

Contents

2. Introduction
3. Why supply South Yorkshire Councils?
4. Rules Councils must follow
5. Applying for contracts that are advertised
6. Types of tenders
7. The tender process
8. Issues to consider at each stage of the tender process
9. Barnsley Metropolitan Borough Council
11. Doncaster Metropolitan Borough Council
13. Rotherham Metropolitan Borough Council
15. Sheffield City Council
17. New regional initiatives and other useful addresses

Introduction

The four local authorities in South Yorkshire are:

- Barnsley Metropolitan Borough Council
- Doncaster Metropolitan Borough Council
- Rotherham Metropolitan Borough Council.
- Sheffield City Council

Together all four Councils serve over 1.3 million residents. With the increase in regeneration activity the opportunities in South Yorkshire are increasing. South Yorkshire's strategic location is well served by air, road and rail and has massive potential.

South Yorkshire Councils spend in excess of £1.35 billion per year with suppliers on various works, goods and services, providing businesses of all sizes with a wide range of commercial opportunities. Councils are always keen to work with suppliers to improve services they provide for the regions citizens. Whatever the size of your business, there will be opportunities available.

South Yorkshire Councils want to help increase the capacity of local Voluntary and Community organisation, Small and Medium Enterprises and Black and Minority Ethnic firms, helping organisations become 'Fit to Compete' and able to secure contracts from service providers. It is hoped that this will generate increase business opportunities, which will in turn help local employment and generate other community benefits.

The Councils have set various environmental targets and would like to work with contractors and suppliers to encourage them to identify and minimise the environmental impacts of their activities by reducing waste, conserving energy and avoiding hazardous materials. These guidelines have been produced to ensure that potential suppliers can find out about future contracts (outlining the rules councils must follow when inviting suppliers to bid for contracts) and explaining how to bid for council work and the type of contracts Councils award.

Effective procurement supports the aims and objectives of all four councils by helping to deliver high quality services that meet the current and future needs of local people by obtaining value for money for local taxpayers. South Yorkshire Councils are committed to non-discrimination in procurement, with fair and transparent procedures and equal treatment of all suppliers. The four Councils share a commitment to work together in order to improve the quality of life for everyone who lives, learns, works or spends their time in South Yorkshire.

Why supply South Yorkshire's Councils?

South Yorkshire Councils could offer you opportunities to enhance your business. Listed below are a few of the advantages you would receive if you contract.



South Yorkshire Procurement Vision

"To collaborate on procurements in order to obtain best value and deliver better quality services to the communities of South Yorkshire".

Rules Councils must follow

An EC Treaty covers all public sector contracts. The basic principles of the Treaty are to prevent discrimination against organisations from any member state and to remove restrictions on the free movement of goods and services.

The EC Procurement Directive enforces the Treaty and has been incorporated into UK law. It applies to contracts above certain value thresholds:

- £144,371 in respect of contracts for goods and services; and
- £3,611,319m for works contracts.

The Directive sets out clear procedures and standards that the Council has to adhere to when selecting suppliers and awarding contracts, based on openness, non-discrimination and fair competition.

As well as conforming to the above Directive, and all UK law, all contracts must comply with the councils Contract Procedure Rules. These govern the authorities contracting activities and lay down procedures for obtaining quotations and tenders, awarding contracts etc.

Types of contracts awarded

Councils operate (and advertise) many types of contracts:

One off purchase	Of works, supplies or services
Long term service contract	Ranging from 3 years and up to 15 years.
Call-off contracts	These last for a defined period. Once the contract has been awarded, the purchaser places orders to meet needs as they arise throughout the period, e.g. stationery.
Framework contracts	The Council identifies a number of companies who successfully meet the required standards in open competition, without the need to use the tender process each time a need is identified.

Whatever the type, potential bidders must understand the responsibilities of both parties bound by the contract.

