases to contracts for supplies, services or works that will last for a specific period of time before coming up for renewal. Generally, each service area takes the lead on purchasing to meet its own requirements.

Effective procurement supports the Council's aims and objectives, helping the Council deliver high quality services, which meet the current and future needs of local people and are based on value for money.

INTRODUCTION

One of the key principles of Council procurement is to promote a mixed economy of suppliers and promote partnering arrangements. We are keen to develop participation by small firms and the voluntary and community sectors, and to work with suppliers to deliver community benefits in a way that is consistent with best value, and in compliance with procurement law.

Therefore, we have developed this guide to assist all organisations that want to bid for contracts with the Council. It provides an explanation of our contract and tendering procedures, and also means we can make you aware of business opportunities. It should help you in taking practical steps to ensure that you are in a position to compete for our business.

The Council has a duty to protect public interest and to ensure public money is spent properly. Legal requirements mean that we cannot favour businesses simply because they are located in the District or employ local people. We have to meet contract regulations and must always ensure we are providing equal opportunity and achieving the best quality at the best price.

PROCUREMENT AT BROXTOWE BOROUGH COUNCIL

Procurement at Broxtowe Borough Council is generally devolved to individual Directorates and Sections. This means that each separate Directorate and Section decide how and what they procure on an individual basis as long as they adhere to the Council's 'Financial Regulations' and 'Standing Orders'.

Generally there are two ways to become a supplier to Broxtowe Borough Council:-

- 1) Respond to a contract opportunity via the formal tender documentation. These opportunities are advertised on the Source Nottinghamshire website - www.sourcenottinghamshire.co.uk (Under current contracts).
- 2) Contacting the relevant section/contact to whom you wish to supply your goods / services to.

A list of main contacts and their area of responsibility is available on the website here:- [Contract manager contact details](#)

Contract List

The Council has a list of contracts currently in place and these can be found on the website here: - [Current contract list](#)

Further procurement information can be found at:- [Procurement page on the Council's website](#)

Contact Details

Procurement & Technical Officer
procurement@broxtowe.gov.uk
0115 917 7777

HOW THE COUNCIL DECIDES THE PROCUREMENT PROCEDURE

The value of a contract determines the procedures that Council Officers must follow. The value determines how many quotes we need to obtain or whether a tender process must be entered into.

Contracts for Goods and Services	
Estimated Contract Value	
£0 - £25,000	Quotes maybe sought.
£25,000 - £60,000	3 quotes must be obtained
£60,000 - £164,176	Contract goes to tender
Above £164,176	EU procurement regulations and processes apply (must be advertised and go through a tender process)

Contracts for Works	
Estimated Contract Value	
£0 - £25,000	Quotes maybe sought.
£25,000 - £60,000	3 quotes must be obtained
£60,000 - £4.104m	Contract goes to tender
Above £4.104m	EU procurement regulations and processes apply (must be advertised and go through a tender process)

THE COUNCIL'S PROCOUREMENT POLICY

The main aspects of the Council's procurement policy are: -

- Advertise contract opportunities where possible.
- Treat all current and potential suppliers equally and transparently.
- All contracts must show Value for Money.
- Each functional area has responsibility for procurement of their requirements.
- All procurement projects must follow the relevant legislation and Council regulations.

HOW DO WE ADVERTISE CONTRACT OPPORTUNITIES?

We want local businesses and small and mediums sized enterprises to tender or quote competitively to supply the Council. The Council can however only treat a small local business the same as a large nationwide company to ensure the Council complies with EU procurement legislation.

You can find out about current and planned business opportunities at the Council as follows:

Check for advertisements in

- The Official Journal of the European Union (OJEU).
- The Council's procurement page on the website (current contract opportunities)
- Source Nottinghamshire Website (under current contracts)
- Contract Finder

You may also find out about current and potential future opportunities to work with Broxtowe Borough Council by contacting the 'Contacts' on the 'Contact List' found on the website at:- Contact details for contract managers

To meet the Council's constitution and the EC Procurement Directives, the Council is required to advertise tenders in local publications and, for 'Service' and 'Supplies' contracts worth more than £164,176 and 'Works' contracts worth more than £4,104,394, in the Supplement to the Official Journal of the European Union (OJEU)

APPROVED OR SELECT LISTS

The Council does not keep approved lists of suppliers unless they are part of a framework agreement that has been created as a result of a tender process. The Directorate of Environment use 'Constructionline' for construction projects.

PROCUREMENT COLLABORATION

The Council occasionally tenders out contracts in collaboration with other local authorities. Often the Council can use an existing framework tendered out by a different local authority. This means the Council will not have to go through an additional tender process.

THE REGULATIONS WE HAVE TO FOLLOW

European Rules

All public sector contracts within the European Union, no matter what their value, are covered by a treaty which incorporates the free movement of goods and services and which prevents discrimination against firms on the grounds of nationality.

The principles of the treaty are backed up by a series of EU Procurement Directives and UK regulations, which require the Council to follow detailed procedures for all procurements above financial thresholds. The thresholds are reviewed every two years. The current threshold is £164,176 for Supplies and Services and £4,104,394 for Works.

National Rules

Whilst there is no prescription on local authorities to tender out specific services, all councils have a duty under Best Value legislation (introduced in April 2000) as laid down by Part 1 of the Local Government Act 1999 to fundamentally review their services and make arrangements to ensure continuous improvement having regard to economy, efficiency and effectiveness. The Council recognises that effective procurement is at the heart of Best Value and that the Best Value review process will help deliver its commitment to provide the best possible services for the people of the borough of Broxtowe.

