

DOING BUSINESS WITH  
EAST RIDING OF YORKSHIRE COUNCIL

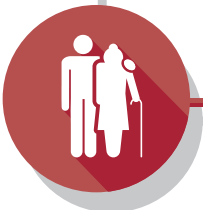
# Supplier's Guide



**GOODS & SERVICES**



**CONSTRUCTION & HOUSING**



**HEALTH & CARE**



**EAST RIDING**  
OF YORKSHIRE COUNCIL



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# Introduction

## **About this Guide**

This guide is designed to assist organisations, from sole traders to multi-national corporations, who would like to supply East Riding of Yorkshire Council with goods or services or undertake works on our behalf. It details how we make organisations aware of current or upcoming tender opportunities, how to bid and what information will be required, in addition to the legislation and regulations that we have to adhere to, to ensure that any tendering process is undertaken transparently and fairly.

Changes to public procurement legislation mean that the stated thresholds and content of the Guide will be updated regularly.

## **East Riding of Yorkshire Council**

East Riding of Yorkshire is located in the North of England on the East coast approximately 200 miles from Edinburgh, London and Rotterdam. The County covers an area of about 930 square miles, with the coastline stretching for 52 miles from Bempton to Spurn Point.

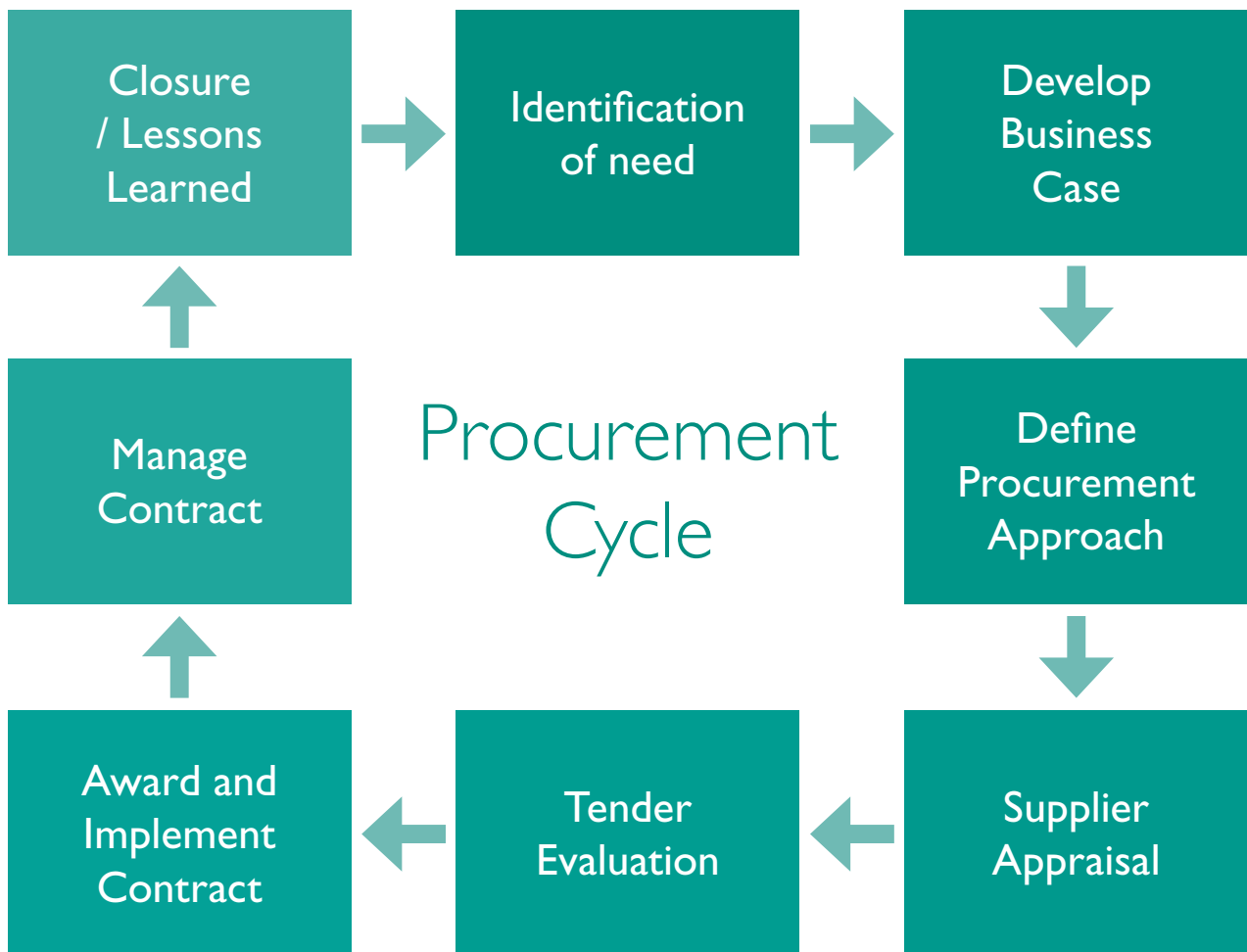
East Riding of Yorkshire Council is a unitary authority which means that all local council services are provided by the same council. This is different to other parts of the country where responsibility is sometimes shared between a county council and a local district or borough council. The Council provides a wide range of services to all residents; in 2015 the population was estimated at 336,685.

