

Outcome 1A Denbighshire: The council achieves value for money from the goods, works and services it procures

| Measures | Excellence Target | Intervention Target |
|--|-------------------|---------------------|
| % of goods, services and works procured through purchasing arrangements established by the NPS | 10% | 5% |
| % of goods, services and works procured through non-NPS framework agreements | | |
| Total potential savings at tender award stage (Contract Estimated budget -v- Contract Award value)* | | |
| Total potential savings at contract end stage (Contract Award value -v- Actual Contract Spend)* | | |
| % of contracts over £25k for goods and services where a Commissioning for has been completed* | | |
| % of contracts over £250k for works where a Commissioning for has been completed* | | |
| % of contracts over £25k for goods and services where a Wellbeing Impact Assessment has been completed* | 100% | 90% |
| % of contracts over £250k for works where a Wellbeing Impact Assessment has been completed* | 100% | 90% |
| % of contracts over £25k for goods and services where a tenders exercise is undertaken but no award is made* | | |
| % of contracts over £250k for works where a tenders exercise is undertaken but no award is made* | | |
| % of contracts over £25k where the contract award amount is no more that the estimated budget* | | |
| % of contracts over £25k where the final contract cost is no more than the contract award amount* | | |
| % of contracts over £25k where the final contract cost is no more than the contract award amount* | | |
| % of Contracts over £25k with a signed or sealed contract within 6 weeks of the contract award* | 95% | 90% |
| % of officer assessing the service provided by the CPS as 'ok' or better | 85% | 75% |
| % of officers attending procurement training assessing the training as 'ok' or better | 85% | 75% |

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| % of Middle Management Team assessing their procurement knowledge as 'ok' or better | 85% | 75% |
| % of invoices that have had an upfront purchase order (PO) | | |
| DEVELOP SET OF MEASURES FOR CONTRACT MANAGEMENT | | |

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 April 2016 may not be in the system.*

GLOSSARY

NPS – National Procurement Service – a Welsh Government sponsored organisation established to procure common and repetitive spend across public sector organisations in Wales.

Commissioning Form – document required to be completed by officers undertaking procurement activity which outlines the rationale and approach to the proposed activity.

Wellbeing Impact Assessment Tool – web-based tool developed by Denbighshire County Council to provide documented evidence of how the Council has considered its obligations under the Wellbeing of Future Generations Act (Wales) 2015

CPS – Collaborative Procurement Service – the central team of procurement officer that support and advise services in relation to procurement activity across both Denbighshire and Flintshire County Councils.

Proactis – the council's adopted electronic procurement system, through which all contracts over £10,000 should be recorded and managed.

Outcome 1B Flintshire: The council achieves value for money from the goods, works and services it procures

| Measures | Target |
|--|--------|
| % of goods, services and works procured through purchasing arrangements established by the NPS | 10% |
| % of goods, services and works procured through non-NPS framework agreements | |
| Total potential savings at tender award stage (Contract Estimated budget -v- Contract Award value)* | |
| Total potential savings at contract end stage (Contract Award value -v- Actual Contract Spend)* | |
| % of contracts over £25k for goods and services where a Commissioning for has been completed* | |
| % of contracts over £250k for works where a Commissioning for has been completed* | |
| % of contracts over £25k for goods and services where a Wellbeing Impact Assessment has been completed* | |
| % of contracts over £250k for works where a Wellbeing Impact Assessment has been completed* | |
| % of contracts over £25k for goods and services where a tenders exercise is undertaken but no award is made* | |
| % of contracts over £250k for works where a tenders exercise is undertaken but no award is made* | |
| % of contracts over £25k where the contract award amount is no more that the estimated budget* | |
| % of contracts over £25k where the final contract cost is no more than the contract award amount* | |
| % of contracts over £25k where the final contract cost is no more than the contract award amount* | |
| % of Contracts over £25k with a signed or sealed contract within 6 weeks of the contract award* | |
| % of officer assessing the service provided by the CPS as 'ok' or better | 85% |

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| % of officers attending procurement training assessing the training as 'ok' or better | 80% |
| % of Middle Management Team assessing their procurement knowledge as 'ok' or better | |
| % of invoices that have had an upfront purchase order (PO) | 90% |
| DEVELOP SET OF MEASURES FOR CONTRACT MANAGEMENT | |

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 November 2016 may not be in the system.*