Applying for contracts that are advertised

If your company applies or expresses an interest in an advertised Tender including an OJEU, you will be asked to submit various information including:

Company	You are asked basic information about where your company is based, legal status, parent company details (if applicable), numbers of directors and the number of staff you employ. We also require evidence of insurance covering risk indemnity.
Technical	You are asked to provide technical information in support of your application and list details of contracts carried out over the previous 3 years and provide the names and addresses of proposed referees. If you are members of a registered trade association or any approved body you will be asked for copies of your membership certificates. We will also require details of your quality systems.
Financial	A financial appraisal will be carried out and you may be asked to submit audited accounts.
Equalities	Everyone has a right to expect that the money local authorities spend on goods and services promotes and protects equalities in employment and does not lead to unfair discrimination. As one of our contractors, you must follow UK legislation and The Commission for Racial Equalities Codes of Practice for Employment. The application form includes an Equal Opportunities Declaration document which asks questions as set down by the Secretary of State, and requests information on ownership.
Health and Safety	The application form asks for details of you Health and Safety policies and procedures together with any codes of safe working practices issued to employees.
Sustainability	As a large purchaser of goods and services the Council is looking to address the environmental impact of its activities and develop awareness of environmental issues into all its services. It is the Council's policy to encourage suppliers to help us meet our objectives, therefore, we may ask questions regarding your firms commitment to environmental matters to be submitted with your application for evaluation. We encourage prospective suppliers to: <ul style="list-style-type: none"> • Specify less environmentally damaging products • Promote greater use of renewable resources • Use environmentally friendly practices throughout the production process.
Insurance	You must carry current employers (if applicable) and public liability insurance. For certain contracts you may have to increase the amount of public liability indemnity insurance you have.

Types of tenders

The Councils' advertisements state how to apply for inclusion in the tender process and gives contract details.

Restricted Tendering Procedure

A restricted tender is where a shortlist of contractors is drawn from respondents to a public notice for a specific contract. Invitation to tender for the contract is limited to contractors who reply to this public notice and who meet predetermined selection criteria. This procedure is used when there is no Framework Arrangement maintained for the type of work involved, or for contracts above the EU Public Procurement Regulations threshold.

Notices inviting companies to apply for inclusion on a shortlist for the contract will be published on each of the authorities web sites and on the some occasion in trade journals, local press and the Official Journal of the European Union (OJEU) if above the EU Public Procurement threshold.

Open Tender Procedure

Under this procedure, all respondents to a public notice advertising the specific contract must be invited to tender. An evaluation of both the tenderers and tenders is carried out at the same time, once tenders have been returned.

Notices inviting companies to apply for tender documents for the contract will be published as outlined above. The public notice sets out particulars of the proposed contract, invite interested parties to apply for tender documents and state the deadline for tenders to be received.

Framework Arrangements

Framework arrangements occur where a contracting Council sets up an arrangement with one or more suppliers on the understanding that the authority will call on the suppliers to provides works, services or supply as and when needed.

Another type of framework agreement is a formal call-off contract where the contracting authority invites offers from suppliers on fixed terms and conditions that are then called off when necessary.

The tender process

Bidding procedures for Council contracts often seem testing, but each stage is necessary, as the Council must award every contract on the basis of getting value for money for local taxpayers.

The following chart illustrates a typical procurement process within the Council.

Defining the Procurement Activity
The Council defines its aims, decides what is needed, prepares the business case and then decides how the procurement exercise will be carried out. It will take account of market conditions, legislation and Council Policy.
Inviting Tenders
The Council invites suppliers to put in an offer (tender) in response to an advert. In some cases suppliers have to pre-qualify before invited to tender. They do this by answering a questionnaire and supplying information about financial status, previous experience and references, etc.
Evaluating Tenders
The Council evaluates the tenders against set standards (or criteria) relating to value for money. In this way there is an objective assessment and comparison process to judge each tender against the others.
Awarding the Contract
The Council awards the contract to the supplier whose bid offers the most economically advantageous tender.
Performing and Managing the Contract
The Contractor performs the contract and the Council manages it, checking and monitoring the contractor's performance throughout.

Issues to consider at each stage of the tender process

Potential bidders can increase their chances of being successful in their applications to carry out work for the Council if they pay attention to the following aspects of the process.

