



**Strategic Procurement Update
Resources Policy Development & Scrutiny
Panel
16th May 2018**

Richard Howroyd
Head of Strategic Procurement &
Commissioning

Working Together to Bring Down Costs

Working together to bring down costs



DDG Goods and Services Panel



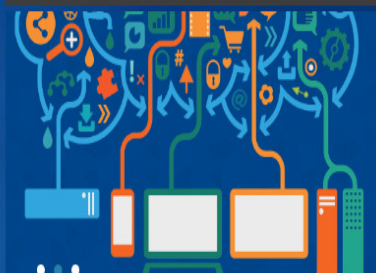
Contract Register



Stationery



Catering



Subscription Management

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Corporate Contracts

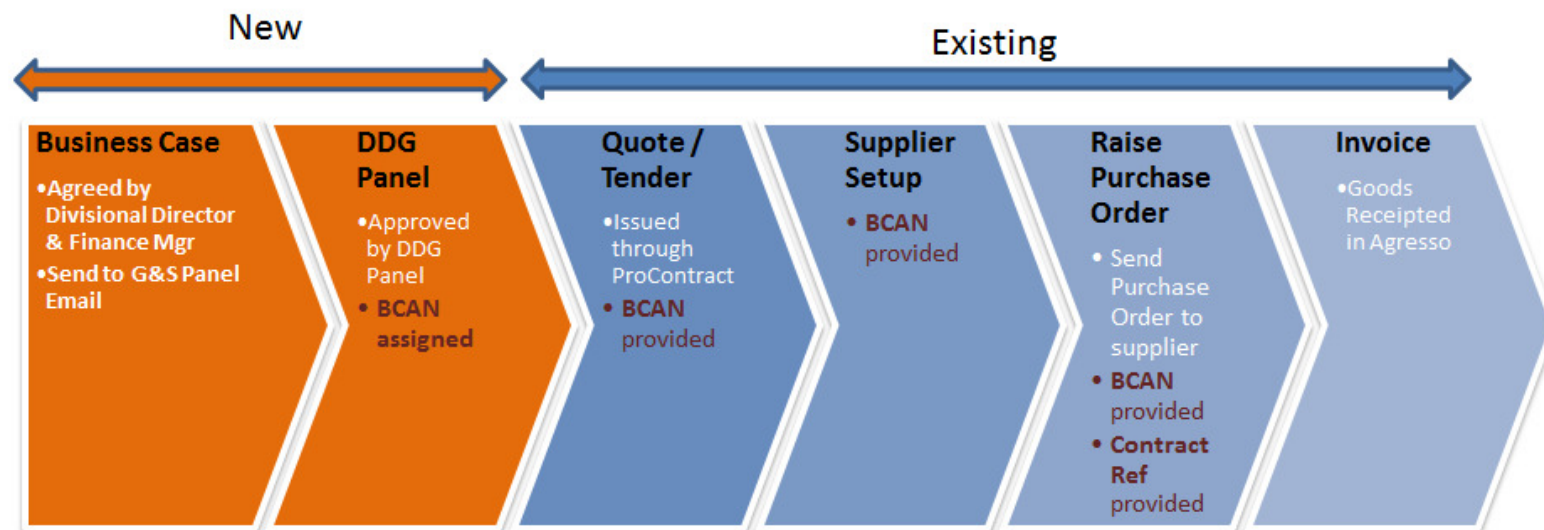
The image shows two website screenshots side-by-side. The left screenshot is for ACS, featuring a navigation bar with links like HOME, OFFICE SUPPLIES, STATIONERY, PRINTING & PAPER, PACKAGING & MAILING, FACILITIES, FURNITURE, and TECHNOLOGY. Below the navigation bar is a large banner for LEITZ MYBOX, showing white storage boxes and a blue box with icons for a mouse, a pen, and a pair of scissors. The text "LEITZ MYBOX® When storage matters" is displayed, along with a "Shop Here" button. Below the banner are four smaller images: a laptop for "IT Services", a recycling bin for "Cartridge Recycling", a document for "Our Blog", and a UPS truck for "Order Tracking". The right screenshot is for ClickTravel, featuring a navigation bar with links for Services, Sectors, Features, and Enquire now. The main text reads "We reduce the cost & complexity of travel management." Below this are two buttons: "Start your journey with us" and "Book now". At the bottom, it says "Already a customer? Sign in."

