

# PROCUREMENT STRATEGY

Vision

Procurement supports the delivery of cost effective and high quality services and complies with best practice and legislative requirements

Aims

## Making savings

## Supporting Local Economies

## Leadership & Expertise

## Modernising Procurement

Our Procurement Objectives

- We will develop and implement a Procurement Forward Plan to achieve best value
- We will maximise the use of framework agreements and explore opportunities to collaborate with other councils to achieve savings and reduce costs
- We will improve our contract management arrangements and develop a rolling programme of contracts for review
- We will encourage the use of electronic catalogues through the Council's purchasing system, CIVICA
- We will adopt a 'category management' approach to help identify key spend areas

- All the council's buying opportunities will, where appropriate, be advertised using the regional e-tendering portal, the CHEST
- We will update the Council website to make it clear how procurement opportunities are advertised and promote to local suppliers and SME's how they can register
- We will review and update the Council's standard Terms and Conditions for goods and services
- We will increase our spend with local businesses and seek to use social value at every opportunity.
- We will work with local suppliers encouraging them to engage with the Council in appropriate procurement processes e.g. through supplier events such as Wyred Up
- We will promote sustainable procurement

- We will ensure staff involved in procurement exercises are effectively trained and that central support is available as necessary
- We will engage with Spending Officers to develop an effective procurement process at Wyre
- We will update guidance for Spending Officers to reflect requirements around social value, sustainability and equality
- We will provide regular procurement activity updates
- We will ensure that significant procurement exercises are reflected in service plans

- We will develop and implement model templates for procurement, including selection questionnaires, quotations, tender documents and letters
- We will review and update Contract Procedure Rules
- We will design and deliver a Contract Management tool for Spending Officers to enable them to monitor delivery of service contracts
- We will work with suppliers to encourage a move to more e-business and e-invoicing

Our Measures

- Reduce existing processing costs in providing services by up to 10%
- 10% efficiency savings in all procurement exercises

- Number of events with suppliers
- Number of tenders/invitations that included local suppliers
- Number of procurements over £5000 published on the CHEST
- Value of contracts awarded to local suppliers
- Hits to procurement pages of website

- Number of Spending Officers trained in procurement activities

- Number of invoices sent by suppliers electronically
- % of payments made by electronic means (BACS)