**PROCUREMENT PLAN GUIDANCE**

**Before proceeding with your procurement plan please consult the operational instructions and training modules available on the Easinet.**

**Low value contracts may not require this level of planning: this document will help you identify areas you need to consider. Use it proportionally to the value of your contract. Please use your own judgement in this.**

This document provides a template on producing a procurement plan for all new procurements for goods, works or services between 5k and 50k.

Please note that this document provides a **loose** template for a Procurement Plan and doesn’t have to be rigidly followed for all contracts. Some of the elements contained in this guidance document may not be relevant for every procurement process: You should pick and choose as appropriate, depending on your requirement.

You should explore why the decision has been made to use a specific procurement route and how the commercial and sustainability risks and opportunities are being managed, utilising the Risk Management Plan.

As an example a call-off from a framework will not require information on potential suppliers but will require a Risk Management Plan and specification. Line Managers are responsible for ensuring that the content and format is appropriate for each strategy.

Your plan should outline the background and procurement approach after considering the requirement, constraints, the supply market, potential options and the commercial and sustainability risks and opportunities associated with the procurement. It prompts you to consider a wide range of information to support you in achieving a successful outcome.

In forming your plan you may find it useful to engage with suppliers and/or existing framework suppliers to test ideas and gain knowledge prior to commencing your formal approach. *You are encouraged to do this as long as your engagement does not provide an unfair advantage to any potential supplier.*

Once your plan is completed and approved, you may formally approach the suppliers.

**The plan and Risk Management Plan should be used as a management tool and updated throughout your procurement exercise. Your RMP is a living document that will help you identify and manage the risks/issues and opportunities at the required stages in the procurement cycle. These documents will feed directly into the Request for Quotation that will be issued to your potential suppliers.**

|  |  |
| --- | --- |
| Contract/ project Number:  | Contract Title:**Passenger Lifts (2) Refurbishment and Recommissioning at Rivers House, Bridgwater** |
| Directorate/Team: Defra Group Facilities Management | Proposed Start date: 30 November 2020 |
| Contract Length: 12 months | Proposed End Date: February 2021 |
| Project Manager:  | Value: £15-£49k |
| Category of spend: 50750000-7 **Lift Maintenance Services** |  |

**BACKGROUND (CUSTOMER, REQUIREMENTS, PROCUREMENT OPTIONS)**

**Background**

Following continued operational failure (*lift entrapments*) of these lifts over the past 3-4 years, we are seeking refurbishment of these lifts to ensure compliance with all current regulations.

We require these passenger lifts to work reliably, consistently and safely for our customers. We have five government agencies that work from this building and are a multi-occupancy site, hosting 250+ members of staff, which is also open to visitors and members of the public.

All or any Health and Safety items and/or maintenance of this equipment should be undertaken as part of these works as a minimum.

Another consideration is any improvement of the existing lifts that can be offered as part of the refurbishment to meet requirements of the Equality Act 2010.

This site is a leased building. The Landlord must be consulted on the scope and detail of this project. Our Estates Team contact for this is David Molden, who is aware of this project.

**Key people involved in the contract**

* Site Responsible Officer – Anna Howe
* Project Manager –
* Associate Director - Avison Young – Mark Chapman
* Senior Specialist – Facilities Technical Team – Jason Twell
* Site Leadership Group – Jim Flory
* Defra Procurement Team - Cheryl Tyler and Ian Legge
* Defra Estates Team – David Molden
* Landlord (via Defra Estates Team)

**Opportunity not to buy**

Issues with lifts are of a health and safety and legal/compliance works. From a Liability perspective the Site Responsible Officer has been made aware of H&S deficiencies in the working of the passenger lifts and these items must be addressed.

Current not aware of any specific framework contractor EA or CCS that can provide these services, so this project will be advertised on Contract Finder as it is a project with an expected quotation of between £15-49k.

All options are currently being considered.

* Addressing H&S items (for legal and compliance) only for both lifts
* Addressing H&S items (for legal and compliance) for just one lift
* Addressing H&S and Refurbishment options for both lifts
* Addressing H&S and Refurbishment options for just one lift
* Replacement of one Lift with a lift system with a motorless room
* Replacement of both Lifts with a lift system with a motorless room

**Spending Restrictions?**

Services of Avison Young providing Design Services as Framework Contractor have already be initiated.

**Contract reference number and title;  ecm 46056 - Corporate Estates Contract - Surveys & Design**

This procurement plan has been produced for this new procurements for goods, works or services between 5k and 50k. As such this procurement opportunity will be place on Contract Finder.

**SUPPLIER SELECTION**

This project will be listed on Contract Finder. We are hoping to obtain 3+ quotes for this work.

Evaluation of the tender will be conducted with Avison Young

**RISK MANAGEMENT**

**Commercial & Sustainability Risk Assessment using the Risk Management Plan**

[**LIT 14540 - Risk Management Plan - Lifts\_v2.xlsx**](LIT%2014540%20-%20Risk%20Management%20Plan%20-%20Lifts_v2.xlsx)

**SPECIFICATION & SUPPLIER PERFORMANCE MEASURES**

Outline the type of specification you are using and why. Guidance and templates for your specification are available.

**Outcome-based specification –** specification focused on the desired outcomes from the service or goods leaving it to potential suppliers to determine the best way to deliver the service or design the most appropriate product; this encourages suppliers to develop innovative solutions

**Input-based specification –** Atraditional specification where each requirement for service delivery is outlined for potential suppliers; each aspect of the service is defined for the supplier to quote against. Whilst sometimes necessary this can be too prescriptive for suppliers and can lead to extra costs when the project does not run to the exact requirement.

**EVALUATION**

Summarise your evaluation plan, what are the key criteria, what are the weightings you are giving the criteria? An evaluation template is available with guidance on using it. Specific frameworks may have set templates for use.

Examples of areas to evaluate against

Proposed Personnel

Proposed methodology

Ability to meet deadlines

Previous experience

Measurement of successes

Sustainability considerations

H&S considerations (if any)

You must declare all evaluation criteria and weightings in your request for quotation.

The criteria will be influenced by the risks you identified in your risk management plan; it is recommended that you read the guidance on the evaluation template and in the operational instructions for further clarification.

**COMMERCIAL TERMS**

**Award & Pricing Strategy**

*If you are going through a framework the guidance will provide information on pricing within that framework.*

There are a range of issues that need to be considered here, including but not limited to the following:

Will you be awarding to one supplier or more?

How will the contract be priced (Time & Materials, Fixed Price, Risk & Reward etc) and how will this will affect your cost evaluation?

How will you know if the agreed costs represent good value for money?

**What is the proposed length of the contract and extension options?**

How long is it expected the contract will take?

Is there a chance the period may need to be extended?

Will an extension take the value of the contract over £50,000? (If this is the case you will need to contact procurement)

**CONDITIONS OF CONTRACT**

Which terms and conditions will be used:

|  |  |
| --- | --- |
| Services |  |
| Good |  |
| Research |  |

**CONTRACT MANAGEMENT**

Summarise who and how the contract will be managed, refer to your risk management plan for support – in particular any risks that you identified that would need to be addressed at contract management level.

**PROCUREMENT PLAN/TIMETABLE**

Your plan must have a timetable for all key stages throughout your procurement process; ensure that you allow time for each stage. A timescales table is available.

|  |  |
| --- | --- |
| Quote Pack released:  |  |
| Quote received:  |  |
| Evaluation:  |  |
| Award:  |  |

**APPROVAL**

You should list the approvers of the document in this section.

Your procurement strategy must be approved using the FSoD approvals. Details regarding FSoD can be found on the Easinet.