

Selling to East Riding of Yorkshire Council

Introduction

How would you like to supply to a customer with an A1 credit rating that pays on time and spends around £190 million a year? This guide aims to help give organisations access to business opportunities with East Riding of Yorkshire Council and the wider public sector.

The Council's Corporate Procurement Unit and Business Services Team have produced the guide to explain how it buys supplies, services and works, and advises your organisation how it can become a supplier. This document provides information on East Riding of Yorkshire Council's Procurement and Tendering processes only. Following the information within this guide is not a guarantee that the potential supplier will be allocated work from it. The Council seeks continually to develop its procurement procedures so that they are efficient, flexible and respond to the needs of all stakeholders including suppliers. If you have suggestions on how we can improve our procedures please contact the Council's Corporate Procurement Unit.

About Us

East Riding of Yorkshire Council is the largest unitary Council by area in the country, covering an area of 930 square miles. As a unitary authority the Council provides a wide range of local government services, from schools and libraries to housing and refuse collection.

It is one of the biggest employers in the East Riding with a Workforce equivalent to nearly 9,000 full time employees and a budget for 2004/05 of £527 million.

The Council is a major purchaser, spending about £187m a year on a wide range of supplies, services and works.



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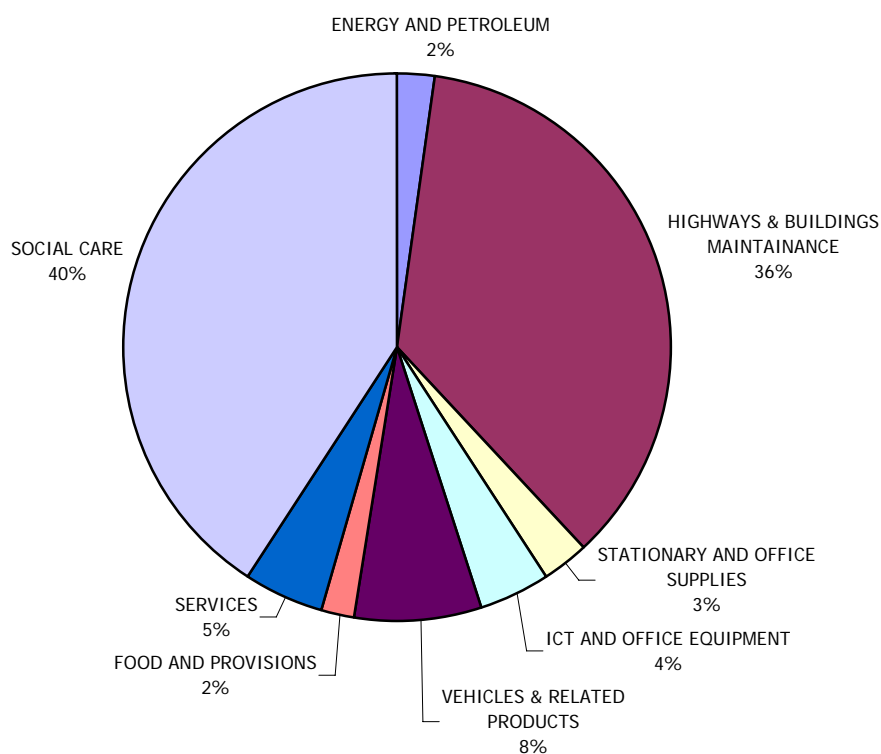
What We Buy

Given the diverse nature of Council services, its requirements are varied, ranging from low value high volume purchases such as stationery and office supplies, through to high-value capital works schemes and complex information and communication technology projects.

The importance of procurement is recognised in our procurement policy. This highlights the contribution effective procurement makes to the achievement of our priorities, policy objectives and in the provision of quality services. Procurement also helps the Council deliver it's community aims, which are:

- **Improved health**
- **Greater prosperity**
- **Reduced crime**
- **Lifelong learning**
- **A healthy environment**

Increasingly we are looking to deliver and improve our services through contracting with other public sector bodies and private or voluntary sector suppliers. A profile of our procurement expenditure is provided below:



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How We Buy Supplies, Services & Works

Each of our 73 service areas are responsible for the procurement of the supplies and services they need to deliver their services. Certain service areas take a lead role in procuring specialist requirements for the whole Council such as construction or IT.

The introduction of Fair Funding to Schools legislation has given schools self-determining powers in respect of their procurement decisions. However schools need to follow the Council's procurement procedures and are encouraged to use corporate contracts.

To help manage this activity, our Procurement Board provides a central co-ordinating and advisory role on all procurement matters. Contact details for the Council's principal buyers, including the Corporate Procurement Unit, can be found in this guide.

