

## ANNEX B

### Procurement Approach (template)

#### Project Title

<b>Procurement Lead</b>	
<b>Service Area Lead</b>	
<b>Project Sponsor</b>	
<b>Service Area</b>	

#### Executive Summary

Summary of the procurement to be undertaken

- Purpose
- Scope and intended Outcomes
- Key Recommendation

#### 1. Background

- What is the purpose of this contract?
- Why is it needed?
- Anticipated contract length and value? Any option to extend? If so, why?
- Any direct public use of the contract?

#### 2. Objectives

- What are the intended outcomes of the project?
- What is it looking to deliver? (Savings, efficiency, better working etc)
- Any social value benefits? (directly or indirectly)

#### 3. Milton Keynes Council Impacts/Influences

- Will this procurement benefit other areas of the Council?
- Does the procurement impact on any areas of the Council in a negative way (ie staff changes, dept changes etc)
- Who are the Key stakeholders to be consulted/engaged with to deliver? (IT, Finance etc)
- Strategic Aims

#### 4. Spend Profile

- If a recurring contract, what does the previous spend profile look like?
- How many suppliers are there under the category? Breakdown of historic supplier spend.
- Any other areas of spend under the same category affected?
- Funding, any potential for funding to be cut in the future?

**5. Procurement Approach**

**5.1 Scope**

Clearly indicate items in scope. Anything out of scope within the contract should be noted.

**5.2 Proposed approach (Pre-Procurement Strategy)**

What is the strategy to the procurement; what is being sought to be achieved, Key benefits to the approach?,

**5.3 Proposed Approach (Market Engagement)**

Pre market engagement options and considerations?, supplier research required? Local community interest? Any soft market testing?

**5.4 Proposed Approach (Collaboration if applicable)**

Collaboration options considered, either internally with other departments, external with LGSS, other Authorities or

**5.5 Method of Procurement**

(3 quotes, tender, OJEU, Framework)

**5.6 Evaluation Criteria/Methodology**

Quality/Price weighting, justification for weightings, sub criteria information, questions designed to drive what? Price criteria considered to drive cost.

**5.7 Timetable**

Outline timetable for pre procurement activity to contract award, contract start date

**5.8 Identified Procurement Risk**

Any risk to the procurement either approach, market forces, supplier market etc and mitigation to be carried out.

**6. Savings & Efficiency**

Are there any proposed savings from the procurement, if yes, what is the rationale behind the numbers?

Are there any other savings (non-financial) that could be identified? Efficiency in time, customer experience, staff resource, time, capacity etc etc.

**7. Risks and Risk Management**

Project risks identified and mitigation

**8. Contract Management**

What contract management is expected to be undertaken? KPI's, supplier assessment?

**9. Sign off**

Approval By	Name and Sign off	Date
Service Director		
Budget Holder		
Finance Lead		
Procurement Lead		
Legal Lead		