



Strategic Procurement

Tender Policy

Policy Statement

Somer Housing Group and its Member Organisations shall undertake to ensure that decisions taking regarding the procurement of goods and services will be executed in an efficient, standardised manner with probity, transparency and equality. The Contracts awarded will support the Business Plan objectives whilst seeking to achieve a reduction in cost, encouraging competition, ensuring sustainability and delivering best value efficiencies.

Effective Date

January 2007

Scope

- This policy applies to Somer Housing Group staff and all its Member Organisations' (the Group) staff who are procuring goods through means of a quotation or competitive tender.
- This policy must be used in conjunction with the Standing Orders and Financial Regulations, which establish and identify the delegation of authority and associated spending limits.
- This policy forms a part of the complete Procurement Process and all other policies must be consulted when undertaking any procurement activity.
- The Group, as a Registered Social Landlord is governed by Public Law for the purpose of EU Procurement Law, and is fully committed to ensuring compliance with the requirements of the EU Public Procurement Directives, where applicable.

Principles

- The Group is committed to achieving the optimum supply solution for all procurement activities and will commit appropriate resources to achieve this.
- The Group will publish documentation containing only accurate and up to date Business information to Suppliers. This information will reflect the Groups combined needs and form the basis for achieving best value at every step of the Procurement Process.
- The Group shall communicate with Suppliers in a unified manner, so as to ensure that the market recognises the Group as a single entity and thereby enabling the Group to command a high quality service across all organisations regardless of individual size and/or expenditure.
- The Group undertakes to ensure that responses to any quotation or tender are free of ambiguity, error or misinterpretation. Suppliers will be afforded the opportunity to clarify submissions to optimise the evaluation process and the Group commits to be proactive in ensuring that submission analysis take place on a like-for-like basis.
- The Group will record all category review decisions clearly citing the justifications and documenting the appropriate authorisation at each stage of the Procurement Process.
- The Group will be confident in the strategic outcome reached regarding the sourcing of any goods or services and will give unsuccessful Bidders the opportunity to receive feedback concerning their performance at the appropriate stages of the Procurement process.

Application

Responsibilities

All staff possessing the authority to initiate the formation of a User Group (please refer to Standing Orders and Financial Regulations for guidance) have a responsibility to:

Familiarise themselves with this policy and all accompanying guidelines, and to follow and adopt the principles contained herein.

Understand the importance of participating in the Tender stage of a category review and undertake their role, and associated responsibilities, with due diligence and commitment.

Individuals delegating the responsibility or nominating a representative to attend the User Group must ensure that the member of staff is aware of their responsibilities.

Draw to the attention of their line manager or member of the Procurement Team any instances of apparent disregard for the principles of this policy. The Group Directors are individually and corporately responsible for ensuring policy implementation in their service areas.

Training

Training will primarily be focused on the Procurement Team with 'Trainee to Trainer' transference of knowledge and skills as this approach will ensure consistency in terminology, focus and approach throughout the Group. Any other individual requests for Tender process training will be assessed on a case by case basis.

Possible areas for training may include:

- Understanding the Group's policy
- Adopting the new Procurement Procedures
- Conveying your Opinions in a Group
- Collating Data
- Preparing Reports

Monitoring and Implementation

In order to assess the success of this policy monitoring systems will be established and the following steps will be taken:

- All of the Group's Procurement Policies and Procedures will be regularly reviewed to ensure that they reflect best practice and serve the changing needs of the Business.
- The Group will establish mechanisms to regularly monitor that all procedures are implemented for each category review undertaken.
- Standardised Contract information will be developed and maintained to strengthen the buying power of the Group for future reviews and to ensure that data contained within any communication is accurate and up to date.
- The Strategic Review document along with minutes of the User Group meetings and feedback into the Procurement Action Group will ensure that all Key Stakeholders have been consulted and are in agreement with the outcome.

Associated Documents

- Tender Procedure & Guidance Notes

- Negotiation Procedure & Guidance Notes
- Strategic Review Document & Guidance Notes
- Contract Award Procedure & Guidance Notes
- OJEU Tendering Procedure & Guidance Notes
- Standing Orders
- Financial Regulations
- OJEU Standardised Timetable

Associated Resources

- Procurement Reference Catalogue
- Electronic Contract Database