Our Procurement & Supplies Partnership with North Lincolnshire Council

Since 1996 East Riding of Yorkshire Council has worked with North Lincolnshire Council to establish a wide range of contracts which both authorities jointly use. The contracts provide for many of our common use supplies and services such as agency staff, photocopiers, personal computers and energy, as well as service-specific requirements. Many of these contracts are let and managed by East Riding's Procurement Unit, with the Supplies operation producing a catalogue and distribution service offering over 7,000 products to establishments in the education, magistrates, emergency services and local authority administration sectors within the areas of East Riding of Yorkshire, North Lincolnshire, North East Lincolnshire and Hull.

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The Council has a range of framework contracts available for all service departments of the Council to use, which deliver the following goods and services;

Advertising Services
Agency Staff

Energy & Petroleum

Solid Fuel (Coal)
Natural Gas
Electricity -100 Kw Sites
Electricity +100 Kw Sites
Street Lighting Electricity
Operation / Maintenance Of Code 5 Meters
Gas Oil
Ultra Low Sulphur Diesel
Unleaded Petrol
Antifreeze
Oils & Greases

Highways & Buildings Maintenance

Supply & Application of Binder
Supply of Chippings
Specialist Surface Dressing
Road Salt
Concrete
Plant Hire
Dry Stone
Coated Materials
Gas Fittings
Plumbing Supplies
Radiators
Joinery Supplies
Bricklaying Supplies
Kitchen Units
Electrical Products
Solid Fuel Items
uPVC Window Profile

Stationery & Office Supplies

Facilities

Window Cleaning
Gymnasium Equipment Maintenance
Warm Air Dryers
Stairlift Maintenance
Roller Towels
Swimming Pool Chemicals
Sanitary Disposal
Laundry Services

ICT & Office Equipment

Photocopiers
PCs & Notebook Computers
Printers, Servers & Peripherals
Supply of Cisco Switches
Mobile Telecommunications
Landline Telecommunications
Data-cabling
Software

Vehicles & Related Products

Car Leasing
Hire of Vehicles
Tyres & Tubes
Vehicle Purchasing

Food & Provisions

Milk
Meat
Fresh Fruit & Vegetables
Frozen Foods & Fish
Bread
Dry Goods & Provisions
Frozen Meals
Beers, Wines & Spirits

***This is not an exhaustive list**

Continued overleaf/...

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The Supplies Unit's catalogue provides for the following product ranges:

Furniture	Sport & Recreation
Audio Visual	Early Learning
Computing	Geography & History
Tools & Hardware	Literacy
Cleaning & Caretaking	Music
Catering	Science
Clothing & Textiles	Mathematics
Medical & Hygiene	Art, Craft & Design
Exercise Books & Paper	Christmas Sundries

For details on how to tender for the above contracts please refer to page 7 of this guide. Tenders are invited for anyone to supply the above goods and services in local newspapers and trade journals.

Our Procurement Procedures & Regulations

As a public authority we have a duty to operate in an open and transparent way by allowing the market freedom of opportunity to trade with us. The Council has an established procedure for the award of contracts, which ensures that everyone has an equal opportunity to secure a contract. Whilst this may appear bureaucratic, it is necessary to ensure fair competition.

These procedures are important for the following reasons:

- they give a legal and auditable framework to our procurement activities;
- to help us obtain value for money so that we may in turn provide value for money services to the public;
- to ensure that we comply with the law governing the spending of public money; and
- to protect our staff and members from undue criticism or allegation of wrongdoing.

A copy of this procedure can be obtained from www.eastriding.gov.uk/ebusiness.

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A summary of our main procurement procedures is set out below:

- For purchases under £10,000 a minimum of three written quotations must be obtained evaluated and purchased on value for money basis
- For contracts valued at more than £10,000 but not more than the relevant EU Threshold, formal competitive tenders are invited
- For Contracts valued at more than the EU Threshold as defined in the relevant EU Directive from time to time, formal competitive tenders are invited in accordance with the directives

We have a legal requirement to comply with the EU Procurement Directives. These are enforced in UK law through The Public Supply, Works and Services Regulations. This legislation governs the way in which the public sector procurement process must be conducted for contracts over certain specified thresholds.

As at January 2004 these thresholds stood at £153,376 for services and supplies and £3.834m for works contracts.

The regulations are based on the following principles:

- All potential contracts, the values of which singularly or cumulatively exceed specified financial thresholds must be advertised in the Official Journal of the European Union (OJEU) so that all interested parties in member states have an equal opportunity to submit tenders;
- All enquiries must receive equal treatment in order to eliminate discrimination on the grounds of nationality of the contractor or the origin of the supplies, services or works; and
- All supplier selection, tendering and award procedures must involve the application of objective and transparent criteria.

