

# NPS



BiP's NEWSLETTER FOR THE PROCUREMENT SERVICE

ISSUE 35 APRIL 2005

A library of knowledge at your fingertips helping you deliver Best Practice Procurement



For further details on the PASS Manual email: [pass@bipsolutions.com](mailto:pass@bipsolutions.com)

## aXcess upon Thames



THE LONDON BOROUGH of Richmond upon Thames (LBRUT) is set to streamline its tendering processes with the launch of a procurement portal embedded within the Borough's own website, with help from BiP Solutions.

Suppliers will be able to visit the website and access LBRUT procurement information, including contract opportunities and key contacts, as well as further information on the Borough's procurement strategy, practices and policies.

The procurement portal was developed by BiP Solutions using its aXcess service, which helps reduce tendering timescales by providing real-time contract information.

LBRUT is a regular user of BiP's Project e-notice service that helps create, manage and transmit XML contract notices, and by using Project in combination with aXcess, LBRUT aims to fully comply with the new EU Consolidated Directive's recommendations that authorities provide their purchasing and procurement information via a buyer profile. By publishing this information, LBRUT offers suppliers the chance to identify future opportunities, respond to current opportunities and view which suppliers have already been engaged along with the goods and/or services purchased. The site also fulfils the requirements of the National e-Procurement Project for public bodies to establish a dedicated electronic 'Selling to' area.

To learn how your organisation can enjoy the benefits of aXcess and revolutionise your purchasing processes, visit [www.bipsolutions.com/Delta](http://www.bipsolutions.com/Delta). Alternatively, call the Delta Helpdesk on **0845 270 7050**.

The LBRUT portal can be found at <http://richmond.g2b.info/>

Other portals developed by BiP Solutions include those for the Office of the Deputy Prime Minister (<http://www.procurementportal.odpm.gov.uk/>) and the Department for Transport (<http://dft.g2b.info/>).



## secures major speakers



SUPPORT FOR National Public Procurement Practitioners Day (N3PD) has continued to grow, as some of the biggest names in procurement in the UK and worldwide have confirmed to speak at the event.

Speakers for the day include Philippe Lebaube, Head of the Multimedia Unit at the Office for Official Publications of the European Communities, and John Oughton, Chief Executive of the Office of Government Commerce. Bernard Longhi, Chairman of the United Nations group established to help standardise e-procurement across the globe – UN/CEFACT TBG6 – is also set to speak at the event.

Host for the day will be Channel 4 News presenter and reporter Krishnan Guru-Murthy (pictured).

The Chartered Institute of Purchasing and Supply, the Public Private Partnerships Programme, the Improvement and Development Agency and the Business Services Association are just some of the supporters of the event, which takes place on 7 June 2005 at One Great George Street, London.

N3PD, in conjunction with the *Government Opportunities (GO) Excellence in Public Procurement Awards*, celebrates the success of individuals and teams working within procurement, and recognises those who have dedicated the greater part of their career to the public procurement profession. The British Heart Foundation is N3PD's charity of choice and will benefit from funds raised by the event.

BiP Solutions, organisers and promoters of N3PD, are looking for more public sector organisations to join the 18 which are already helping to celebrate the procurement profession by supporting the event.

For further information, or to register your support, visit [www.N3PD.com](http://www.N3PD.com).

## New OJEU forms on the way

IF YOU haven't considered the potential impact that the new OJEU forms could have on your organisation, then don't worry – BiP Solutions has a range of services in place that can help.

The Official Journal of the European Union (OJEU), published by the Official Publications Office of the European Communities (OPOCE), has announced that the production system for submission of notices to the OJEU will be updated to accommodate the new forms as of 1 May 2005.

Government departments and public bodies will benefit from establishing a communication and training plan to ensure that all procurement staff within their organisation are aware of the new forms and their implementation and use as soon as possible.

BiP Solutions is now hosting a number of 'How to Complete the new OJEU

Contract Notice Proformas for EU Directive 2004/18' events throughout the UK.

To find out more, or to book your place, please visit [www.bipsolutions.com/events](http://www.bipsolutions.com/events).