Do

- Keep an eye on the councils' web sites, the Official Journal of the EU and the buy local site for tender notices.
- Study the entire tender document carefully ensuring you meet all the requirements.
- Ensure you supply all the information and details asked for.
- Ensure your submission is returned before the deadline, as tenders are not accepted if they arrive late - even if they were posted before the deadline.
- And do not hesitate to contact the tendering authority if you require any further information.

Reasons for disqualification

- Supplier identification marks on the envelope.
- Tender documents received after the closing date for the receipt of tenders. Please return your tender documents no later than the time indicated on the closing date for the return of tender documents. If you do miss the deadline, your tender will not be considered.
- Tender documents sent to wrong address. They must be returned to the stated return address.
- Tender documents returned in the open post without the tender reference details on the envelope.
- Form of tender not signed.

Reasons for non acceptance

- Uncompetitive – failure to submit the most cost effective, best value offer;
- Not quoting a price for the specified product (and the alternative submitted is not the equivalent);
- Not supplying samples of products when requested;
- Not supplying samples of management information, reports or COSHH data sheets with the tender documents; and
- Unsatisfactory references (performance) or financial history.

Barnsley Metropolitan Borough Council

Role of Barnsley Council's Corporate Procurement Team

The Corporate Procurement team are part of the Contracts and Procurement Section within The Property and Procurement Department of Barnsley MBC
The role and function of the Corporate Procurement Team is of an overarching nature and includes:-

- Responsibility for all corporate contracts and the management of all consortia arrangements
- Ensuring all authority wide procurement is compliant with EU Procurement Directives, contract standing orders and UK legislation
- Provision of expert advice to other departments undertaking procurement exercises
- The achievement of value for money and savings through good procurement practices
- Maintaining and operating e-procurement systems to achieve an improved purchase to pay process
- Maintenance and updating of all procurement strategies

Contract Procedure Rules

Depending upon the contract value service areas must follow the guidelines:

Barnsley	
Contract Value	Number of Quotes/Tenders
Up to £2,500.	Obtain one quote.
Contracts with a value between £2,500 and £50,000.	Written quotations must be obtained from at least three suppliers.
Contracts with a value between £50,000 and £144,000.	Subject to competitive tenders being obtained from a reasonable number of capable contractors, following advertisement.
Contracts over £144,000 for goods and services, and £3.6m for works.	Tender subject to EU rules. These tenders are advertised in the Official Journal of the European Union (OJEU).

Contact Details

Barnsley Council web site	www.barnsley.gov.uk	
Property and Procurement Alan White (Assistant Director)	alanwhite@barnsley.gov.uk	01226-774305
Contracts And Procurement Karen Temple	karentemple@barnsley.gov.uk	01226-774392
Construction David Hotchins	davidhotchins@barnsley.gov.uk	01226-774319
Corporate Procurement Glyn Stephenson Jenny Grant	procurement@barnsley.gov.uk glynstephenson@barnsley.gov.uk jennygrant@barnsley.gov.uk	01226 775735 01226 775733
Transport Dave Curry	davidcurry@barnsley.gov.uk	01226 774180
Building Supplies Bob Hyde David Howard Linda Ryder Invoices Shelly Snowball	bobhyde@barnsley.gov.uk davidhoward@barnsley.gov.uk lindaryder@barnsley.gov.uk shellysnowball@barnsley.gov.uk	01226 774144 01226 774143 01226 774139 01226 774147
Social Services (Care Services) David Harper Cheryl Moreton	davidharper@barnsley.gov.uk cherylmorton@barnsley.gov.uk	01226 772336 01226 772328

Social Services (Admin & Ancillary) Caroline Smith	carolinesmith@barnsley.gov.uk	01226 772520
Highways & Engineering Darren Richardson Paul Bray	<u>darrenrichardson@barnsley.gov.uk</u> paulbray@barnsley.gov.uk	01226 772172 01226 772151
Education Brokerage Julie Green	juliegreen@barnsley.gov.uk	01226 773639
Information Technology John Nock John Hall	<u>johnnock@barnsley.gov.uk</u> <u>johnhall@.barnsley.gov.uk</u>	01226-775757 01226 773277
Berneslia Homes(ALMO)	General Number	01226 773700

Reserve List

Please write to: Eric Hebden
Barnsley Metropolitan Borough Council
Springfield House
Springfield Street
Barnsley
S70 6HH

Email: erichebden@barnsley.gov.uk
Telephone: (01226) 774354

Doncaster Metropolitan Borough Council

Role of Doncaster Council's Corporate Procurement Team

The Corporate Procurement Team was established in August 2004 and our aim is to seek value for money on all goods, works and services bought by the Council. We continuously improve the procurement process by obtaining best value from the contracts we enter into and to minimise the administration costs of buying. We offer guidance, advice and support on all aspects of procurement to all the Council.

