

**Title:** Environmental Issues in Purchasing  
**Description:** Provides details of EC procurement rules and duplication of other information. Purchasing Strategy. Advisory.

**Availability:** free of charge online

**Title:** No 33 [Revised] Project Sponsorship  
**Description:** Assists the project sponsor by outlining their task and explaining how it should be carried out. The guidance is written with the lay project sponsor in mind but will also assist the professional. Issued 1.1.1994. Sponsorship. Advisory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Title:** Delivering a Step Change  
**Description:** Overview Report. Advisory.

**Availability:** free of charge paper-based

**Location:** <http://www.ogc.gov.uk/>

## MARKET SOUNDING

### MANDATORY – POLICY

**Title:** Gateway Review 1  
**Description:** Describes the process of Gateway Review 1 (one of a series of reviews intended to provide independent validation of project board decisions for high-risk projects). Review Processes. Mandatory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/>

**Title:** Peer Review Process  
**Description:** Review Processes. Mandatory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/>

### CURRENT GUIDANCE

**Title:** No 27 Approved Suppliers [Vendors and Contractors] List

**Description:** Provides advice on how to establish approved lists where justified and explains their use in the procurement process. Issued 1.1.1991. Procurement Strategy. Advisory

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Title:** Maximising Value for Money - examining the role of the Strategic Outline Case

**Description:** Latest information relating to the new structure of business cases, including the Strategic Outline Business Case. Business Case. Advisory.

**Availability:** free of charge online and paper-based

**Location:** [www.hm-treasury.gov.uk](http://www.hm-treasury.gov.uk)

**Title:** No 32 Life Cycle Costing

**Description:** Introduction to the principles and practices of LCC explains the implications of LCC and how and where it should be applied. Issued 1.4.1992. This is a component of the financial analysis in the Business Case. Advisory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

### OTHER SOURCES OF DETAILED GUIDANCE:

- OGC's IT Infrastructure Library (published for OGC by TSO, [www.theso.co.uk](http://www.theso.co.uk)) provides comprehensive advice on the management of IT services
- Structured Systems and Analysis Design Methodology guidance (SSADM) provides guidance on requirements definition and systems development (for more information, see [www.ogc.gov.uk](http://www.ogc.gov.uk)).
- The National Audit Office ([www.nao.gov.uk](http://www.nao.gov.uk)) produces detailed reports and studies relating to effective procurement practice.
- Contract and procurement process information available from Business Information Publications Ltd (BiP), see [www.bipcontracts.com](http://www.bipcontracts.com)

### ABOUT THIS DOCUMENT

The master index was compiled from a database of procurement guidance produced for OGC



# Procurement Guidance

This document is intended to help identify relevant public procurement guidance.

## PART ONE

### GENERAL PROCUREMENT GUIDANCE

#### MANDATORY – POLICY

**Title:** No 51 Introduction to the EC Procurement Rules  
**Description:** Sets out where the EC Procurement rules apply, when they require competition in accordance with the prescribed procedure and what the principal effects of that requirement will be. It also applies to the generality of public contracts. Issued 1.7.1995. Procurement Strategy. Mandatory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Title:** Appraisal and Evaluation in Central Government [Treasury Green Book]

**Description:** Definitive guidance for central government on investment appraisal. Updated version in preparation. Issued 1.1.1999. Project Evaluation. Mandatory.

**Availability:** free of charge online and paper-based

**Location:** [www.hm-treasury.gov.uk](http://www.hm-treasury.gov.uk)

ISBN 0 11 560034 5

**Title:** Procurement Policy

**Description:** Part of Treasury General Accounting. Mandatory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk>

**Title:** Procurement Policy Guidelines  
**Description:** Guidelines provided with Treasury Procurement Policy. Consistent with the Treasury General Accounting Policy. Mandatory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk>

**Title:** No 16 Purchasing Ethics

**Description:** Sets out the legal framework, the basic rules of ethical conduct in purchasing, the responsibility of staff and managers and advises on appropriate systems and procedures to ensure ethical behaviour. Issued 1.3.1989. Purchasing Strategy. Mandatory.

