



# SUPPORTING LOCAL BUSINESS TEN POINT PLAN

2016/17

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<b>Acronyms Explained</b>	
BPIs	Best Practice Indicators
CSM	Contract & Supplier Management
Excel	Scotland Excel – Local Authority Centre of Procurement Excellence
PCA	Procurement Capability Assessment
PCS	Public Contracts Scotland - a national contracts advertising portal
PCST	E-Tendering system provided by Scottish Government
PECOS	Professional Electronic Commerce Online System
SLGPF	Scottish Local Government Procurement forum
SPCD	Scottish Governments' Procurement and Commercial Directorate
Spikes	Spikes Cavell – an information hub containing procurement management information
TPC	Tayside Procurement Consortium

## SUMMARY of OBJECTIVES –12 months to April 2017

### **TPC Meet the buyer events**

- At least 4 meet the buyer events
- An events calendar detailing future events will be published on the TPC website
- A collaborative approach to Meet the Buyer events is continued within the Tayside Councils

### **Use of Public Contracts Scotland**

- All TPC contract opportunities are advertised on PCS
- PCS is pro-actively promoted and communicated to suppliers.

### **Debriefs to unsuccessful suppliers**

- All suppliers involved in TPC contracts are offered a debrief

### **Supplier Surgeries**

- TPC team will meet with local suppliers in one2ones.

### **Monitor Local business involvement in Contracts**

- Local supplier interest in TPC contracts will be monitored

### **Strategy Development**

- Local considerations are included in all TPC procurements

### **Attend Forums & Events**

- TPC will attend appropriate supplier engagement events eg National Supplier Conference

### **Market Analysis**

- Local supplier capability will be considered in the development of TPC strategies

### **Review Documentation**

- TPC documentation will be reviewed and updated to ensure its ease of use.

### **Use of Quick Quote**

- The use of Quick Quote to be embedded in TPC process

# 10 POINT PLAN

## 10 point plan objective: 1

### Meet the Buyer Events

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Meet the buyer events  Head of Procurement TPC	Establish a structured and co-ordinated approach to holding meet the buyer events	4			

## 10 point plan objective: 2

### Use of Public Contracts Scotland

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Use of PCS  Head of Procurement TPC	Opportunities are advertised on PCS	100%	100%		

## 10 point plan objective: 3

### Supplier Debrief

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Offer debriefs to suppliers  Head of Procurement TPC	Offer debriefs to all unsuccessful suppliers to help with future bids	100%	100%		

10 point plan objective: 4

**Supplier Surgeries**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Supplier surgeries  Head of Procurement TPC	Offer to meet local businesses on a one to one basis to ensure there is on-going dialogue between the TPC and local business	N/A			

10 point plan objective: 5

**Local Business Involvement**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Monitor local supplier involvement  Head of Procurement TPC	Analyse local supplier involvement in each TPC tender incl. For non-completion - request a reason. Monitor success rate following feedback	process in place by Apr 17			

10 point plan objective: 6

**Strategy Development**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Ensure consideration is given to local business issues when developing a tender strategy  Head of Procurement TPC	Include a section for local business issues in collaborative strategies where possible. Consideration given to Lotting Structures within frameworks to make it simpler for local suppliers to bid for work. E.g. Geographical lotting	In place by Apr 17			

**10 point plan objective: 7**

**Events & Forums**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Attend events & forums as required. This should be considered for any other commodity area with a strong local marketplace  Head of Procurement TPC	Request feedback on forum and topics for discussion.	Attend as required			

**10 point plan objective: 8**

**Market Analysis**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Establish what the local market can actually supply and analyse that against current council spend activity – identify the gap and look to target specific activity  Head of Procurement TPC	Ensure this is included in all TPC strategies	<b>In place April 17</b>			

**10 point plan objective: 9**

**Documentation**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	Review tender documents to ensure they are consistent and user friendly - fully align to Procurement journey  Head of Procurement TPC	Review upon supplier feedback. Compare regularly against others	<b>In place April 17</b>			

**10 point plan objective: 10**

**Quick Quote**

Policy/ Strategy Area	Action and outcome ( <i>Lead responsibility</i> )	Relevant Indicators ( <i>Source</i> )	Target 1617	Performance		Comments on performance
				2016/17	Trend	
TPC Procurement Strategy 2015 -2020	All lower value procurement activity below 50k advertised via the Quick Quote Function on Public Contracts Scotland. 2 local and 1 national suppliers to be invited to quote where possible.  Head of Procurement TPC	Embed quick quote in TPC process	In place April 2017			