

Devon Procurement Services

Procurement Support Services to be provided for Mid Devon District Council

Contract Period 1st December 2021 to 31st March 2027

Service support:

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Guidance – Services provided as follows:

O = Ongoing in Period of Service

D = Discrete one-off work packages

P = Documents with Periodic Updates – regularity of updates to be agreed

A Procurement e-tendering portal:

1. Provide system administration support - O
2. Provide training to the new users - O
3. Provide training to all existing users (on request) – D
4. Work with MDDC to configure e-tendering portal - O
5. Maintain procurement route map templates within e-tendering portal - O
6. Access to electronic procurement info templates - O

B Review of current MDDC Policy and Procedure Documents:

1. Review Contract Standing Orders, including procurement procedure thresholds for which alternative procedures are followed – D
2. Review MDDC Procurement Strategy - D

C Maintain and Update the following documents:

Key documentation to be maintained and reviewed by Devon Procurement Services to Mid Devon District Council including periodic updates:

1. Maintain and review the workability of the SharePoint site that provides document/template sharing between MDDC and DCC. - P
2. A3 sized summary document to help officers follow Contract Standing Orders - P
3. 'Procurement Notification Form (PNF) to register new MDDC procurements - D
4. Maintain and review invitation to tender template documentation as follows:-
 - Invitation to Tender & Request for Quotation templates*, plus Terms and Conditions, particularly – P
 - Domestic (below public procurement threshold) requests for quotations* - P
 - Domestic tender (below public procurement threshold) requests for tenders* - P
 The following templates can be provided if requested as an addition to this agreement
 - FTS Open invitation to Tender (If requested) * - P
 - FTS Restricted invitation to Tender (If requested) * - P
5. Letter templates* to inform successful & unsuccessful tenderers of due diligence phase (start of standstill period) - P
6. Letter templates* to inform successful tenderers of award of contract (post Standstill) - P
7. A checklist of things to consider before deciding to use or comparing frameworks - D
8. Terms & Conditions* for Goods & Services Contracts - D
9. Procurement Quality Assurance checklist* to assist officers in overseeing key steps of the process, thus driving compliance - D

10. Provide Contract Award Recommendation report template (including Record of Officer Decision & Benefits realisation Section to record Financial Benefits & Savings) – D
11. To review annually this document - Schedule 1 DCC Procurement Support to MDDC. - P

D Officer support:

1. Devon Procurement Services to include MDDC within appropriate procurements, thereby enabling MDDC to use each contract, at its sole discretion - O
2. Provide telephone helpline** support to MDDC nominated Officers with appropriate specialist contacts from Devon Procurement Services to provide telephone support - O
3. Mentoring and supporting the MDDC Procurement Team - O
4. For Quality Assurance, provide a Procedural and Documentation review**, prior to Invitations to Tender being issued for competitive exercises above public procurement thresholds – O

E Training packages:

1. DCC to include MDDC in any procurement training opportunities as agreed by MDDC Corporate Manager for Finance (cost of this training is excluded out of this contract) - O
2. Devon Procurement Services to deliver overview of procurement training - D
3. Devon Procurement Services to deliver Bitesize sessions on procurement processes as agreed by MDDC Corporate Manager for Finance - D

F Meetings with MDDC Managers:

1. Meeting with MDDC Corporate Manager for Finance every six months to review service - O
2. Ability for MDDC Corporate Manager for Finance to request additional meeting with DPS senior service lead within a reasonable period of notice - O

G Technical Updates:

1. Provide a concise periodic technical update via Email to nominated MDDC officers, as and where key legislation or practice, requires.

H Exclusions:

1. Legal Advice
2. Misuse of templates, procurement tools or other documents by MDDC who do not use these as intended (particularly those marked with a * above).
3. Situations arising out of MDDC not following advice provided by DCC (particularly those marked with a ** above).
4. Providing on the ground procurement staff to run projects (if resources were available in DCC this would be by separate contract arrangements)

It is agreed that the services listed above will form the delivery to be provided to MDDC by DCC.