**Availability:** free of charge online

**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Title:** Gateway Review Summary

**Description:** Outline of Gateway Reviews, intended to provide independent validation of project board decisions for high risk projects. Review Processes. Mandatory.

**Availability:** free of charge online

**Further information:** [interim version 2.0] <http://www.ogc.gov.uk>

**Title:** Senior Responsible Owner [SRO] briefing  
**Description:** Issued 1.4.2000. Describes the key role of an identified individual at senior management level with responsibility and accountability for the success of programmes and projects involving major change. Briefing material is in preparation for Sponsorship. Mandatory.  
**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/index.asp?docid=752>  
**Further information:** see **Successful IT: Modernising Government in Action** report

## CURRENT GUIDANCE

**Title:** Successful IT-Enabled Business Change - Procurement  
**Description:** Briefing providing an overview of the procurement process and routemap to guidance on procurement, in support of Successful IT report. Procurement. Advisory.  
**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/>

**Title:** Successful IT - Modernising Government in Action  
**Description:** Major report (often referred to as 'McCartney report') that identifies 30 recommendations for reducing risk and improving successful delivery of projects involving IT-enabled business change. Draft guidance to support these recommendations is in preparation. Adoption of these recommendations will be mandatory for central government. Overview Report. Issued 1.4.2000. Advisory.  
**Availability:** free of charge online and paper-based  
**Location:** <http://www.e-envoy.gov.uk/>; *supporting briefings addressing recommendations at* <http://www.ogc.gov.uk/>

**Title:** IS Management Handbook – Part B: Implementing Plans  
**Description:** Web-based Handbook (in preparation). Part B covers the business case, programme/project management, procurement and system development. Current - published at the end of December 2000. Advisory.  
**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/>

**Title:** IS Management Guide: Acquisition  
**Description:** Part of a series for public sector managers, explains issues relating to sourcing options and partnerships and describes the procurement process. Issued 1.1.1999. Sourcing Strategy. Advisory.

**Availability:** published for OGC by Format Publishing, price £25  
**Location:** ISBN 1 90 309103 9. [www.formatpublishing.co.uk](http://www.formatpublishing.co.uk)

**Title:** Successful IT-Enabled Business Change - Managing Risk  
**Description:** Briefing providing an overview and interim routemap to new guidance on risk, in support of Successful IT report. Risk Management. Advisory.  
**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/>

**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/>

**Title:** No 53 Procurement Training  
**Description:** An introduction to the various activities and skills required, the type of training needed and the sources of such training. Issued 1.1.1996. Training. Advisory.  
**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Title:** No 55 Ethics in Procurement  
**Description:** Supersedes No 16, Environmental Issues in Purchasing (audit item 19); sets out the legal framework; the basic rules of ethical conduct in purchasing; the responsibilities of staff and managers; and advice on appropriate systems and procedures to ensure ethical behaviour. Issued 1.4.1997. Procurement Strategy. Advisory.  
**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/index.asp?id=94>

## PRE-PROCUREMENT

### MANDATORY - POLICY

**Title:** Gateway Workbook 0  
**Description:** Describes the process of initial Gateway Review (one of a series of reviews intended to provide independent validation of project board decisions for high-risk projects). Review Processes. Mandatory.  
**Availability:** free of charge online  
**Location:** <http://www.gov.uk/>

**Availability:** free of charge online  
**Location:** <http://www.gov.uk/>

**Title:** PFI and Public Sector Allocations for NDPBs  
**Description:** Statement of Accounting Policy. Mandatory.  
**Availability:** free of charge online  
**Location:** [www.hm-treasury.gov.uk](http://www.hm-treasury.gov.uk)

**Title:** PFI and Public Expenditure Allocations  
**Description:** Statement of Accounting Policy. Mandatory.  
**Availability:** free of charge online  
**Location:** [www.treasury-projects.taskforce.gov.uk/studies/main.htm](http://www.treasury-projects.taskforce.gov.uk/studies/main.htm)

**Title:** Supplies Directive 93/36/EEC  
**Description:** Statement of Law. Implementing into UK Law by means of the Public Supply Regulations 1995. Issued 14.4.1994. Mandatory.

