

- Prince 2 Pocket Book (Audit No: 118): Pocket-sized 'companion' providing quick reference to PRINCE 2 approach to project management. ISBN 0 11 330853 1. Price £6.99
- PRINCE2: an Outline (Audit No: 119): Quick reference in the form of an overview, explaining key principles and processes of PRINCE 2 project management approach. ISBN 0 11 330854 X price £14.99
- Passing the PRINCE2 Examinations (Audit No: 120): Advice on PRINCE2 examinations, a requirement for practitioners working as project managers in government. ISBN 0 11 330013 1.

Availability: published for OGC by TSO

Location: www.theso.co.uk

The OGC Risk Library provides comprehensive guidance on the management of risks to the strategy, programmes and projects. This guidance will be updated during 2001. Advisory.

Introduction to the Management of Risk (Audit No: 122): provides an introduction to the principles and key techniques deployed in the effective management of programme and project risk; to be updated to reflect new policy. ISBN 0 11 330648 2

Availability: published for OGC by TSO

Location: www.theso.co.uk

Title: Managing Information as a Resource

Description: Contains useful advice on principles of information management, but does not address recent developments in electronic records management and electronic documents management. Will be subsumed in IS Management Handbook and planned companion guidance. Issued 1.11.1994. Information Management. Advisory.

Status: Dated

Availability: published for OGC by TSO, price £35

Location: ISBN 0 11 330529 X

Title: Better Value from Software Development

Description: Report on experiences of public and private sector organisations in getting value for money

from application development and maintenance contracts, with recommendations based on lessons learned. Software development. Advisory.

Status: Current

Availability: published for OGC and SMS by Format Publishing, price £12.50

Further information: ISBN 1903091098
www.formatpublishing.co.uk

Title: A Guide to Using EFQM Excellence Model in Procurement

Description: Review Processes. Advisory.

Location: www.ogc.gov.uk

Title: Review of Civil Procurement in Central Government

Description: Overview Report. Advisory.

Location: www.hmtreasury.gov.uk

PFI/PPP GUIDANCE

PFI Treasury Taskforce Guidance <http://www.ogc.gov.uk/pfi/>

Implementing Baker: Developing the Bridge between Public Sector Science and the Market

<http://www.partnershipsuk.org.uk/tfguidance/index.htm>

A Guidance Note for Public Sector Bodies forming Joint Venture Companies with the Private Sector pdf format - <http://www.partnershipsuk.org.uk/tfguidance/index.htm>

Proposed update of Standardisation of PFI Contracts <http://www.partnershipsuk.org.uk/tfguidance/index.htm>

Also visit BiP's Online Market Place at: www.bipcontracts.com, these include: NPS Newsletter, Supplier Guidances, Guides and Reports, CPV Codes, EC Directives and the Playing to Win Guide.

OTHER SOURCES OF DETAILED GUIDANCE:

- OGC's IT Infrastructure Library (published for OGC by TSO, 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).
- The National Audit Office (www.nao.gov.uk) produces detailed reports and studies relating to effective procurement practice.

ABOUT THIS DOCUMENT

This master index was compiled in part from a database of procurement guidance produced for OGC



Procurement Guidance

PART TWO

This Guidance is intended to help you identify sources of public procurement information which focus on issues across a wide spectrum of related topics.

REQUIREMENTS DEFINITION

MANDATORY – POLICY

Title: Gateway Review 2
Description: Describes the process of Gateway Review 2 (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/>

SHORTLISTING/CONTRACT NEGOTIATIONS MANDATORY POLICY

Title: Gateway Review 3
Description: Describes the process of Gateway Review 3 (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: Gateway Review 3A
Description: Review Processes. Mandatory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/>

Title: The Public Services Contracts Regulations 1993
Description: UK legislation which brings into force the relevant EC Directive. Issued 13.1.1994. Mandatory.

Availability: free of charge paper-based
Location: SI 1993 No 3228 ISBN 0-11-034463-4

Title: The Public Supply Contracts Regulations 1995
Description: UK legislation which brings into force the relevant EC Directive. Issued 21.2.1995. Mandatory.