## **The Council as a Customer**

East Riding of Yorkshire Council's corporate priorities and culture continue to ensure that our services are responsive to need and we aim to procure goods, services and works by the most economic, efficient, effective and sustainable methods to ensure that value for money is achieved. We have a legal duty to be transparent, fair and professional throughout our business.

## 2 How we buy what we need

Procurement is the process of acquiring goods, works and services from third parties such as businesses and other external suppliers. The process generally follows the series of steps below:



We want the Council to be the 'customer of choice' for our suppliers. We underpin this by reducing unnecessary barriers to participation and guaranteeing prompt payment for supplies, services and works provided. We ensure that all governance mechanisms are in place for effective supply assurance and compliance, assuring our suppliers and stakeholders that we work effectively and to achieve best practice.

We not only undertake procurement for the Council, but we also collaborate with neighbouring authorities and other stakeholders.

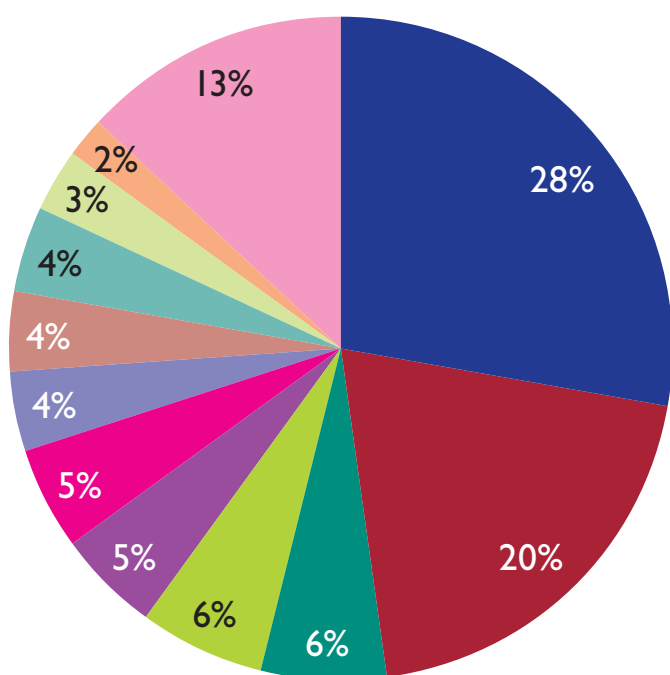
We also use external 'framework agreements', which allow a number of authorities or organisations to work together to procure services, goods or works.

The council currently has an annual third party spend of approximately £270 million and uses a range of contracts for procurement. Procurement and commissioning within the council is not centralised, but managed in three primary categories:

- Goods and Services
- Construction and Housing
- Health and Care

Although the spend figures do vary from year to year, they are typically categorised as below:

### Council Spend by Category



28%	Adult Social Community Care – Supplies and Services
20%	Works – Construction, Repair and Maintenance
6%	Children Social Community Care – Supplies and Services
6%	Environmental Services
5%	Information Communication Technology
5%	Public Transport
4%	Healthcare
4%	Highway Equipment and Materials
4%	Financial Services
3%	Vehicle Management
2%	Utilities
13%	Other

Distribution for 2015/16 spend by percentage

## 3 Procurement Rules and Legislation

Local Authority procurement is governed by procurement legislation at a European, National and Local level and in accordance with best practice guidance. Following the EU Referendum, procurement activity and business with the Council will continue as is and in accordance with EU and UK Legislation.

### **European Union Procurement Rules**

As a public sector body, all of our procurement activities regardless of value, are subject to the principles of the Treaty on the Functioning of the European Union. These EU Treaty principles consist of fairness, transparency, proportionality, free movement and non-discrimination. These aim to ensure equality and the opening up of the market throughout the member states.

