

## APPENDIX 2

### Corporate Procurement Action Plan Update Q3 2009/10

What we want to achieve	Action	SMART Targets	Dates / Milestones	Outcome – how will customers know we have achieved this?																																																																																																																
Cashable Savings of £200,000 for 2009/10	<ul style="list-style-type: none"> <li>• Benchmark current costs against comparables and agree savings targets for all projects.</li> <li>• Record all savings secured via tenders, monitoring actual savings for the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet savings targets based on analysis of Procurement Forward Plan</li> </ul>	Ongoing	Measurement of previous against current expenditure.																																																																																																																
				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Contract Description</th> <th style="width: 10%;">Cashable</th> <th style="width: 10%;">Non-cashable</th> <th style="width: 10%;">Capital</th> </tr> </thead> <tbody> <tr><td>Community Planning Consultation</td><td style="text-align: right;">£15,000</td><td></td><td></td></tr> <tr><td>Print</td><td style="text-align: right;">£25,000</td><td></td><td></td></tr> <tr><td>North Oxfordshire Guide</td><td style="text-align: right;">£4,000</td><td></td><td></td></tr> <tr><td>Cleaning Services Museum &amp; TIC</td><td style="text-align: right;">£10,000</td><td></td><td></td></tr> <tr><td>Stationery</td><td style="text-align: right;">£4,000</td><td></td><td></td></tr> <tr><td>Study and Toolkit</td><td style="text-align: right;">£4,000</td><td></td><td></td></tr> <tr><td>Bridge Street Health Centre</td><td style="text-align: right;">£25,000</td><td></td><td></td></tr> <tr><td>Energy</td><td style="text-align: right;">£35,000</td><td></td><td></td></tr> <tr><td>Installation of Christmas Lights</td><td style="text-align: right;">£12,000</td><td></td><td></td></tr> <tr><td>OGC Buying Solutions</td><td style="text-align: right;">£15,000</td><td></td><td></td></tr> <tr><td>Purchase Cards</td><td></td><td style="text-align: right;">£34,669</td><td></td></tr> <tr><td>Artificial Pitches</td><td style="text-align: right;">£780</td><td></td><td style="text-align: right;">£39,000</td></tr> <tr><td>Parson's Street Improvements</td><td style="text-align: right;">£4,000</td><td></td><td style="text-align: right;">£200,000</td></tr> <tr><td>Bridge Street Health Centre</td><td style="text-align: right;">£25,000</td><td></td><td></td></tr> <tr><td>Waste Management software</td><td style="text-align: right;">£600</td><td></td><td style="text-align: right;">£30,000</td></tr> <tr><td>Purchase of 4 RCV Vehicles</td><td style="text-align: right;">£595</td><td></td><td style="text-align: right;">£29,764</td></tr> <tr><td>Early Payment Discounts</td><td style="text-align: right;">£3,000</td><td></td><td></td></tr> <tr><td>Confidential shredding</td><td style="text-align: right;">£10,000</td><td></td><td></td></tr> <tr><td>Coffee machines</td><td style="text-align: right;">£700</td><td></td><td></td></tr> <tr><td>Building materials</td><td style="text-align: right;">£1,500</td><td></td><td></td></tr> <tr><td>Cleaning supplies</td><td style="text-align: right;">£1,000</td><td></td><td></td></tr> <tr><td>Uniforms</td><td style="text-align: right;">£750</td><td></td><td></td></tr> <tr><td>Wheelie Bins</td><td style="text-align: right;">£9,000</td><td></td><td></td></tr> <tr><td>Recycling boxes</td><td style="text-align: right;">£1,000</td><td></td><td></td></tr> <tr><td>Protective Clothing</td><td style="text-align: right;">£3,000</td><td></td><td></td></tr> <tr><td>Washroom Facilities</td><td style="text-align: right;">£350</td><td></td><td></td></tr> <tr> <td style="text-align: right;"><b>Total:</b></td> <td style="text-align: right;"><b>£210,275</b></td> <td style="text-align: right;"><b>£34,669</b></td> <td style="text-align: right;"><b>£298,764</b></td> </tr> </tbody> </table>	Contract Description	Cashable	Non-cashable	Capital	Community Planning Consultation	£15,000			Print	£25,000			North Oxfordshire Guide	£4,000			Cleaning Services Museum & TIC	£10,000			Stationery	£4,000			Study and Toolkit	£4,000			Bridge Street Health Centre	£25,000			Energy	£35,000			Installation of Christmas Lights	£12,000			OGC Buying Solutions	£15,000			Purchase Cards		£34,669		Artificial Pitches	£780		£39,000	Parson's Street Improvements	£4,000		£200,000	Bridge Street Health Centre	£25,000			Waste Management software	£600		£30,000	Purchase of 4 RCV Vehicles	£595		£29,764	Early Payment Discounts	£3,000			Confidential shredding	£10,000			Coffee machines	£700			Building materials	£1,500			Cleaning supplies	£1,000			Uniforms	£750			Wheelie Bins	£9,000			Recycling boxes	£1,000			Protective Clothing	£3,000			Washroom Facilities	£350			<b>Total:</b>	<b>£210,275</b>	<b>£34,669</b>	<b>£298,764</b>
				Contract Description	Cashable	Non-cashable	Capital																																																																																																													
				Community Planning Consultation	£15,000																																																																																																															
				Print	£25,000																																																																																																															
				North Oxfordshire Guide	£4,000																																																																																																															
				Cleaning Services Museum & TIC	£10,000																																																																																																															
				Stationery	£4,000																																																																																																															
				Study and Toolkit	£4,000																																																																																																															
				Bridge Street Health Centre	£25,000																																																																																																															
				Energy	£35,000																																																																																																															
				Installation of Christmas Lights	£12,000																																																																																																															
				OGC Buying Solutions	£15,000																																																																																																															
				Purchase Cards		£34,669																																																																																																														
				Artificial Pitches	£780		£39,000																																																																																																													
				Parson's Street Improvements	£4,000		£200,000																																																																																																													
				Bridge Street Health Centre	£25,000																																																																																																															
				Waste Management software	£600		£30,000																																																																																																													
				Purchase of 4 RCV Vehicles	£595		£29,764																																																																																																													
				Early Payment Discounts	£3,000																																																																																																															
				Confidential shredding	£10,000																																																																																																															
				Coffee machines	£700																																																																																																															
				Building materials	£1,500																																																																																																															
				Cleaning supplies	£1,000																																																																																																															
				Uniforms	£750																																																																																																															
				Wheelie Bins	£9,000																																																																																																															
Recycling boxes	£1,000																																																																																																																			
Protective Clothing	£3,000																																																																																																																			
Washroom Facilities	£350																																																																																																																			
<b>Total:</b>	<b>£210,275</b>	<b>£34,669</b>	<b>£298,764</b>																																																																																																																	
				*Actual savings against budget were £500,000 with estimate that																																																																																																																

