

Procurement Work Plan 2007/08

Annex C

Work stream	Progress	Days	Source
VFM, Competition & Efficiency			
RAISE (Integrated Children's System) - Establish contract	Contracts have been Issued to the Supplier and should be complete by December 07	5	IT Project
Integrated Pupil Support Module - Purchase of additional modules	Complete	2	IT Project
Corporate EDM & Workflow - corporate DMS solution	Awaiting decision by IT to start the project	60	IT Project
Realign Savings Targets – Ensure process operates effectively for 2008/09 budget	Complete	2	Budget
Minor works review - The whole area of minor works needs to be reviewed to identify spend and how contractors are used and suitable solution developed	Initial workshop has been held with Property Services, HASS and Neighbourhood Services to do some initial fact finding about the services we procure and to what value. This is a large piece of work that will entail aggregating the Council's small works spends and finding an appropriate procurement solution.	50	Breaches & Waivers Report
Establish Corporate Contract Portfolio – Identify relevant contracts and client officers	All corporate contracts identified. We have split them into 3 phases to review and ensure that they are effectively managed and promoted throughout the authority	30	3 Year Action Plan
Corporate Contract - Consolidation of postal requirements – Look at savings quick wins for post contract with CoE and other LA's	This work has yet to be started and needs to consider future FM solutions for Hungate	10	3 Year Action Plan
Corporate Contract - Staff Agency Contract – support on delivering a framework. Ongoing contract management lies with HR	Complete	10	Corporate Contract
Schools Framework agreement for provision of ICT services and hardware – provision of an EU compliant framework for schools	Tenders due to be issued by end of November	15	IT Project
Mobile voice and data network - 02 to Vodafone	Migration due to begin in next few weeks onto the corporate Vodafone contract	0.5	IT Project
Children's Trust - website and system procurement	This is now completed and a contract has been signed with Opportunity links	1	IT Project
Connexions - new system procurement	A full OJEU procurement has been undertaken and a preferred supplier has been selected.	30	IT Project
Adult Social Care Finance	In progress	1	IT Project
Servitor Mobile Data Transfer	Project on Hold by IT	1	IT Project
Servitor - Contract needs updating and novating	In progress	3	IT Project
Asset Management - Support & maintenance agreement to be done	The support and Maintenance agreement has been completed	1	IT Project
Integrated Transport Finance - Purchase & implementation of finance module	This is awaiting progress of Transport Review	2	IT Project
HANER - issue regarding supplier going into liquidation. Negotiation required with new provider	A contract has been placed with a new provider that can provide our requirements and that was a runner up in the original procurement exercise.	5	ITD
Vehicle Tracking Procurement – support to deliver a new system	Contract has been drafted and is with the supplier to review	5	IT Project
Commercial Waste Procurement – support to deliver a new system	Contracts are currently being drafted	5	IT Project
SAP - Procurement of system to support single assessment process	On-going	1	IT Project

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Geronimo - Contract for service	In progress	2	IT Project
Joseph Rowntree Pathfinder Project	We are at tender stage with the 2 design and build companies. Work is underway to identify the best route to procure the ICT for the new school.	15	Strategic Procurement Programme
Park and Ride Procurement – ongoing procurement support	A preferred supplier has been approved and contracts are currently being finalised	10	Strategic Procurement Programme
QPR - issue surrounding support	Complete	5	
CAPS - GIS contract issue regarding support and upgrades	Complete	6	Contract Management
Monitor performance of Legal Framework – to monitor income to procurement budget from corporate usage	Monitors put in place	2	Budget
Corporate Contract for Legal Services Framework - Identify and Publish the mechanism for using Framework, including schedule of rates	Legal Services are leading on this, however the legal framework comes under the corporate contracts portfolio	2	Corporate Contract
Torex - Novate contract	In progress	2	IT Project
Library Service - Renew Contract and partnership agreement	Complete	2	IT Project
SX3 - Novation to Civica for cash receipting	In progress	3	IT Project
Mapping Positional Accuracy - Procurement & Implementation	Not yet started by IT	20	IT Project
TRL Junction Design Programmes - Purchase & implementation of programmes	This has been completed. No new procurement was required just re-activation of existing licences	20	IT Project
Secure e-mail - Use of web-base service	Not yet started by IT	1	IT Project
Mobile Library - Procurement of system	Project being assessed by IT, Procurement input may not be required	10	IT Project
Crematorium Booking - Procurement of system	Not yet started by IT	8	IT Project
e-purchasing – Fully embedded P2P module of FMS and SCMS to also review NYS Evolvi System as part of Corporate Contract Portfolio	Work underway in all these areas with delivery over the next eighteen months	2	3 Year Action Plan
Consolidated Invoicing – Use NYS and Jewson contract to look at consolidated invoicing.	Awaiting implementation of new FMS system	8	3 Year Action Plan
Corporate Contract for Security Services - Identify who uses security services Identify number of suppliers Aggregate contracts	Initial work to identify the spend and the services required has begun. A formal procurement review will be undertaken as part of the corporate contracts portfolio	5	Breaches & Waivers Report
Managed Voice and Data Network – ongoing procurement support to deliver a new contract	A business case is still being developed. An OJEU notice should be placed by the beginning of next year. Extensions have been negotiated with our existing suppliers in accordance with the contract terms	60	Corporate Contract
Support to Highways PF1	Still awaiting Government decision on whether York will be successful in its bid	20	Strategic Procurement Programme
City Walls Maintenance Contract	This is at PQQ stage	3	Breaches & Waivers Report

