

# 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

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