Availability: free of charge paper-based
Location: SI 1995 No 901 ISBN 0-11-052376-8

Title: The Public Works Contracts Regulations 1991
Description: UK legislation which brings into force the relevant EC Directive. Issued 21.12.1991. Mandatory.

Availability: free of charge paper-based
Location: SI 1991 No 2680 ISBN 0-11-015934

Title: The Utilities Supply and Works Contract Regulations
Description: UK legislation which brings into force the relevant EC Directive. Issued 1.1.1992. Mandatory.

Availability: free of charge paper-based
Location: SI 1992 No 3279 ISBN 0-11-025214-4

Title: The Public Supply Contracts Regulations
Description: UK legislation which brings into force the relevant EC Directive. Issued 1.1.1995. Mandatory.

Availability: free of charge paper-based
Location: SI 1995 No 201 ISBN 0-11-052376-8

Title: The Utilities Contracts Regulations 1996
Description: UK legislation which brings into force the relevant EC Directive. Issued 12.12.1996. Mandatory.

Availability: free of charge paper-based
Location: SI 1996 No 2911 ISBN 0-11-063317-2

CURRENT GUIDANCE

Title: Model Agreements
Audit No: Not part of audit
Description: Standard clauses and schedules, for use with IT-related contracts for service and supply. Contract terms. Advisory.
Availability: published for OGC by TSO
Location: www.theso.co.uk

Title: No 14 Measuring Performance in Purchasing
Description: Highlights key features of effective performance management and sets out types of performance measurement which will support purchasing and materials managers in achieving value for money. Issued 1.3.1989. Purchasing Strategy. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94> CUP 14

Title: No 23 Model Forms of Contract
Description: Not for use with computer hardware, software, telecommunication and high-cost office machinery. Issued 1.9.1990. Contract Terms. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

Title: No 43 Project Evaluation
Description: Sets out the principles of project evaluation explaining how, why and when they should be done. Guidance is aimed at works contracts. However, many of the principles apply to IS/IT projects. Issued 1.1.1993. Project Evaluation. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

Title: No 48 Bonds and Guarantees
Description: Covers some of the practical considerations when using bonds, the calling on demand and deals with five types of bond or guarantee: unconditional on demand bond; performance bond; parent company guarantees; advanced payment bonds and retention bonds. Issued 1.8.1994. Contract Terms. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

FURTHER INFORMATION:

Title: No 59c Model Invitation to Tender
Description: Provides a Model for tendering or re-letting of strategic service contracts. Issued 1.5.1997. Tendering. Advisory.
Status: Dated
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

Title: Supply and Service Agreements with the Agencies
Description: Issued 1.1.1987. Contract Terms. Advisory.
Status: Dated
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94> Contract award=

MANDATORY POLICY

Title: Gateway Review 4
Description: Describes the process of Gateway Review 4 (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/>

CURRENT GUIDANCE

Title: No 19 Post Tender Negotiations Update
Description: update to No 01 Post Tender Negotiations (audit no17). Issued 1.7.1989. Contract Negotiation. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

CONTRACT MANAGEMENT
MANDATORY POLICY

Title: Gateway Review 5
Description: Describes the process of Gateway Review 5 (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/>

CURRENT GUIDANCE

Title: IS Management Handbook – Part C: Managing Services
Description: Web-based Handbook (in preparation). Part C covers the management of services, contracts, changing business need, relationships with providers and business continuity Service Management. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/>

Title: IS Management Guide: Managing Services
Description: General overview of the topic, listing key principles and factors to be taken into account. For use by senior management and management involved in service management to obtain an overview. Issued 1.1.1999. Service Management. Advisory.
Availability: published for OGC by Format Publishing, price £25
Location: ISBN 1 90 309104 7.
www.formatpublishing.co.uk

Title: No 54 Value Management
Description: Explains the project sponsor's responsibilities for optimising and achieving value for money in Works contracts. Issued 1.1.1996. Sponsorship. Advisory
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

Title: How to Achieve Design Quality in PFI Contracts
Description: Largely relates to building and works projects and not IS/IT.
Availability: free of charge online
Location: <http://www.treasury-projects-taskforce.gov.uk/studies/main.htm>

Title: No 47 Contract Management
Description: Provides advice on how to manage contracts successfully. It explains that effective contract management will improve value for money and prevent contracts from going seriously wrong. Issued 1.7.1994. Contract Management. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/index.asp?id=94>

