Good Practice Procurement Checklist

1. **Developing the provider base**

* Get to know the market and the players within it
* Consider “Meet the Buyer” events
* Produce a “how to do business with..” guide
* Publish a named contact for enquiries from potential providers
* Consider offering training to potential providers, outside of any particular tender, to enable them to improve tenders

1. **Establishing purchasing policy**

* Ensure early involvement to gain a provider perspective when shaping purchasing policies and programmes
* Consider giving a signal to the market that voluntary and community sector involvement would be welcomed
* Give careful attention to optimum length of contracts and consider having provision in your contract terms to allow you to extend the life of the contract if wanted
* Base each purchase on a sound business case, approved budget and stakeholder buy-in to avoid aborted or delayed tenders

1. **Pre-Tender Phase**

* Provide early notice of forthcoming contract opportunities and publicise opportunities widely
* Encourage key providers to publicise opportunities for sub contracts
* Ensure that procedures are proportionate
* Involve relevant stakeholders in drawing up specifications and avoid jargon and paper overload
* Focus specifications on outcomes to encourage innovation

1. **Tendering Phase**

* Ensure that invitation to tender documentation is clear, concise and jargon free
* Use contract terms which are proportionate to the scale and complexity of the contract – standard ones wherever possible
* Explain the evaluation process to tenderers at the outset, including the criteria to be used and their relative importance
* Let tenderers know that feedback can be provided
* Offer feedback that is as helpful as possible and designed to promote future improvement

1. **Post Contract**

* Keep post tender negotiations to a minimum
* Seek provider involvement in the design of contract management procedures and ensure they are proportionate
* Focus management reporting on measuring key outcomes

**Developed by IPC from guidance by the Office of Government Commerce**