Outcome 1 : The council achieves value for money from the goods, works and services it procures

| Activities | Responsibility | Timescale |
|--|--------------------------------|----------------|
| Provide E-Procurement System 'Sourcing' (Proactis) Information Sessions for all Departments not yet using the system | Systems Officer | March 2018 |
| Provide updated training on Proactis Portal V6 to Officers currently using V5 (V6 due for release end of Q1) | Systems Officer | July 2017 |
| Provide E-Procurement System 'Contract Management' (Proactis) Training to all Officers managing contracts | Business Partner (Strategic) | Ongoing |
| Create a E-procurement System 'Quick Guides' to enable officers to become self-sufficient in the using the system | Systems Officer | July 2017 |
| Review Proactis Portal user activity and user permission settings to ensure those officers set up on the system are using it and have access to appropriate modules of the system | Systems Officer | June 2017 |
| Identify Proactis 'Super Users' for each service and provide appropriate level of training and for the super users | Systems Officer | March 2018 |
| Set up Proactis User E-mail Group to communicate system and procedural updates to users | Systems Officer | June 2017 |
| Explore possibility of monthly 'Drop In' Sessions for additional Portal training for officers. Each session focusing on an area which has been highlighted as a problem area for users. | Systems Officer | September 2017 |
| Review and update all Project and Contract Templates in the Proactis Portal and ensure that both DCC & FCC templates are the same | Business Partner (Strategic) | September 2017 |
| Review, update and maintain details of all Frameworks used to ensure correct information is held on the Proactis Portal | Systems Officer | December 2017 |
| Develop a customer feedback system for suppliers who have provided goods, services or works to assess quality of the management of the contract | Systems Officer | March 2018 |
| Map out additional report requirements and develop procurement report templates that could be provided to HoS/Chief Officers, detailing key procurement indicators and some basic analysis that could be provided to services on a regular basis | Systems Officer | March 2018 |
| Explore 'Single Registration' for suppliers so they do not have to register on multiple systems e.g. Proactis, Sell2Wales etc. | Systems Officer | December 2018 |
| Work with service areas to identify training needs, and work with the Strategic Business Partner to develop and implement appropriate training. | Business Partners (Categories) | Ongoing |
| Develop, publish and implement an annual procurement training programme and associated guidance documents (including continuation of CPR/beginners guide to procurement, and community benefits) | Business Partner (Strategic) | Ongoing |

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| Develop CPS Intranet page and communication with other departments within the Authority. | Systems Officer | September 2017 |
| Work with services to develop a programme of future procurement projects and identify opportunities for collaborative procurement locally, regionally and nationally | Business Partners (Categories) | Ongoing |
| Work with services to identify where approved lists are still being used, and subsequently develop and deliver appropriate alternative arrangements | Business Partners (Categories) | March 2018 |
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Outcome 2A Denbighshire: The council improves the contribution its procurement activity has on the local economy

| Measures | Excellence Target | Intervention Target |
|--|-------------------|---------------------|
| % of council spend with Denbighshire businesses | 35% | 25% |
| % of council spend with North Wales businesses | | |
| % of council spend with Welsh business | 60% | 40% |
| % of council spend with businesses in the Mersey/Dee Alliance area | | |
| % of suppliers assessing the council as 'ok' or better at contract end in supplier satisfaction surveys* | | |
| % of offers to the market with at least one Denbighshire based business invited to tender at the Low value threshold (£10,001 - £25,000)* | | |
| % of offers to the market with at least one Denbighshire based business invited to tender at the intermediate value threshold (£25,001 – OJEU)* | | |
| % of offers to the market with at least one Denbighshire based business invited to tender at the High value threshold (OJEU)* | | |
| % of offers to the market with at least one Denbighshire based business bidding at the Low value threshold (£10,001 - £25,000)* | | |
| % of offers to the market with at least one Denbighshire based business bidding at the intermediate value threshold (£25,001 – OJEU)* | | |
| % of offers to the market with at least one Denbighshire based business bidding at the High value threshold (OJEU)* | | |
| % of bids received from Denbighshire based business as a proportion of the total bids received at the Low value threshold (£10,001 - £25,000)* | | |
| % of bids received from Denbighshire based business as a proportion of the total bids received at the intermediate value threshold (£25,001 – OJEU) | | |
| % of bids received from Denbighshire based business as a proportion of the total bids received at the High value threshold (OJEU) | | |
| % of successful bids from Denbighshire based business as a proportion of the total number of successful bids at the Low value threshold (£10,001 - £25,000)* | | |