## APPENDIX 2

### Corporate Procurement Action Plan Update Q3 2009/10

				£100k savings as a result of recession and competitive pricing, £200k due to tender process & £200k as a result of overestimating the budget (highest price still £200k under budget).
All new/re-tendered contracts to be subject to options appraisal and planning to ensure they are let to the Most Economically Advantageous Tender	<p>All contracts to be subjected to 4Cs:</p> <ul style="list-style-type: none"> <li>• Challenge current perceptions of service requirement and methods of delivery.</li> <li>• Consult with service areas as to how services can be delivered and improved.</li> <li>• Compare the Council with peer groups to further develop best practice and benchmark cost.</li> <li>• Competition that follows best practice guidelines and provides evidenced value for money.</li> </ul>	<ul style="list-style-type: none"> <li>• Service Heads to supply bi-monthly updates to the procurement forward plan for 2009/10</li> <li>• Procurement to carry out options appraisals for each proposed contract - ensuring more effective planning -by ensuring service areas complete stakeholder questionnaires at the outset of a project.</li> </ul>	Ongoing	Provision of documented stakeholder questionnaires and evaluation score sheets for all tenders.
			Ongoing	Services have been proactive in contacting Procurement and using stakeholder questionnaires. The Procurement team have worked on 30 projects year to date with an increase in collaborative procurement projects – such as the property and toilet cleansing tenders.
			Ongoing	There is a greater focus on output specifications, moving away from telling the contractors every detail of how we would like the service carried out to put the onus on suppliers demonstrating their methodologies and innovation.
			Ongoing	Officers are being encouraged to look more closely at the total lifetime costs and to enter into longer term contracts which lever better service levels/commitment and value for money.