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Goods & Services Panel

Over £10,000 Process Overview - Updated 12th July!





Contracts Register

Contract Register

What is the Contract Register?

The Contract Register is a public listing of all Council contracts. In order to meet Transparency Requirements, the Council must publish all commercial contracts over the value £5,000. ProContract's Contract Register module is used for this which can be accessed through the [Supplying the South West](#) portal.

As procurement is devolved throughout the Council, it is the Service Area's responsibility to keep the Contract Register up-to-date. Please contact the Procurement if you have any questions or require system access or training.


What are the benefits of keeping contract details up-to-date on the register?

As well as meeting Transparency Requirements, there are many benefits from keeping contract information in the register up-to-date.

- Contract related FOIs can be quickly sign-posted to the public register on the Supplying the South West portal.
- Automatic reminders can be setup when contracts are due for review / renewal.
- It's easy to keep track of all contracts in your team, and to plan for future procurements.
- Records are kept in case of changes to staff.



Supplying the South West

A banner for the "supplyingthesouthwest.org.uk Procurement Portal". It features a stylized landscape with a lighthouse, a suspension bridge, a person running, and a dog jumping. The text "supplyingthesouthwest.org.uk" is in white, and "Procurement Portal" is in a smaller font below it.

Navigation

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login
- Buyers' Login

Useful Links

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

[Register now >](#)

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

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Keeping the Contract Register up to date



- » Approximately 300 Contracts currently published on the Contract Register
- » Contract values from £5k to £700m



GDPR & Contracts

What are the GDPR impacts on Contracts?

GDPR comes into force on May 25th 2018 and all of the Council's contracts must be compliant by this date. The Council risks very large fines if contracts are not compliant. Please see [GDPR](#) intranet page for further information on this new regulation.

To meet this deadline, all officers responsible for contracts or commercial agreements where any personal data is processed must ensure GDPR clauses are in place. These clauses define how any personal data shared between the Council and suppliers can be used or processed and how/when the data should be destroyed.

New Contracts Processing Personal Data

All new contracts must have GDPR clauses included. Please use the latest templates on the Intranet to ensure these clauses are included.

Existing / Current Contracts Processing Personal Data

All current contracts or commercial agreements must be varied to include GDPR. Suppliers must return a signed variation agreement by 21st May 2018. In order to do this, please follow the process below.



25th of May

2018

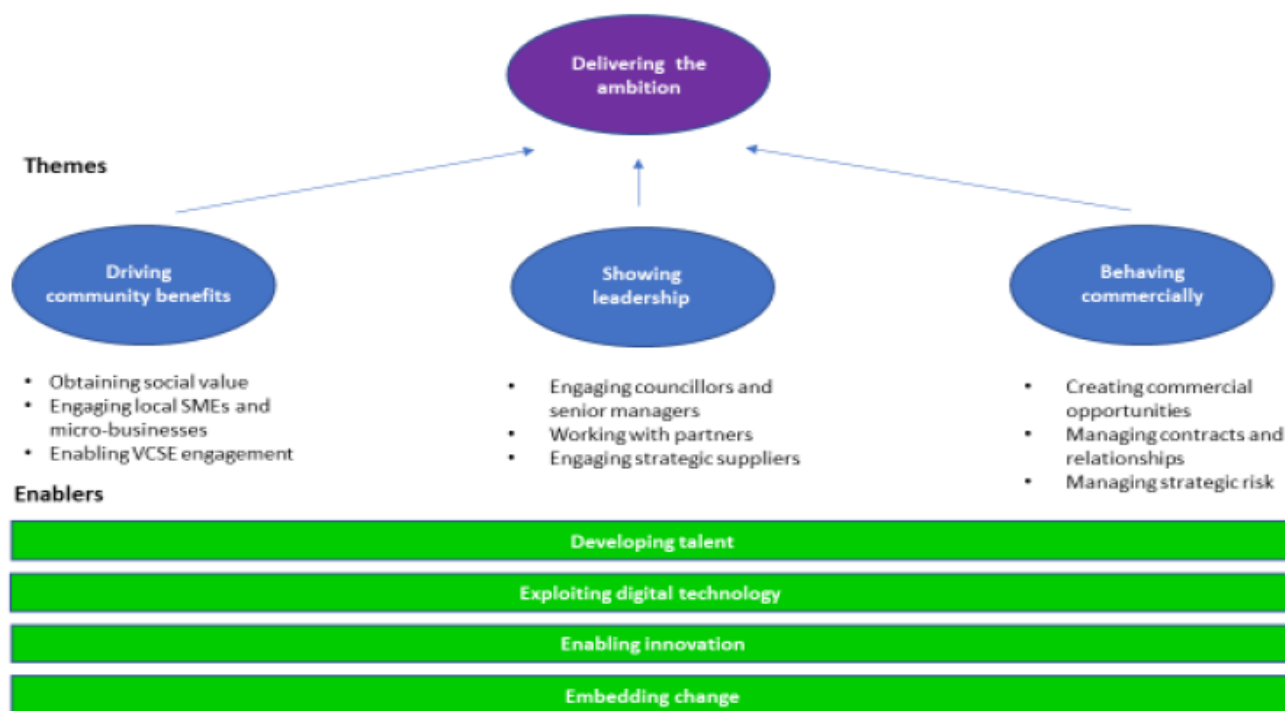
New Contracts Processing Personal Data
Existing / Current Contracts Processing Personal Data
GDPR Briefings