**Availability:** free of charge online  
**Location:** <http://simap.eu.int>

**Title:** Works Directive 93/37/EEC  
**Description:** Statement of Law. Implementing into UK Law by means of the Public Works Contract Regulations 1991 Issued 14.6.1993. Mandatory.

**Availability:** free of charge online  
**Location:** [www.bipcontracts.com](http://www.bipcontracts.com)

**Title:** Services Directive 92/50/EEC  
**Description:** Statement of Law. Implementing into UK Law by means of the Public Services Contracts Regulations 1993. Issued 18.6.1992. Mandatory.

**Availability:** free of charge online  
**Location:** [www.bipcontracts.com](http://www.bipcontracts.com)

**Title:** Compliance Directive  
**Description:** Statement of Law. Implementing into UK Law by means of the Public Contracts [Works, Services and Supply] Regulations. Issued 21.12.1991. Mandatory.

**Availability:** free of charge online  
**Location:** <http://simap.eu.int>

**Further information:** 89/665/EEC

**Title:** Utilities Directive 93/38/EEC  
**Description:** Statement of Law. Implemented into UK Law by means of the Utilities Contracts Regulations 1996. Issued 1.7.1994. Mandatory.

**Availability:** free of charge online  
**Location:** [www.bipcontracts.com](http://www.bipcontracts.com)

**Title:** Remedies Directive 92/13/EEC  
**Description:** Statement of Law. Implemented into UK Law by means of the Utilities Contracts Regulations 1996. Issued 12.2.1996. Mandatory.

**Availability:** free of charge online  
**Location:** <http://simap.eu.int>

**Title:** EC Public Procurement State of Play  
**Description:** Document provides the current state of play with regard to the EC Directives and the UK Statutory instruments. Issued 1.1.2000. Mandatory.

**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk>

**Title:** Thresholds for the EC Procurement Directives

**Description:** Key procurement reference document. Issued 11.9.2000. OJEC Adverts. Mandatory.

**Location:** [www.bipcontracts.com](http://www.bipcontracts.com)

**Title:** e-Government Interoperability Framework  
**Description:** Provides details of technical standards and policies to facilitate 'joined-up government'. Issued 20.9.2000. Technology. Mandatory.

**Availability:** free of charge online and paper-based  
**Location:** [www.e-envoy.gov.uk](http://www.e-envoy.gov.uk)

## CURRENT GUIDANCE

**Title:** Successful IT-Enabled Business Change - The Business Case

**Description:** Briefing and template on new approach to the business case (the Strategic Outline Case) in support of recommendations from **Successful IT Projects**; endorsed by **HM Treasury**. Business Case. Advisory.

**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/>

**Title:** Project Profile Model  
**Description:** Provides advice in the form of a technique for assessing complexity and hence level of risk of projects involving major change. Advisory Review Processes. Project Evaluation. Annex to Successful IT Projects report. Advisory.

**Availability:** free of charge online  
**Location:** [www.e-envoy.gov.uk](http://www.e-envoy.gov.uk)

**Further information:** see **Successful IT: Modernising Government in Action** report

**Title:** Modular and Incremental Approaches to IT Delivery - Annex E to **Successful IT Projects** report

**Description:** This annex describes suggested approaches for reducing risk through breaking projects up into modules and/or developing in incremental stages. Briefing in preparation to support this recommendation from **Successful IT** report. Issued 1.1.2000. Programme and Project Management. Advisory.

**Availability:** free of charge online  
**Location:** [www.e-envoy.gov.uk](http://www.e-envoy.gov.uk)

**Title:** No 58 Incentivisation  
**Description:** Describes how incentivisation can be used, lists its features, sets out its benefits and explains the process. Issued 1.5.1997. Purchasing Strategy. Advisory.

**Availability:** free of charge online  
**Location:** <http://www.ogc.gov.uk/index.asp?id=94>