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Education Contracts with Foundation now Tribal - Consolidation of 3 contracts, possible novation or new agreements required including company name change. Additional modules to be included. Assess technical consolidation of systems, Assess potential cost saving Create and agree new contract	Not yet started	5	IT Project
Corporate Contracts - Lift Purchase and Maintenance - Identify who uses lift services, Identify number of suppliers, Aggregate contracts	Initial work to identify the spend and the services required has begun. A formal procurement review will be undertaken as part of the corporate contracts portfolio	10	Breaches & Waivers Report
Maintenance and review of Escrow Arrangements	Ongoing, work to bring Escrow agreements into the corporate contracts register to allow us to monitor and maintain effectively is underway	6	Routine
Adult learning - extend existing support & procure new system	Not yet started	1	IT Project
Parkfolio - contract for managed service	This has been completed and a contract entered into with Parkeon	0	IT Project
ICIS - Change Controls for further software and services	Complete	5	IT Project
Warden Call Replacement	This is being procured through the NHS framework agreements for Community alarms. A tender was issued to the relevant suppliers and a preferred supplier has been selected	10	IT Project
New Technologies			
SCMS - Development and delivery	Work on this is ongoing with contracts register due at end of March 08 and electronic tendering to be implemented during 2008/09	120	3 Year Action Plan
FMS Replacement – input into procurement module	Support from CPT provided to project	220	4 Year Action Plan
FMS Replacement – Procurement support and input into procurement module	Implementation due to start Jan/Feb 08	30	IT Project
SCMS – Maintenance and ongoing support	On-going	52	Routine
Performance Management			
Review and Monitor the Strategic procurement programme providing regular progress reports	On-going	10	Strategic Procurement Programme
YPO - Need to re-establish officer role and formalise reports to Member Benchmarking etc linked to 3 year action plan	On-going	2	3 Year Action Plan
Document the performance management framework required for procurement including the development of PI's, standards and targets for future monitoring and reporting purposes.	This work is partially complete	2	3 Year Action Plan
Standards & Governance			
Evaluation models development – issue guidance on evaluation models and weightings	A revue of evaluation models has started	5	3 Year Action Plan
Complete the work needed to prepare and maintain a full register of all contracts that details type and nature of contact, tenders received, details of successful bid, duration, value and lead officer contact. In accordance with SCMS project plan	This should be available from April 2008	5	3 Year Action Plan

