



## **Strategic Procurement**

### **Post-Tender Policy**

#### **Policy Statement**

Somer Housing Group and its Member Organisations are committed to ensuring that all Contracts continue to deliver best value throughout the contracted period. This will be achieved through constant review and establishing strong effective relationships with Suppliers that are focused on achieving continuous improvement for all parties concerned.

#### **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 therefore 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 will record and report all procurement savings and benefits that have been realised. All savings and benefits will be categorised and quantified so that best practice can be replicated across all categories and case studies publicised to increase awareness and encourage compliance.
- The Group is committed to achieving the maximum level of compliance to any centrally negotiated Contract and will therefore regularly record instances of goods and/or services being procured outside of the preferred supply route. All known instances of non-compliance will be raised with the appropriate Procurement Action Group representative who will investigate.
- The Group will endeavour to promote all new Contracts throughout the Group through the Procurement Reference Catalogue. The key service level arrangements and contact details will be easily accessible to all Group staff ensuring that the Contract can be easily used and that no member of staff is reviewing an area covered by the scope of an existing Contract.
- The Group acknowledges the importance of involvement and consultation regarding the appointment of a new Contract and will, therefore, ensure that a full implementation schedule is agreed and rolled-out with adequate notice to all concerned so that users can raise any queries or concerns.
- The Group will work closely with Suppliers to ensure that all projected savings and benefits of a Contract are realised. Regular Supplier Review Meetings will be held with Key Stakeholders invited to attend. The objective of such close working is to ensure sustainability whilst achieving best value through continuous improvement, best practice and efficient processes.

## **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 Post-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 Post-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**

- Savings & Benefits Report
- Savings & Benefits Procedure & Guidance Notes
- Contract Implementation Procedure & Guidance Notes
- Supplier Management Procedure & Guidance Notes
- Continuous Improvement Procedure & Guidance Notes
- Contract Renewal Procedure & Guidance Notes
- Standing Orders
- Financial Regulations

## **Associated Resources**

- Procurement Reference Catalogue
- Electronic Contract Database