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**Procurement Plan**

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| **TITLE**: | | **VALUE**: | **Ref:** |
| **Procurement Lead**: | | **Date:** | |
| **Client Lead:** | **Position**: | | |

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| Commissioning Route  *Please define where the decision was made to carry out this procurement, eg a DMT, is there an approved business case, commissioning plan etc. Make sure any member involvement is referenced.* |

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| Description: *What is required to be bought? Description, volumes, values and changes over time.*  *Describe Clients and Funding source* |

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| Linkage to Category Strategy:  *Is there a Procurement Board approved Category Strategy? Does this PP comply with it? If not, why not? Consider Kent Businesses how has this been addressed?* |

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| Business Objectives:   * *Clear statements of what the business objectives are for this procurement. Should be available in the Business Case.* |

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| Current Supply arrangements:  *description of the current supply set-up: supplier, volumes, spend levels, how it works, what works well, what doesn’t, contract end date, etc. If new requirement, say so* |

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| Market Position:  *an assessment and description of the supply market. Size, KCC position, competitiveness, development opportunities, risks, etc*  CRITICAL  STRATEGIC  LEVERAGE  ACQUISITION  Risk/Market Difficulty  Risk/Market Difficulty  Value |

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| Procurement Risks:  *what are the main risks in carrying out this procurement (what could go wrong?) How do we mitigate these risks?*   |  |  | | --- | --- | | **Risk** | **Controls/Mitigating Action** | |  |  | |  |  | |  |  | |  |  | |

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| Procurement Route Options & Evaluation:  Part: A/B OJEU:  *Should this be a framework or contract? Why?*  *Multi-supplier or single supplier? Why?*  *Open, Restricted, CD? Why?*  *Single Tender Action? Why?*  *E-Auction why not?* |

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| Procurement Route Recommendation:  *Summary of selected route and why* |

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| Outline Timescales:  *Advert Date? PQQ date etc …………. Planned award date. Any key milestone or review dates eg Cabinet Meeting* |

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| Resources Required:  *How much of your time roughly will this consume eg 10 days over a 2 month period. Client resources: are they lined up adequately? If not what do we need to do?*  *Attach RACI if required* |

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| Reviews Planned:  *what planned reviews are there or are needed through the procurement? Legal? Finance? Procurement Board?* |

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| Approval to Proceed:  Signed (Procurement Professional in accordance with Delegated Authorities Matrix  Name: Date: |

**Check List**

Please review items on check list and complete response box and where appropriate include in plan above.

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| Check Item | Action Required | Response |
| Social Value | Social Value needs to be considered | *Ensure consideration of Social Value*  *is recorded* |
| Equalities Impact  Assessment | Is and impact assessment necessary, in most cases this will be a requirement  the Service are responsible for  carrying this out. If in doubt contact Equalities & Diversity Team at [diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk) | *Please confirm in place if reqd, don’t*  *forget this is a service responsibility*  *not procurement* |
| Legal Support Required | Legal support requirement  should be considered and agreed  with the client.  Also if a risk of challenge has been  highlighted this should be  communicated to legal and added to  the risk register on the shared drive. | *Record in Risks and Risk matrix* |
| Kent Business | Ensure plan has addressed  supporting Kent Business |  |
| TUPE/Pension Staff Transfers | Ascertain if there is any possibility of  staff transfers and discuss with Client.  If TUPE or Pensions may be involved  for TUPE discuss with legal for  Pensions see Steven Tagg | *Ensure Client has considered these,*  *if any staff transfer involved inform Legal to ensure TUPE and Pension strategy is clear.* |
| Environment | Are there environmental issues or  implications in this contract |  |
| Business Continuity | Business continuity issues this does  not just mean IT but consideration of providing essential services |  |
| Financial Risk | **Supplier Risk:**  how much assessment of the supply base is necessary, what is the risk if a  supplier fails.  If the tender is above EU value we  should use Finance Projects Team to  carry out financial assessments.  **Budget Risk:**  Is the budget confirmed for the  duration of the contract | *Ensure an agreed financial*  *evaluation of contractors is laid out*  *in the procurement plan.*  *Check budget/funding with finance*  *Business Partner.* |
| Collaboration/Access to  Contract | Will this contract be shared with  others, if so how is procurement being undertaken. | *Detail in plan* |
| Authority to Award | Has the Client ensured that the  correct authority, will be in place when contract needs to be awarded. Suggest to the Client they need to do this now. | *All decisions resulting from a Procurement being presented are almost certain to be of a value that means they should be on The Forward plan of key decisions* |
| iProcurement | Is the client aware it is mandatory to raise an iProc order for any spend? Have the advantages of this been explained to the client? What advice has been given by the P2P team? | *Ensure a requisition is raised correctly and a resulting Purchase Order number created with any relevant contract terms attached.* |
| Prevent Agena | Ensure Prevent Guidelines are considered re Extremism | *Incorporate into tender and contract where appropriate* |

RACI Template (The template below is an example only please draw up template to suit your project)

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| Team Member | Proc Officer | Service Lead | Service Specialist | Service Director | etc |
| Action |  |  |  |  |  |
| Draft Procurement Plan | A/R | C | C | I |  |
| Specification | C | A | R | I |  |
| Tender using Procontract | R | A | C | I |  |
| Evaluation | C | A/R | R | I |  |
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| **RACI** | **Definition** |
| Accountable | The role who is responsible for ensuring the action takes place (can only be one) |
| Responsible | The role or roles who actually carry out the action |
| Consulted | Roles that will be consulted about the task (views need to be considered) |
| Informed | Roles that will be informed (no decision making or influencing role) |