



Procurement Strategy

2011-2012

Version 1
September 2011

Procurement Strategy

Purpose

To provide Epsom & Ewell Borough Council with efficient and effective procurement that delivers best value for money.

Vision

To develop a professional procurement service that provides leadership and guidance on all aspects of procurement, in order to assist the Council in meeting its aims and ambitions.

To develop a procurement structure based on a co-ordinated approach that recognises devolved procurement.

To deliver high caliber contracts and robust contract management to ensure that suppliers' performance levels match the requirements.

Strategic Priorities

- Developing collaborative procurement
- Establishing central contracts and frameworks
- Improving standard processes and procedures
- Providing easy access to detailed procurement information
- Improving contract management and procurement skills
- Identifying opportunities for sustainable procurement.
- Identifying opportunities for utilisation of framework agreements, thereby reducing the procurement costs.

Introduction

Purchasing is an activity that we all do in our everyday lives. We choose suppliers, assess value and form contracts. We have the benefit of laws that offer a reasonable degree of protection for consumers and we make personal choices spending our own money.

When purchasing for Epsom & Ewell Borough Council we have much wider responsibilities. We are not spending our own money; we are not protected by consumer laws; and our actions are governed by policies and procedures that are in place to ensure that we act in the best interests of the Council.

Whilst in our personal lives transactions are based on individual choice, in the Council environment we can be called upon to justify our decisions.

This document outlines a strategy for procurement based on utilising the knowledge and expertise of staff around the Council and combining this with a professional procurement framework to deliver increased value at reduced cost.

Objectives

The overall aim is to provide best value for money at minimum risk in the most efficient and effective manner.

The following have been identified as key objectives:

- To increase value for money and reduce costs
- To enhance standard guidelines for tendering and the selection of suppliers that incorporate Corporate, Social Responsibility; Equality and Sustainability requirements.
- To provide ready access to procurement information to assist officers in constructing better contracts, negotiating with suppliers, making the best use of the Council's purchasing power.
- To train officers to become more commercially aware and further develop procurement and contract management skills throughout the Council.

Actions

The objectives will be met by achieving the following actions:

E-Procurement

- Providing a user-friendly procurement system.
- Communicating with officers and suppliers with the aim of reducing "off system" procurement.
- Working closely with Finance on upgrades to improve user experience and to provide additional functionality.

Sustainability

- Reviewing and updating the "Selling to" guide to enable a range of suppliers to access Council procurement opportunities.
- Reviewing and updating the sustainable procurement guidance in collaboration with the Council's sustainability officer.

Contract Management

- Maintaining the contract register and ensuring sufficient timescales for contract renewals
- Developing a best practice guide for contract management
- Identifying appropriate training and development opportunities for officers regularly involved in letting and managing contracts
- Reviewing current FM contract considering planned tender activity in 2012/13.