Local Rules

Procurement activities must also comply with the Council's contract procedures and financial regulations. The Council's procurement strategy is based upon fair, transparent and open competition and the procedures ensure that the process is reasonable and auditable.

ELECTRONIC PROCUREMENT

The Council aims to increase the level of e-procurement that over time will include electronic tendering, ordering and invoicing. The aim is to reduce the costs for the Council and the supplier that are associated with the procurement process and the costs of normal commercial trading. The Council will seek to work with local suppliers to ensure opportunities in e-procurement are available to them.

E-Ordering

The Council currently has the facility to send orders by e-mail. Attached to the e-mail is a PDF document which when opened contains the order details, including order number, delivery point and items ordered.

Purchase Card

The Council is now operating a Corporate Purchase Card System. This allows authorised employees to purchase goods/services on behalf of the Council using a Credit Card. This is cost effective for both the Council and the Supplier as it negates the need for the raising of orders and the payment of invoices. It also means the Supplier receives payment more quickly.

POLICY CONSIDERATIONS

Equal Opportunities & Diversity for Suppliers

The Council is an equal opportunities employer and is committed to promoting equality of opportunity for all people irrespective of sex, age, race, or disability.

The Council is keen to ensure that its suppliers abide by the law and are working to best practice in this area.

Sustainability

Broxtowe Borough Council's Vision;

- "Provide high quality services to make Broxtowe a place where people want to live and work"

This vision encompasses the corporate aims of:-

- "Focus on environmental needs"
- "Promote recycling and sustainability"
- "Take action to enhance the environment for future generations".
- "Make efficient, effective and best use of public funds".

A full set of the Council's commitments to sustainability are set out in its "Sustainability Policy", two of which relate directly to sustainable purchasing:

- Purchasing goods and services that cause least harm to the environment and encouraging others to do the same.
- Ensuring that all future development and refurbishment exceeds the relevant legislation and environmental standards as far as practicable.

The Sustainable Purchasing Policy can be found on the website here:-
[Sustainable Purchasing Policy](#)

Health & Safety

The Council is committed to ensuring the health, safety and welfare of its employees and that of all others affected by its undertakings.

Successful contractors and suppliers are expected to demonstrate compliance with current health and safety legislation.

Best Value

Under Part 12 of Annex C of the Local Government Act 1999 (Best Value), the Council must secure continuous improvement in the performance of its services in terms of economy, efficiency and effectiveness.

Best Value is defined as "the optimum combination of whole life cost and quality (or fitness for purpose) to meet the customer's requirements". This approach enables sustainability and quality to be taken into account. The traditional public sector 'lowest price' approach should not always be used.

For procurement requiring quality, social and environmental needs the most economically advantageous tender method should be used.

Risk Management

The Council will have due regard to the risks involved in the procurement of works, goods and services and will take appropriate action to deal with such risks. Where necessary, risks identified will be added to the Strategic Risk Register with monitoring through the Strategic Risk Management Group.

TENDERS AND PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Tendering Process

A tendering process often includes two stages:-

1) Pre-Qualification Questionnaire (PQQ)

The PQQ is a questionnaire issued to ascertain the suitability of potential suppliers to provide goods, services or works as identified in the contract notice. It is likely to be the first stage in a two stage tendering process and you will be asked to provide details and evidence for company financial standing, business probity and technical capability and experience.

2) Invitation to Tender (ITT)

If you're successful with your PQQ and your financial standing, business probity and technical capability information is deemed superior to your competitors; you will be placed onto the shortlist for the contract. Each company on the shortlist will be invited to tender for the contract. For some smaller contracts the PQQ may not be required and all the process may begin with the ITT.

Sometimes the PQQ stage will be included in the ITT document.

Tender Return and Evaluation

A tender return date will be specified on the tender document. The tenders received are all opened at the same time and recorded, after the tender return date. Once the tender documents have been opened, they are forwarded to the appropriate officer for evaluation. Suppliers that fail to return their tender submission by the specified deadline will be excluded from the evaluation process.

Tender evaluation criteria are established before tenders are invited. If tenders are to be evaluated on price and quality, as opposed to price alone, the percentage split will be stated in the tender documents.

Tender/contract award

After tender evaluation, if the Council is satisfied that your Company can successfully carry out the work you will be awarded the contract.

All suppliers that submit tender documents will be contacted regarding the result of the tender process.

Tender/PQQ Documents

Although tender documentation can be quite detailed, they are not designed nor intended to discourage you from tendering for the Council's business. They are formal checks of your business to assess your suitability, experience and expertise as a potential supplier. The types of information requested and questions asked will differ depending on each individual contract requirement. Examples of information required may include the following: - : -

- General details about your Company
- Financial information including your audited accounts
- Equal opportunities policy a statement that you comply with the guidelines published on our web site, and/or details of your arrangements (to include the Race Relations Act)
- Health and safety policy and/or details of your arrangements
- Insurance certification including public and employer's liability
- Environmental certification and/or arrangements that you have in place
- Quality assurance certification and/or arrangements that you have in place.
- Technical information concerning your experience, business history
- Contract specific questions such as experience, project plan, how you propose to supply requirement in a specific situation etc.
- Staffing levels and skills.
- Pricing
- Referees

Request for Quotes (RFQ)

These traditionally are just based on price. However the Council prefers a more 'value orientated' procurement process and will often run the RFQ process like a mini-tender.

Payment

All local authorities now have prompt payment targets. This means that the Council is committed to paying all invoices within 30 days of receipt, irrespective of invoice value or payee.

The Council also operates purchasing cards as an alternative form of payment for suppliers. If you are applying to tender for a supplies contract, you may be asked to accept purchasing cards as the preferred method of payment.