Templates

- [GDPR Variation Letter](#)
- [GDPR Variation Agreement](#)



Draft National Procurement Strategy





Procurement Templates

Procurement Templates

2 Weeks 21 Hours Ago

Pin to dashboard

★ ★ ★ ★ ★
No votes yet

We are in the process of uploading new templates to this page. Please use the templates below.

February 2018 Updates

All guidance and templates documents have been recently reviewed. Please ensure you use the latest versions.

Guidance Documents

- [Guidance on Concessions Contracts](#)
- [Guidance on Grant Agreements](#)
- [Guidance on Supplier Finance Assessments](#) - will be updated shortly
- [Guide for Contract Forms and Terms & Conditions](#)
- [Guide for Dynamic purchasing systems](#) - **updated Feb 2018**
- [Guide for Framework Agreements](#)
- [Guide for How to Write a Specification](#)
- [Guide for Market Engagement](#)
- [Guide for Pilot Schemes](#)

Navigation

- [Guidance Documents](#)
- [Quote/ITT Templates](#)
- [Letter Templates](#)
- [Supplier Selection Questionnaire](#)
- [Report Templates](#)
- [Evaluation Templates](#)
- [Other Templates](#)
- [Contracts \(Terms & Conditions\)](#)

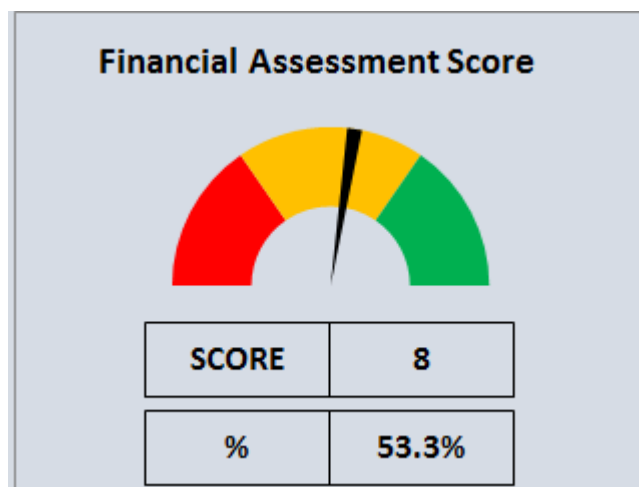
Current Issues/Risks



- » External Events & Legislation
 - » Supply chain and contractor failure
 - » Brexit
 - » The impact of schools converting to Academies
 - » IR35 – Employment Status
 - » Modern Slavery
- » Technology – Integration of Sourcing and Procurement to Pay (P2P) processes



Financial Risk Assessment



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Any Questions?

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