

Top Tips for a Successful Procurement Process

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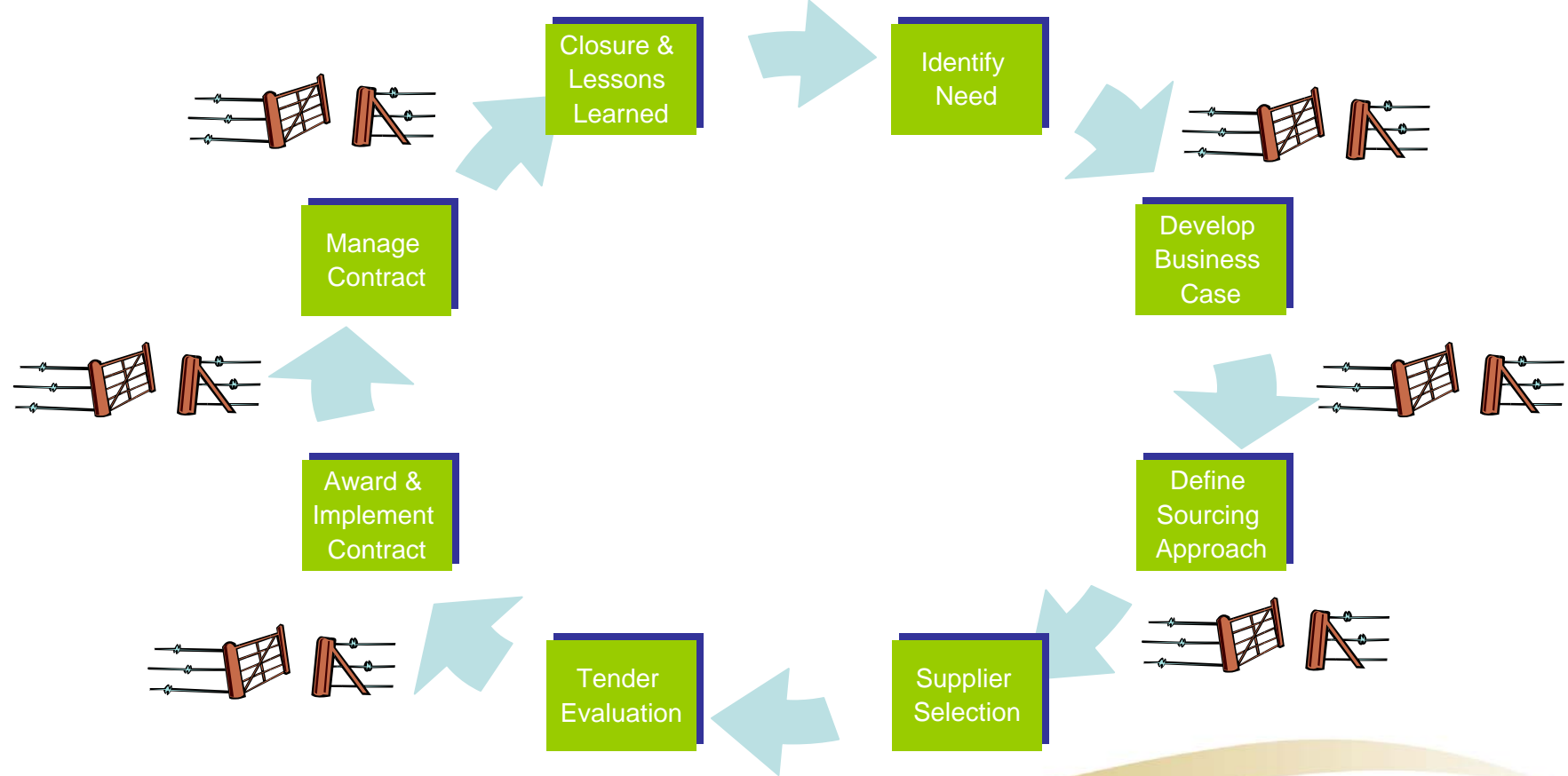
Interim Head of Category Management (Place)

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Procurement Cycle

with Gateway Reviews



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Roles & Responsibilities

- Identify roles & responsibilities
- Manage stakeholder expectations
- Engage Procurement early in the process (when Specifying the Need)
- Collaborate wherever practicable

Don't forget Legal Services!

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Perfect Prior Planning ... Prevents Poor Performance

- Have a project plan!
- Review plans before commencing
- Allow sufficient time to do a good job
- Collaboration is good but can take longer
- Remember OJEU statutory timescales!

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The Procurement Process

- Establish governance arrangements
- EU & local Procurement Rules can be complicated!
- Let Procurement guide you to:
 - Compliance with the rules
 - Follow correct processes with audit trail
 - Achieve project timescales
 - Optimise VFM
- Use Procurement Toolkit & e-tendering

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Specifying the Need

- Clearly define outcomes & performance
- Don't handcuff suppliers by stifling innovation – be creative & open minded
- Specify what we really need
- Soft Market Test to consider options & assure specification is right
- Procurement will challenge & influence

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Commercial Approach

- Sourcing options appraisal (incl. make vs. buy)
- Affordable outcomes offering best VFM
- Understanding key cost drivers & whole life costs - innovative charging mechanism
- Robust contract (obligations on both sides clarified, right contract period)
- Think and act strategically

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Category Management

- Spend analysis of related goods & services
- Spend aggregation, supplier rationalisation
- Centralised procurement of common items
- Identify collaboration opportunities
- Supply market research
- Strategic sourcing approaches
- Always seeking continuous improvements

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Commercial Contract Management

- Two parts to Contract Management:
 - Service Delivery Management
 - Assuring delivery of correct service/quality
 - Commercial Contract Management
 - Assuring VFM, commercial strategy achieved
- Procurement responsible for re-negotiating existing contracts
- Carry out VFM benchmarking exercises
- Risk management (identify, allocate & manage risk)
- Trade off between risk & reward
- Periodic strategic contract reviews

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Closure & Lessons Learned

- Prepare early for future contract renewals
- Learn, experiment & don't fear mistakes
- Consider how to do it better next time
- Share & repeat what went well
- Prevent what went badly from recurring
- Develop your skills – above all else

ENJOY IT!

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