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

2. 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

3. 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

4. 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

5. 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