If the overall value (lifetime value, not annual value) of a contract exceeds certain thresholds then we have to comply with European Union Directives which are incorporated in UK Law through the Public Contracts Regulation 2015. This legislation governs the way in which public sector procurement must be conducted.

These thresholds are reviewed every two years and as of 1 January 2016 are currently set as follows:

- Works - £4,104,394
- Supplies - £164,176
- Services - £164,176

If the value of a tender is likely to be above the threshold then the contract must be advertised in the Official Journal of the European Union (OJEU), in addition to the Authority's usual methods of advertising (see contact list at the end of this document for details on how to access OJEU).

## Local Rules and Regulation

As a Council, we comply with our own Contract Procedure Rules (CPR's), which ensure best practice throughout all of our procurement activity and reflect principles enshrined in law.

The council's CPRs, have five main purposes:

- To ensure compliance with UK and EU legislation.
- To ensure propriety, fairness, consistency and good practice.
- To help the council obtain Value for Money.
- To allow the market the freedom of opportunity to trade with the council.
- To protect staff and members of the council from undue criticism or allegation of wrong-doing.

Below the OJEU thresholds, the council has its own minimum procurement thresholds which are adhered to by all services throughout the council.

Total Value (Excluding VAT)	Procurement Route
Up to £2,000 (inclusive) for Supplies and Services or Works	One oral quotation obtained in advance, confirmed in writing.
Above £2,000 - £75,000 (inclusive) for Supplies and Services or Works	A minimum of three competitive quotes sought in advance. Where practicable, at least one eligible quotation to be sought from a local supplier based within the East Riding or Kingston Upon Hull administrative areas.
Above £75,000 up to EU Threshold for Supplies and Services	A minimum of six competitive quotes sought in advance. Where practicable, at least two eligible quotations to be sought from local suppliers.
Above £75,000 up to £164,176 for Works	A minimum of six competitive quotes sought in advance. Where practicable, at least two eligible quotations to be sought from local suppliers.



Above £164,176 up to  
EU Threshold for Works

Tender Process to be undertaken.

Above EU Threshold for  
Supplies and Services or  
Works

Follow EU procedure.  
*Advertised on YORtender and through OJEU.*

In this way, all of the Council's procurement activity remains transparent and fair for all local, national and international businesses.

## 4 Applying for Council Business

### Requirements up to £75,000

For requirements up to £75,000 in value the Council has a deliberate policy of allowing properly authorised and trained employees within its departments to undertake procurement. This is because we understand that services are often best placed to understand the market for requirements they may have and know of firms locally that provide the required goods, services or works we need, with the level of quality we require and at a price we can afford.

This can however make it difficult for businesses to know who to contact at the Council in order to raise awareness of their presence in the market place and willingness to supply us. We welcome the opportunity to engage with a diverse supply chain, and if you use the contact information in the table below we will try our utmost to put you in touch with the service contacts who are most likely to require what you have to offer.

## Table of Contacts

Category of Business	Contact Information
Goods and Services	Procurement Helpline (01482) 395357 procurement@eastriding.gov.uk
Construction works and services	All construction related opportunities are either drawn off one of the YORhub Frameworks (details at <a href="http://www.yorhub.com">YORhub.com</a> ) or advertised on YORtender (accessed via <a href="https://www.yortender.co.uk">https://www.yortender.co.uk</a> for registration) or for smaller value works and services they may be selected from firms registered with Constructionline (accessed via <a href="http://www.constructionline.co.uk">http://www.constructionline.co.uk</a> for registration).  If you would like to discuss construction procurement contact David Wilkes on (01482) 395672
Health and Care	Dorothy Montgomerie, Planning and Procurement Manager (01482) 396492 planningandprocurement@eastriding.gov.uk

### Requirements above EU Threshold

The council administers all of its contracts with a value of over £75,000 on YORtender, accessed via [www.YORtender.co.uk](http://www.YORtender.co.uk)

YORtender is a procurement portal set up for Local Authorities in Yorkshire and The Humber area. Registration is quick, easy and free, and there are no annual subscriptions or document download fees to pay. Anyone with access to a computer and an email address can register and use the portal successfully. Suppliers are then able to view, download and complete their tenders electronically.

YORtender has a number of benefits, for both suppliers and buying Authorities:

- A single procurement approach across the Region

- A means to share, co-ordinate and collaborate on procurement exercises
- E-enabled for all to work smarter and to reduce procurement lead times
- Suppliers can register their capabilities and interests in opportunities
- Suppliers receive email alerts of opportunities
- Immediate access to current opportunities
- News alert feature to communicate key information.