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| % of successful bids from Denbighshire based business as a proportion of the total number of successful bids at the intermediate value threshold (£25,001 – OJEU)* | | |
| % of successful bids from Denbighshire based business as a proportion of the total number of successful bids at the High value threshold (OJEU)* | | |
| % of contracts awarded in the financial year over £1,000,000 with Community Benefits included in contract document* | 100% | 70% |
| % of contracts awarded in the financial year under £1,000,000 with Community Benefits included in contract document* | 10% | 0% |

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 April 2016 may not be in the system.*

Outcome 2B Flintshire: The council improves the contribution its procurement activity has on the local economy

| Measures | Target |
|--|--------|
| % of council spend with Flintshire businesses | 30% |
| % of council spend with North Wales businesses | |
| % of council spend with Welsh business | 50% |
| % of council spend with businesses in the Mersey/Dee Alliance area | |
| % of suppliers assessing the council as 'ok' or better at contract end in supplier satisfaction surveys* | |
| % of offers to the market with at least one Flintshire based business invited to tender at the Low value threshold (£10,001 - £25,000)* | |
| % of offers to the market with at least one Flintshire based business invited to tender at the intermediate value threshold (£25,001 – OJEU)* | |
| % of offers to the market with at least one Flintshire based business invited to tender at the High value threshold (OJEU)* | |
| % of offers to the market with at least one Flintshire based business bidding at the Low value threshold (£10,001 - £25,000)* | |
| % of offers to the market with at least one Flintshire based business bidding at the intermediate value threshold (£25,001 – OJEU)* | |
| % of offers to the market with at least one Flintshire based business bidding at the High value threshold (OJEU)* | |
| % of bids received from Flintshire based business as a proportion of the total bids received at the Low value threshold (£10,001 - £25,000)* | |
| % of bids received from Flintshire based business as a proportion of the total bids received at the intermediate value threshold (£25,001 – OJEU) | |
| % of bids received from Flintshire based business as a proportion of the total bids received at the High value threshold (OJEU) | |
| % of successful bids from Flintshire based business as a proportion of the total number of successful bids at the Low value threshold (£10,001 - £25,000)* | |

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| % of successful bids from Flintshire based business as a proportion of the total number of successful bids at the intermediate value threshold (£25,001 – OJEU)* | |
| % of successful bids from Flintshire based business as a proportion of the total number of successful bids at the High value threshold (OJEU)* | |
| % of contracts awarded in the financial year over £1,000,000 with Community Benefits included in contract document* | 100% |
| % of contracts awarded in the financial year under £1,000,000 with Community Benefits included in contract document* | 100% |

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 November 2016 may not be in the system.*

Outcome 2 : The council achieves value for money from the goods, services and works it procures

Service : Procurement

| Activities | Responsibility | Timescale |
|--|--------------------------------|----------------|
| Develop and deliver a programme of activity to support local businesses, increasing their capacity and competency to respond to Council contracts | Business Partner (Strategic) | March 2018 |
| Work with service areas to ensure consideration is given to how procurement exercises/contracts can be structured to provide opportunities for local suppliers | Business Partners (Categories) | Ongoing |
| Work with service areas and Economic Development teams to identify existing or potential local suppliers who may benefit from additional support to increase their capacity and competency to respond to Council contracts | Business Partner (Strategic) | Ongoing |
| Develop and deliver training and support to improve the inclusion of community benefits in Council contracts | Business Partner (Strategic) | December 2017 |
| Develop a system to record and monitor Community Benefits centrally | Systems Officer | December 2017 |
| Develop and deliver a new Print and Design Framework for Denbighshire & Flintshire, working closely with Economic Development teams to ensure local suppliers engage in meet the buyer events and the bidding process | Business Partners (Categories) | September 2017 |
| Work with services to ensure current and potential suppliers are registered on Proactis and Sell2Wales | Business Partners (Categories) | Ongoing |
| Work with current e-procurement system provider to develop a robust system for both Buyer and Supplier which fulfils legal and audit requirements. | Business Partner (Strategic) | Ongoing |
| Ensure all our suppliers are of good financial standing by carrying out annual checks on all suppliers with whom DCC are engaged in Contracts with. | Business Partners (Categories) | Ongoing |
| Maintain the corporate contracts and frameworks register and ensure that published information is current and correct. | Systems Officer | Ongoing |
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