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How to Find Out About Contract Opportunities

For purchases over £10,000 the Council will normally advertise its requirements in the following ways – unless special circumstances apply:

- In at least one newspaper circulating in the East Riding area
- Where the contract value is in excess of £50,000, in one or more specialist trade or professional journals;
- Where EU Procurement thresholds are exceeded, in the Official Journal of the EU (OJEU).

The Council's "tender notice" will normally specify:

- The nature, purpose and duration of the contract;
- Whether the 'open' or 'restricted' tendering procedure is being used
- The closing date and time for expressions of interest or tenders.

Standing Lists of Approved Contractors

We maintain a number of lists of approved contractors mainly to support our construction and property maintenance operations. These are used to eliminate the repetitive application of the advertising and selection processes where there is a regular or periodic requirement to invite tenders or quotations.

Our standing list contains the names of potential suppliers who meet our minimum standards of financial standing and technical competence. Acceptance onto the standing lists enables quotations or tenders to be sought from those on the list without any further pre-qualification.

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We advertise for contractors to be placed on standing lists from the local press in order to comply with procurement procedures.

Understanding Our Tendering Process

We will normally invite tenders under either a "restricted" tendering procedure or an "open" procedure, as explained below:

Restricted Tendering Procedure

If we expect a high level of interest in a specific requirement we will undertake a "restricted" tendering procedure. This procedure requires that organisations expressing an interest in tendering for a specific requirement undergo an initial pre-qualification assessment to appraise their financial standing (where the value of the requirement exceeds £153,376 or is otherwise high risk) and their technical ability for undertaking the work. Normally applicants will be sent a pre-qualification questionnaire which must be completed fully and returned by a specified date and time. A panel of officers will normally evaluate the responses against pre-set criteria with only the most suitable applicants being included on our select list of tenderers.

Open Tendering Procedure

Under this procedure all suppliers interested in the contract are invited to submit a tender in response to an advertisement. From the date of publication, the Council will allow a reasonable period of time for the return of tenders. The questionnaire referred to in the restricted procedure will also be used. Tenderers will then be evaluated before the tenders are evaluated.

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Understanding Our Invitation to Tender

These documents will usually consist of the following:

Letter of Invitation

This will inform you of when and where tenders should be submitted and any other relevant information.

Instructions to Tenderers

Important guidance for completing the invitation documentation

Tender Reply Form & Certificate of Non Collusion

Specification

This sets out the specific details of our requirement. It will normally specify performance standards and the outcomes we require.

Pricing Schedule

This is the document where your prices should be entered.

Terms & Conditions

This sets out the basis of the relationship between the Council and the successful tenderer

Appendices

This will include any supporting information such as plans, drawing etc

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How We Evaluate Quotations & Tenders

Tenders are evaluated against pre-determined criteria, which are specified in the tender document. The evaluation will balance the proposal of the tenderer in delivering the contract against the quality of outputs required by the specification and balanced against the price.

Tenderers will also be expected to submit documents that demonstrate

- Health and safety
- Equal opportunities and equalities
- Environmental sustainability
- Technical capacity
- Financial standing
- Customer/client references

Tenderers may be invited to attend for interview, submit samples, and/or provide a demonstration or a presentation as part of the evaluation process. Tenderers will be sent a letter informing them whether they have been successful or not and will be given a de-brief, if they request one. The de-brief will respect commercial confidentiality but will normally provide helpful feedback on:

- Broad positioning within a league table;
- Broad guidance on the strengths of the successful tenderer;

- Any areas where the tender did not reach the required standards; and
- For works contracts only, pricing details of the winning bid may be disclosed.

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E-Procurement

Moving to Electronic Trading

The Council, like many large public and private sector organisations, is keen to obtain the benefits of trading electronically with its suppliers. Electronic procurement (e-Procurement) is the term that the Council uses to describe a fully electronic procure-to-pay process from initial requisitioning and ordering through to invoicing and payment.

In any organisation procurement can be expensive and the need to audit and control this activity can be time-consuming and bureaucratic. e-Procurement automates and simplifies this process, which reduces costs. For large organisations major cost savings and administrative efficiencies can be realised.

Benefits for suppliers

e-Procurement helps suppliers just as much as buyers, as it removes the majority of the paper-based activities relating to processing an order and getting paid, releasing valuable time for sales and other activities. Without pieces of paper to get lost in the post or mislaid, supplier invoices are turned around and settled quickly. Other benefits include:

- Improved technology capability giving competitive advantage and a wider exposure to new markets
- Improved transaction speed and accuracy
- Reduced manual intervention
- Lower processing and administration costs
- Reduced paper usage
- Improved customer relationships and satisfaction

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How E-Procurement works

In future when a Council buyer wants to purchase something from a supplier, they will either 'log in' over an internet connection, look at their web catalogues, click on the desired products/services and send the order electronically or select from an electronic catalogue held on our system.