If the estimated value of the tender is above the EU thresholds described above, it will be advertised on YORtender and it will also be advertised on the Official Journal of the European Union (OJEU). The OJEU can be accessed via **ted.europa.eu**

We are also a member of several regional buying groups, such as Crown Commercial Services, Yorkshire Purchasing Organisation (YPO) and Eastern Shires Purchasing Organisation (ESPO). These groups procure for a number of authorities and organisations collectively in order to reduce costs and set up national framework agreements which public sector organisations can then use.

### **Supplying as a sub-contractor**

The nature of matching supply and demand sides of the market means that large contracts will often be won by companies that have the necessary resources to handle complex projects. Many of these companies however (in particular in the construction sector) will seek to engage sub-contractors to work with them.

The Supply Chain Engagement Programme (SCEP) is promoted through the YORhub frameworks and suppliers can register for free by following the links on **www.YORhub.com** to access subcontractor package opportunities placed on the site by main contractors. This is our way of ensuring large contractors can access small and local contractors in order to receive a more responsive and cost effective solution in a specific area.

SCEP is very successful on our YORhub construction frameworks as sub-contractor packages are routinely advertised. We arrange SCEP events for all (SCEP) members and other local suppliers to meet main contractors that are looking for sub-contractors in a particular area.

Leeds City Council manages the SCEP initiative. Contact information is given in Section 5 of this guide.

For opportunities to supply goods or services that are not construction related, firms are recommended to use the table of contacts given in the previous section, who will be able to advise who the Council's key contracted suppliers are. Potential sub-contractors can then approach those firms directly.

## Tips for Tendering

### **1. Ensure that you are registered to receive alerts via YORtender and OJEU**

Registering on YORtender and on OJEU is free and simple to do. This will ensure that you are made aware of any current tenders being advertised under the categories you have selected instead of having to use valuable time regularly checking for appropriate tender opportunities.

### **2. Understand your competition and the market**

Do your research, we often evaluate on the most economically advantageous tender (MEAT) for goods, services and works where factors other than or in addition to price; such as quality, running costs and after sales service are evaluated to ensure the best value for money for the council.

### **3. Time**

Make sure you have plenty of time to complete the tender and to enable you to collate any requested documents. We sometimes have to disqualify a tender as the requested documents have not been provided. Be aware of the deadline for submission, late tenders will not be considered.

### **4. Read and comply with the tender/request for quotation**

Make sure you read and understand all requested elements of the tender / request for quotation. This includes ensuring that you have thoroughly read the specification and also understood and agreed to our Terms and Conditions (which will be issued with each tender). Examples of documents that we may request to assess against certain requirements are company accounts to assess financial capability, health and safety policies to assess how you satisfy our requirements around practice and competence, and copies of insurance policies to ensure sufficient insurances are current.

### **5. Ask**

If you do not understand what is being requested or how to complete parts of the exercise, seek guidance and clarification as directed by the YORtender portal.

### **6. Make your tender response specific to the exercise**

Ensure that you are familiar with the requested elements and do not provide generic information in the hope that this will cover the request. Include additional benefits you can bring to the contract but ensure that they are in addition to covering the core services.

## 7. Be clear

Answer the questions clearly and concisely and do not presume that we know your business. State clearly how you will meet requirements, what practical actions you would take and what support you can provide to the contract.

## 8. Check your submission

Make sure that you have answered all questions and submitted any requested documents, ensuring they are up to date. Make sure you have submitted your response in plenty of time to meet the deadline; we do not accept late tenders.

## 9. Feedback

If you are unsuccessful, request feedback and use this to reflect when considering any future tender submissions.

For procurements above the EU thresholds suppliers are legally entitled to receive feedback from us and a mandatory standstill period allows suppliers ten days to challenge the award of a contract following the award notice.

### **Following Award**

During the contract period we will manage and review progress against the contract terms. The frequency of this will vary from contract to contract dependant on factors such complexity, value and risk.

Our standard payment terms are 30 days from accurate and valid invoice receipt, payment is usually made via BACS and invoices are sent to our central accounts payable team. The Council is moving

towards electronic invoicing and welcomes XML file format in order towards reducing the number of paper invoices and remittances that are generated, creating cost savings for suppliers and the Council.

To ensure transparency, YORtender also has a facility to allow you to search for all current contracts in place with the council, showing dates and value of each contract.