The Team ensures that all procurement complies with the Council's rules, national and European Law.

Although most contracts are undertaken by the relevant service are within the Authority, the Corporate Procurement Team is responsible for corporate contracts.

Contract Procedure Rules

Depending upon the contract value service areas must follow the guidelines:

DONCASTER	
Contract Value	Number of Quotes/Tenders
Below £10,000.	Obtain quotes either verbally or in writing from two suppliers.
Contracts with a value between £10,000 and £50,000.	Written quotations must be obtained from at least three suppliers.
Contracts with a value between £50,000 and £144,000.	Subject to competitive tenders being obtained from a reasonable number of capable contractors, following advertisement.
Contracts over £144,000 for goods and services, and £3.6m for works.	Tender subject to EU rules. These tenders are advertised in the Official Journal of the European Union (OJEU).

Contact Details

Doncaster Council web site

www.doncaster.gov.uk

Corporate Procurement Team

Tel: 01302 735308

Colonnades House
Duke Street
Doncaster
DN1 1ER

www.doncaster.gov.uk/supplyingthecouncil

Building Services and Asset Maintenance

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Tel: 01302 735485

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Printing Services

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Social Services

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Linda Crundell

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St Leger Homes (ALMO)

Tel: 01302736373

John Brayshaw

John.Brayshaw@doncaster.gov.uk

Trading, Purchasing and Stores

Tel: 01302 735867

Lynne Hall

Lynne.hall@doncaster.gov.uk

Transport Services

Tel: 01302 736810

Dave Marshall

Dave.Marshall@doncaster.gov.uk

Waste and Recycling

Tel: 01302 734974

Gill Gillies

Gill.gillies@doncaster.gov.uk

Rotherham Metropolitan Borough Council

Role of Rotherham Council's Corporate Procurement Team

In 2003, Rotherham Council formed a Joint Venture Company with BT plc called RBT (Rotherham Brought Together). Amongst other services involved, RBT now manages the Council's procurement of bought in goods and services.

RBT works with the Council to achieve savings and value for money through setting up of better contracts with suppliers, and through the employment of streamlined procurement processes.

RBT procurement is split into two teams – the Purchase to Pay team who deal with the smaller quotations and the administrative side of the procurement cycle, and the Best Practice Procurement Team who manage categories of goods and services and let larger contracts normally using sealed bid tendering in order to obtain best value through procurement.

Other specialist areas of procurement have remained in the relevant directorates – construction, engineering, social care and PFI work.

Contract Procedure Rules

Depending upon the contract value service areas must follow the guidelines:

Rotherham	
Contract Value	Number of Quotes/Tenders
Less than £3000	Obtain one quote
£3000 - £20000	At least 2 oral or written quotations required
£20000 - £50000	At least 3 written quotes required
Contracts over £144000 for goods and services and £3.6m for works	Tenders subject to EU rules and advertised in OJEU.

Contact Details

RBT Procurement

- Simon Bradley Water, Energy and Telecomms
simon.bradley@rotherham.gov.uk
- Helen Chambers Catering
helen.chambers@rotherham.gov.uk
- Alison Morgan Property Maintenance
alison.morgan@rotherham.gov.uk
- Alan Jones Construction Supply Chain
alan.jones@rotherham.gov.uk
- Tim Spensley Business Services
tim.spensley@rotherham.gov.uk
- Brian Napier Highways
brian.napier@rotherham.gov.uk
- Phil Speight Waste, Health and Leisure
phil.speight@rotherham.gov.uk
- Richard Speight Office Equipment/ Services
richard.speight@rotherham.gov.uk
- Barry Tidmarsh Travel, Transport and Logistics
barry.tidmarsh@rotherham.gov.uk
- Howard Tweed Building Materials
howard.tweed@rotherham.gov.uk

