

Public procurement “how-to” series:

Episode 2 – Preparing to launch the procurement

Key things you need to know before you launch a procurement:

- *Scope* – what you are looking to purchase.
- *Duration* – initial term and any extensions.
- *Value* – estimated spend.

The scope of your contract

- Can you clearly articulate to the market what you are purchasing?
- If not, consider carrying out pre-procurement market engagement (check out episode 1 for tips).

Frameworks

- Think about who might use the Framework and ensure they are identified by class in the contract notice.
- The value should look at the total value of all contracts you intend to award under the Framework.

Conflicts of interest

- Think about who will be involved in the procurement from specification drafting through to evaluation and award.
- Ask for declarations of interest before you get started to avoid conflicts which might impact on the procurement.

Contract duration

- Think about the intended duration and any extensions.
- The full extension needs to be taken into account in calculating contract value.

Future proofing

- Consider any changes you might need to make during the life of the contract.
- This might include extensions to duration or increases to scope (for example due to stock purchase or merger).
- Look at the lifecycle of the contract – will there be a need for equipment refresh for example?

A “joined up” team

- Identify the team upfront and how they might need to work together before you launch.
- For example, evaluators might have an idea of what “good” looks like and should therefore feed this into the specification and scoring matrix.

Contract value

- Estimate the value at the time the notice is published or (for below threshold) at the time you start the procurement.
- Consider market engagement to inform the estimate or look at previous expenditure.
- Look at full duration, including any extensions.

Plan your procurement

- Look at your timetable, allowing time for market engagement and mobilisation.
- Don't just stick to the minimum time periods – consider what is appropriate to maximise competition

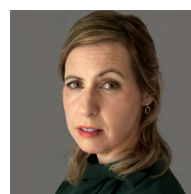
Documents

- Get all your procurement documents drafted before you launch – draft your contract notice last!
- Ensure scoring at all stages is transparent.
- Documents need to be available online from the publication of your contract notice.

Contact



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