### **Conflicts of Interest**

Contracts are awarded on merit, by fair competition against other tenders and no special favour will be shown to firms run by, for example, friends, partners or relatives of council employees.

All council employees are required to declare any relationships of a business or private nature with external business or potential suppliers.

### **Fraud and Whistle blowing**

The council make strenuous attempts to eliminate fraud and will investigate in confidence, any issue raised in relation to activities not conforming to the high standards of transparency and openness in procurement.

For more information, either as to what is defined as an irregularity or how to report a concern, please visit: [www.eastriding.gov.uk/council/governance-and-spending/fraud-and-corruption/whistle-blowing](http://www.eastriding.gov.uk/council/governance-and-spending/fraud-and-corruption/whistle-blowing)  
Or contact our 24 hour whistle-blowing answer phone: (01482) 394123.

### **Transparency**

Suppliers and potential suppliers should note that all local authorities are required to publish details of their contracts and financial transactions at levels of expenditure as low as £500 under the Local Government Transparency Code 2014. A link for further information is given at Section 5 of this guide.

## **Freedom of Information**

The Freedom of Information Act 2000 (FOI) came into force in January 2005 and allows members of the public to request access to information which is not already available to the public. The Act does not however cover information that is already in the public domain or can already be viewed by the public. For more information, visit [\*\*www.eastriding.gov.uk/council/governance-and-spending/freedom-of-information\*\*](http://www.eastriding.gov.uk/council/governance-and-spending/freedom-of-information)

Any queries in relation to data held on the council website, or affiliated websites should be made in writing (either by letter or email) to the Freedom of Information Co-ordinator at the following address:

Freedom of Information Co-ordinator  
East Riding of Yorkshire Council  
Democratic Services, County Hall, Beverley HU17 9BA  
By email: [FOI@eastriding.gov.uk](mailto:FOI@eastriding.gov.uk)



## 5 Contacts and Useful Websites for Suppliers

### East Riding of Yorkshire Council

[www.eastriding.gov.uk](http://www.eastriding.gov.uk)

(01482) 395357 (Procurement Helpline)

[procurement@eastriding.gov.uk](mailto:procurement@eastriding.gov.uk) (General Procurement Queries).

### YORtender

[www.YORtender.co.uk](http://www.YORtender.co.uk)

*The Yorkshire and Humberside regional electronic tendering website.*

### Official Journal of the European Union (OJEU)

[ted.europa.eu](http://ted.europa.eu)

*Website detailing tender opportunities and information around European Union.*

### Constructionline

[www.constructionline.co.uk](http://www.constructionline.co.uk)

*Certification service, UK's largest register for pre-qualified contractors and consultants.*

### Crown Commercial Services

[www.gov.uk/government/organisations/crown-commercial-service](http://www.gov.uk/government/organisations/crown-commercial-service)

*Centralised commercial and procurement services for Government and the UK Public Sector.*

### YORhub

[www.yorhub.com](http://www.yorhub.com)

*Construction frameworks for Yorkshire and Humber.*

### Efficiency North

[www.energycynorth.org/frameworks](http://www.energycynorth.org/frameworks)

*Frameworks which East Riding of Yorkshire Council can access,*

*predominantly for works and legal services.*

### **ESPO (Eastern Shires Purchasing Organisation)**

**[www.espo.org](http://www.espo.org)**

*Public sector owned professional buying organisation.*

### **YPO (Yorkshire Purchasing Organisation)**

**[www.ypo.co.uk](http://www.ypo.co.uk)**

*Public sector owned professional buying organisation.*

### **Business Link Contracts Finder**

**[www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)**

*Website detailing opportunities for public sector contracts.*

### **Local Government Transparency Code 2014**

**[www.gov.uk/government/publications/local-government-transparency-code-2014](http://www.gov.uk/government/publications/local-government-transparency-code-2014)**

*Department for Communities and Local Government – The Local Government Transparency Code 2014*

### **Supply Chain Engagement Programme (SCEP)**

David Galloway of Leeds City Council through YORhub

**[www.yorhub.com](http://www.yorhub.com)**

[yorscep@yorhub.com](mailto:yorscep@yorhub.com)





Procurement Helpline (01482) 395357  
[procurement@eastriding.gov.uk](mailto:procurement@eastriding.gov.uk)



Construction - David Wilkes (01482) 395672  
[www.constructionline.co.uk](http://www.constructionline.co.uk)



Planning and Procurement (01482) 396492  
[planningandprocurement@eastriding.gov.uk](mailto:planningandprocurement@eastriding.gov.uk)