Tel: 01709 382121

Rotherham Construction Partnership

Paul Smith

Email: rcp@rotherham.gov.uk

Web site: www.rcponline.co.uk

Street Pride

Tom Knight

Tel: 01709 822906

Email: tom.knight@rotherham.gov.uk

Children and Young People's Services

Laura Townson

Email: laura.townson@rotherham.gov.uk

Adult Services

David Lisgo

Email: david.lisgo@rotherham.gov.uk

Sheffield City Council

Role of Sheffield's City Council Corporate Procurement Team

The Procurement, Partnering & Programme Management Team was established in March 2000 with the aim of creating a 'win-win' situation for the Council in its relationship with the business community – not only with Sheffield but also on a regional and national basis.

The purpose and objectives of the team are to have a centre of in-house expertise in procurement and project management, including the letting of corporate contracts, thus ensuring the Council obtains best value through its procurement activities.

The team works with clients to achieve maximum benefit by utilising the procurement process to drive down costs, whilst maintaining compliance with legal frameworks (such as the EU Directives and Council Standing Orders).

Contract Procedure Rules

Depending upon the contract value service areas must follow the guidelines:

SHEFFIELD	
Contract Value	Number of Quotes/Tenders
Below £250.00	Shopping around.
Contracts with a value between £250.00 and £999.99	Minimum of 2 quotes.
Contracts with a value between £1000 and £24999	Minimum of 3 written quotes.
Contracts above £25000	Formal tender process
Contracts over £144,000 for goods and services, and £3.6m for works.	Tender subject to EU rules. These tenders are advertised in the Official Journal of the European Union (OJEU)

Contact Details

Sheffield City Council web site	www.sheffield.gov.uk	0114 2726444
Procurement, Partnering & Programme Management	PO Box 1283 Town Hall Sheffield S1 2UJ Tele 0114 2736854 www.sheffield.gov.uk/business-economy/contracts cccpurchasing@sheffield.gov.uk	0114 2736854
Head of Projects, Partnering & Procurement Management Lorraine Purcell	lorraine.Purcell@sheffield.gov.uk	
Principle Project Officer Simon Holmesmith	simon.holmesmith@sheffield.gov.uk	
Senior Contracts & Purchasing Officer Mark Ellis	mark.ellis@sheffield.gov.uk	0114 2736864
Older Peoples Service Joanne Knight	joanne.knight@sheffield.gov.uk	
Children & Young People Ericka Lyne	ericka.lyne@sheffield.gov.uk	
Education Sallie Swann	sallie.swann@sheffield.gov.uk	
Design & Project Management Ian Peck	ian.peck@sheffield.gov.uk	
Streetforce Kevin Hollingsworth	kevin.hollingsworth@sheffield.gov.uk	
Sheffield Homes Phil Moorcroft	Phil.Moorcroft@sheffield.gov.uk	
Neighbourhoods Julie Hindle	Julie.hindle@sheffield.gov.uk	

New Regional Initiatives

Regional Centre of Excellence

Supplier Contract Management System

Highways group

Other Useful address

- Business Link SY – www.blsy.com
- Buy local – www.buy-local.co.uk
- Contrax Weekly – www.contraxweekly.co.uk
- Government Opportunities - www.govopps.co.uk
www.tendersdirect.co.uk
www.tendermatch.com
- Health and Safety website (CHAS) – www.chas.gov.uk
- Office Government of Commerce – www.ogc.gov.uk
- Yorkshire Purchasing Organisation – www.ypo.co.uk

Official Journal of the European Union (OJEU)

As mentioned previously all purchasing by the public sector in the UK and the rest of Europe must follow the rules of the EU Treaty if above the EU thresholds.

Any company can apply for these contracts. The Supplement containing tender information is in the Official Journal of the European Union (OJEU).

You can also phone The Stationary Office (HMSO) customer services on 0870 242 2345 for subscription to OJEU. Alternatively, you can view the OJEU at

www.simap.eu.int

<http://ted.publications.eu.int/official/>