Work stream	Progress	Days	Source
Review and standardise all core procurement documentation and ensure consistent use across the organisation	A standard suite of procurement documentation has been developed and is now in operation.	5	3 Year Action Plan
Prepare a specific staff guidance manual to managing risks in major procurement projects and incorporate the Councils purchasing policy and code of practice	A practitioners guidance manual has been written and distributed across the authority.	60	3 Year Action Plan
Embed procurement strategy and review progress on an annual basis.	The procurement strategy has been agreed through Executive and is being embedded into the authority	2	3 Year Action Plan
Develop Competition strategy and handbook	Policy written with strategy and handbook to follow	15	Strategic Procurement Programme
Ongoing support to the organisation on Procurement	The procumbent team is now offering consistent good advice on procurement related issues and offering assistance with a range of procurement processes	200	2 Year Action Plan
Complete the set up of a user friendly procurement site on the Council intranet to hold all standard documentation, guidance, codes of practice, key contacts and advice on most commonly asked questions	This is currently work in progress and will follow the format of the guidance manual.	20	3 Year Action Plan
Support to Community Transport review	Procurement have been providing consistent support on this programme of work. We attend board meetings and have offered significant support on the taxi framework agreements and home to school bus's	5	Strategic Procurement Programme
Support to Admin Accom Review	Procurement continue to sit on the planning board for this project offering procurement advice. They are involved in the procurement activities that fall out of this programme of work, such as furniture procurement and Facilities management for the new building.	10	Strategic Procurement Programme
Review the Supporting People area to find solution to their procurement requirements which avoids future Waivers	A review of the supporting people area has been undertaken and the department are now following tendering guidelines in accordance with the EU directives, therefore an ongoing waiver will not be required in this area. We continue to offer support to the supporting people team when required	20	Breaches & Waivers Report
Identify all officers involved in procurement on behalf of the Council and include principle contact details for all contracts including major service agreements for internal works. Delivered through SCMS, see project plan	This is currently work in progress. We have identified and recorded a majority of officers involved in procurement, and included them within the SCMS training. We are also organising procurement communities specific to their spend area or whether they are operational procurement officers or more strategic. This is to ensure that we are targeting the right people with the right information	10	3 Year Action Plan
Staffing and Organisation			
Identify all existing knowledge and skills gaps amongst officers currently involved in procurement work and provide training and development support to ensure all relevant staff meet the minimum standards necessary to support the Council's needs.	This work has been completed in part through the ARM divisional skills gap analysis and will be used to inform PDP's	10	3 Year Action Plan
Admin of Procurement Shared drive and Review and Tidy of Procurement Hard Files – to tidy up and correspond to the shared drive	This is work in progress	10	Information Management Agenda
Design and deliver an on-going programme of annual training events including induction workshops for all existing and new staff involved in procurement.	SCMS training and training for the schools bursars have taken place. We are also planning training for Neighbourhood services and a programme of formal procurement training courses	15	3 Year Action Plan
Design a programme of procurement 'master classes' covering a variety of procurement related topics to be presented by guest speakers and external experts in the relevant filed	This will be moved into future CPT workplans as a follow up the initial wave of general and SCMS procurement raining	2	3 Year Action Plan

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Identify all staff involved in procurement and maintain a central register of purchasing and contracting responsibilities and delegated authorities and Establishing Effective council wide procurement network as a vehicle for sharing good practice and policing compliance across the organisation	This is currently work in progress. We have identified and recorded a majority of officers involved in procurement, and included them within the SCMS training. We are also organising procurement communities specific to their spend area or whether they are operational procurement officers or more strategic. This is to ensure that we are targeting the right people with the right information	5	3 Year Action Plan
Equalities and Inclusion			
Review and revise all tender documentation and application forms for approved supplier status to include extended questions on company compliance with equalities legislation.	A clause on Equalities has been included in our Standard Tender Documentation and we include it in our pre-qualification questionnaires for suppliers to assess their suitability for contracting with the Council	5	3 Year Action Plan
Ensure equalities details are logged as a separate field in the contracts register for MIS purposes.	This form part of the considerations for SCMS	3	3 Year Action Plan
Sustainability			
Review of sustainable and environmental contracts – review contracts with environmental impacts to look at whether we can procure high environmental impact goods more sustainably through the use of RAY	We are working closely with Planning & Sustainable development to deliver the councils objectives on environmental policy	15	Corporate Objectives
Ethical Purchasing			
Ensure that all procurement decisions give due regard to ethical concerns and that ethical considerations are considered where possible as part of the tender evaluation process	This forms part of the CPS and will inform the regular review of standard procurement documentation and procurement website	5	Three Year Action Plan
Partnership & Collaboration			
Develop more collaborative working with regional groups such as CoE and Northern Procurement Officers Group to achieve national procurement strategy objectives	We are working with North Yorkshire on a number of collaborative procurements, such as Cabling, the Connexions service and xx	5	Three Year Action Plan
Collaboration with NYCC to establish a cabling contract	Work started	0.5	
Continue to monitor opportunities for collaboration when undertaking any procurement exercise	On-going	2	Three Year Action Plan

Very High priority	
High priority	
Medium priority	
Low priority	