- The supplier will receive the order via email.
- The supplier enters the information into their accounting package or they can use software to integrate the information saving time re-keying.
- The invoice can be emailed back into the Council's financial system.
- The buyer receives goods/services.
- The financial system automatically matches the invoice to the order and generates payment by BACS. No paper, no errors, no delays, no chasing for payment.

What's the hurry?

e-procurement makes so much sense. It's easier, faster cheaper and it makes your business much more competitive. By 2005 local authorities will need to be able to purchase goods and services electronically either by using managed lists of approved suppliers or through e-catalogues & electronic tendering. As a business operating in the Yorkshire & Humber region, you can take advantage of the changes taking place in the public sector.

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Business Development Advice & Opportunities

The Council's Economic Development Team are working closely with Hull City Council, Business Link and private suppliers to support SME's in becoming more competitive through procurement and accessing new markets through electronic tendering. Assistance is available for the following:

- One to one support through the principles of the procurement process, taking the hassle out of dealing with the public sector
- Assistance with obtaining the necessary standards to supply to the public sector
- Feedback on submitted tender documents
- Advice to businesses on tender opportunities
- A liaison between your business and public sector procurement teams

Please visit www.eastriding.gov.uk/ebusiness or contact

Phill Cleary - E-Business Development Officer

East Riding Business Centre

Annie Reed Road

Beverley

HU17 0LF

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Fax: 01482 880442

Mobile: 07919 325770

Email: phillip.cleary@eastriding.gov.uk

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Contacts For Further Information & Advice

A list of contacts is provided below should you require further information or advice:

East Riding of Yorkshire Council Procurement and Supplies Unit

Chris Allison
Procurement Manager
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA
Tel: 01482 395104
Fax: 01482 395096
Email: info@supplies.org.uk
Website: www.supplies.org.uk

East Riding of Yorkshire Council Legal Services Department

Phil Johnson
Senior Legal Officer
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA
Tel: 01482 393152
Email: phil.Johnson@eastriding.gov.uk

Business Development and Advice

Paul Bell
Economic Development Manager
East Riding of Yorkshire Council
Tel: 01482 391610
Email paul.bell@eastriding.gov.uk

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On-Line Information

There is a widening range of information about tendering, public sector procurement and finance on the Internet. These include information from central government departments, non-profit organisations, tender alert service providers and commercial resellers of tender information. Many of these sites are dynamic in that their content is frequently updated to reflect new legislation & current tender opportunities and, for these reasons, they are always worth revisiting. The following list is by no means exhaustive.

The Council accepts no responsibility or liability for any materials contained on, or accessed through, these websites. The Council makes no claim, representation, promise, undertaking or warranty regarding the accuracy, timeliness, completeness, suitability or fitness for any purpose, merchantability, or any other aspect of the information or goods located or secured via these websites. Visitors to these sites should take appropriate professional advice in relation to any matter obtained from this site.

Council Tenders –Yorkshire & Humberside Region

www.Counciltenders.net

The central source of information and advice on tenders and awarded contracts. Council Tenders is a joint venture by seven local authorities in the Yorkshire and Humber region to promote the use of electronic tendering.

SIMAP "Syste 'me d 'Information pour les Marches Public"

<http://simap.eu.int>

SIMAP aims to support an effective Single Market by encouraging suppliers and contracting entities to adopt best practices and use electronic commerce and information technology to provide all the information needed to deliver value for money in public procurement.

BIP Contracts

www.bipcontracts.com

A contract information service providing a wide coverage of the public sector contracts required by national and international government departments, local authorities, police, health and fire services. It also has a range of useful briefing notes on related issues.

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UK Online

www.ukonline.gov.uk

Ukonline.gov.uk is the easy way to access government services on the internet. It guides you through more than 900 government websites to get information you need quickly and efficiently. It is a key part of the UK online initiative.

Informed Publications Limited

www.infopub.co.uk

This site contains more than 1600 different Information & Communication Technology (ICT) products or services that either are, or can be, used by local authorities. Submitting a product to the database is free.

Tenders Direct

www.tendersdirect.co.uk

Website provides access to over 30,000 current government and utility company contracts in the UK and Europe. Database is updated with 400 new tender notices everyday.

Tenders on the Web

www.tenders.co.uk

This service states that it delivers £480 billion worth of business opportunities and 150,000 contract notices per year. The site provides advice on tendering and EU procurement directives.

UK Council Addresses

www.tagish.co.uk

Lists UK central and local government organisations with links to each organisation's websites.