REVIEW/RE-COMPETITION
CURRENT GUIDANCE

Title: IS Management Handbook – Part D: Review
Description: Web-based Handbook (in preparation). Part D focuses on review and evaluation for the future – identifying opportunities for improvement and lessons learned. Review Processes. Advisory.
Availability: free of charge online
Location: <http://www.ogc.gov.uk/>

Title: IS Management Guide: Managing Performance
Description: General overview of performance management and an introduction to practitioners. Issued 1.1.1999. Performance Management. Advisory.
Availability: published for OGC by Format Publishing, price £25
Location: ISBN 1 90 309105 5.
www.formatpublishing.co.uk

Title: IS Management Guide: Managing Partnerships
Description: At business management level provides an overview of all aspects of managing partnerships. Includes guidance on recompetition. Issued 1.9.2000.
Availability: published for OGC by Format Publishing, price £25
Location: ISBN 1 903 09106 3.
www.formatpublishing.co.uk

Title: Examining the Value for Money of Deals under the Private Finance Initiative
Description: Overview Report. Issued 13.8.1999. Advisory.
Location: ISBN 0 10 277999 6.
www.nao.gov.uk

SUPPORTING GUIDANCE

Title: Managing Successful Programmes
Description: Definitive guidance on managing inter-related projects as a co-ordinated programme of business change in order to manage risks and benefits more effectively; widely adopted in the public and private sectors; developed by consortium of over 100 organisations, including services industry. Issued 1.1.1999. Programme Management. Advisory.
Availability: published for OGC by TSO, price £35
Location: ISBN 0 11 330016 6.
www.theso.co.uk

Title: Managing Successful Projects with PRINCE2
Description: Definitive guidance on project management, widely adopted in government as a de facto standard. Current PRINCE2 being updated to reflect recommendations in Successful IT report. Advisory.
Availability: published for OGC by TSO, price £55
Location: ISBN 0 11 330855 8. www.theso.co.uk
Title: e-Government - A Strategic Framework for Public Services in the Information Age
Description: Policy document outlining what needs to be done to facilitate 'joined-up government', including technical frameworks for common standards across government. Overview Report. Issued 1.4.2000. Advisory.
Availability: free of charge online and paperbased
Location: ISBN 0 711 50394 X. www.e-envoy.gov.uk

THE IS MANAGEMENT HANDBOOK

This web-based Handbook (in preparation) is intended to bring together policy and best practice on end-to-end management of IT; incorporates key principles such as strategic planning, programme management, performance management, providing high level advice on what to do and links to sources of detailed advice and guidance; supports the national e-government skills framework. Advisory.

- Overview (Audit no 167): explains the key factors for success and provides pointers to more detailed guidance
- Part A: Setting Direction (Audit no 101): includes strategic management of IS; business transformation; strategic planning; technology opportunities and IT architecture planning; risk management.
- Part B: Implementing Plans (Audit no 106): covers the business case, programme/project management, procurement and system development.
- Part C: Managing Services (Audit no 103): covers the management of services, contracts, changing business need, relationships with providers and business continuity
- Part D: Review (Audit no 104): focuses on review and evaluation for the future – identifying opportunities for improvement and lessons learned.

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

The IS Management Guides are intended to help business managers in the public sector share lessons learned as they get to grips with the challenges of Information Age Government. Advisory.

Managing Change ISBN 1 90 309101 2
 IS Strategy: Process and Products ISBN 1 90 309100 4.
 Acquisition ISBN 1 90 309103 9.
 Managing Partnerships ISBN 1 90 309106 3
 Managing Services ISBN 1 90 309104 7.
 Managing Performance ISBN 1 90309 1 05 5
 Availability: published for OGC by Format Publishing, each priced £25
 Further information: www.formatpublishing.co.uk

PROGRAMME AND PROJECT MANAGEMENT
GUIDANCE. ADVISORY.

- Managing Successful Programmes ISBN 0113300166 £35.00
- Managing Successful Projects with PRINCE2 ISBN 0113308558 £55.00
- Prince 2: (Audit No: 117): CD-ROM version of definitive guidance on project management. Price £200