Corporate Procurement Action Plan Update Q3 2009/10

<p>All areas of spend between £10,000 p.a. and £100,000 to be incorporated within a formal contract – ideally of a minimum of 3 years</p>	<ul style="list-style-type: none"> <li>• Spikes Cavell analysis to identify areas of expenditure £10,000 to £100,000</li> <li>• All fields to be cross-referenced with Contracts Register.</li> <li>• Service Areas approached to arrange quoting for contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports run bi-monthly.</li> <li>• Meetings held with Service Heads as and when contract needs identified.</li> <li>• Contracts scheduled within 2 weeks of identification of contract need.</li> </ul>	<p>Ongoing</p>	<p>Further contracts identified:</p> <ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Protective Clothing</li> <li>• Cleaning supplies</li> <li>• Washroom facilities</li> </ul> <p>Spikes Cavell has helped cross-reference information held by Agresso – particularly with the property services project – but is no longer required moving forward.</p>
<p>Reduce number of suppliers with whom we spend &gt; £10,000 p.a. by a minimum of 20%</p>	<ul style="list-style-type: none"> <li>• Letting of contracts for all levels of expenditure as per above target – being careful to not exclude SME’s from opportunities.</li> </ul>		<p>Ongoing</p>	<p>Monthly report on consolidation of suppliers as a result of letting contracts.</p> <p>Contracts being put in place for uniforms, protective clothing, cleaning supplies and washroom facilities will see further consolidation of supplier base.</p>
<p>Rollout of Corporate Procurement Guide</p>	<ul style="list-style-type: none"> <li>• Static version to be rolled out in stages from June 2009.</li> <li>• Interactive version to be</li> </ul>		<p>June 2009 onwards</p> <p>September 2009</p>	<p>Draft guide is ready for presentation to EMT in January 2010 will rollout planned for February 2010.</p> <p>Interactive version to follow by March 2010.</p>

## APPENDIX 2

### Corporate Procurement Action Plan Update Q3 2009/10

	implemented and tested from September 2009.		onwards	
Rollout Contract Management Manual across Service Areas	<ul style="list-style-type: none"> <li>• Procurement to devise manual</li> <li>• Training workshops to be held at quarterly intervals from July onwards, sourcing external provider to assist.</li> </ul>		July onwards	The volume of procurement projects which were not originally within the 09/10 work plan – such as the Banbury Health Centre and the Revenues & Benefits transactional outsourcing – has meant that this project has been put back to the next financial year with work being undertaken with other authorities within the MKOB partnership to pool knowledge and resources.
Actively engage with local suppliers and seek feedback on how we can improve our contracting processes	<ul style="list-style-type: none"> <li>• Develop role of the Local Business Liaison Group</li> <li>• Create existing suppliers and potential suppliers databases using Spikes Cavell</li> </ul>	<ul style="list-style-type: none"> <li>• Email circular sent out with questionnaire by June 2009.</li> <li>• Host Meet the Buyer event July 2009 with two more events by 31<sup>st</sup> March 2010.</li> <li>• Procurement newsletter emailed out quarterly from September 2009</li> <li>• Supplier</li> </ul>	<p>June 2009</p> <p>July 2009</p> <p>September 2009</p> <p>Ongoing</p>	<p>After the success of the Oxford Meet the Buyer event in April – where the Cherwell team saw more than 100 suppliers on the day and engaged a large number of local printers for the follow-up print workshop ahead of the print framework tender – it was decided that the district’s first Meet the Buyer event would provide more effective support for local businesses if it was held in September.</p> <p>Over 60 companies booked consultations with the 7 buyers present at the event and attended working with the public sector workshops. Details of all companies attending have been passed to relevant officers and held on file for forthcoming opportunities.</p> <p>An online questionnaire is being developed in February to determine how businesses would most prefer to receive communications from the Council.</p> <p>Supplier workshops continue to be offered for all relevant tenders and</p>

**Corporate Procurement Action Plan Update Q3 2009/10**

		Workshops held for all relevant major contracts		a prompt to consider a supplier workshop for local businesses forms part of the service consultation questionnaire used for all procurement exercises.
Rollout Sustainable Procurement Guide for use by all Officers	<ul style="list-style-type: none"> <li>• Convene Sustainable Procurement Working Group &amp; agree minimum requirements</li> <li>• Procurement draft Guide</li> <li>• Launch Guide via workshops and as part of stakeholder consultation process for larger contracts</li> </ul>		<p>September 2009</p> <p>October November onwards</p>	<p>Draft sustainable procurement policy is being finalised for presentation to the Executive in February.</p> <p>The policy with accompanying guide is scheduled to be rolled out with the procurement guide in February 2010.</p>
Review of Corporate Procurement Strategy	<ul style="list-style-type: none"> <li>• Need to review our procurement strategy to reflect our now established strategic approach</li> </ul>		Q3 2009	Executive Report due March 2010.