Alternatively, BiP's Procurement Advice & Support Service (PASS) offers in-house training sessions for staff that can't afford to be away from the office. For further information, email [pass@bipsolutions.com](mailto:pass@bipsolutions.com).

By subscribing to the Project service, users can create contract notices online that are fully compliant with the new forms for as little as £150 per licence.

Call the Delta Helpdesk now on **0845 270 7050** to subscribe to the Project service.

Keep up to date with all the latest developments regarding the new forms at [www.delta-ets.com](http://www.delta-ets.com).

## CBC the benefits of SMEs

BUYERS MUST engage more with Small and Medium-sized Enterprises (SMEs): that was the message of the latest, highly successful Central Buying Consortium (CBC) Annual Conference.

Showcasing speeches from John Oughton, Chief Executive of the Office of Government Commerce, Neil Argyle, Associate Director of Purchasing at the NHS Purchasing and Supply Agency, and Dr Andrew Larner, Director of the South East Centre of Excellence, the event focused not only on the success of the consortium, its initiatives and programmes over the last year, but also on how small businesses can better access the government marketplace.

Mike Osborn, Programme Manager at the Smarter Procurement Directorate, Office of Government Commerce, said that lowering barriers for small businesses does not, however, mean lowering standards.

Organised by BiP Solutions, the event also hosted a number of workshops on working with SMEs, cross-sector working, and procurement training.

BiP Solutions organises a vast range of events for the public sector. To find out how BiP can deliver successful and cost-effective events for your organisation call the Events Team on **0845 270 7095** or email [events@bipsolutions.com](mailto:events@bipsolutions.com).

The slides from the conference can be found at [http://www.bipsolutions.com/events\\_slides/CBC05/](http://www.bipsolutions.com/events_slides/CBC05/)

## EU questions Holyrood procurement



THE EUROPEAN COMMISSION has questioned the legality of the way the Scottish Parliament building at Holyrood was procured.

The European Commission is set to send a letter of formal notice to the Scottish Executive over the way contracts relating to the design and construction of the new Parliament building were awarded.

In particular, the Commission is concerned at the way the UK authorities, through the Scottish Office, conducted the tender procedure to appoint the architect, Enric Miralles, and the construction manager, Bovis, for the design and construction of the new building. The Commission believes that this tender procedure violated EU rules on public

procurement and, notably, did not respect the principles of equal treatment and transparency. The UK authorities have been invited to submit their observations to the Commission.

However, the Commission welcomed the Scottish Executive's initiative to develop an action plan aimed at improving the application of EU procurement rules in Scotland.

BiP Solutions' Procurement Advice & Support Service (PASS) can help organisations, bodies and departments from central and local government fully comply with EU rules on public procurement.

To find out more call the PASS consultancy team on **0845 270 7055**, or email [pass@bipsolutions.com](mailto:pass@bipsolutions.com).

## Procurement big in Budget

THE CHANCELLOR, Gordon Brown, has announced that the Government's efficiency plans are on track, and that public procurement is taking big strides towards meeting its savings targets.

In his Budget speech, the Chancellor revealed that the public sector is meeting its efficiency targets ahead of schedule, having achieved the first £2 billion of value for money savings against the target of £21.5 billion by 2007-08. This is in addition to the £2 billion in

procurement savings that was announced in December 2004.

BiP Solutions offers a number of products and services which can help the public sector meet its efficiency targets. For example, BiP hosted e-auctions could potentially save you up to 20% or more against current contract prices.

To find out about BiP's efficiency-generating products and services contact the Delta Helpdesk on **0845 270 7050** or email [delta@bipsolutions.com](mailto:delta@bipsolutions.com).

## Training in the house



DO YOU want to gain the benefits of expert procurement practice training without having to send personnel out of the office to events?

Having dedicated training provided in-house means that your organisation will save on travel and accommodation costs, and benefit from having training delivered to particular timescales and tailored to specific learning needs.

BiP Solutions' Procurement Advice & Support Service (PASS) offers in-house training on such topical subjects as:

- Letting contracts compliantly
- Supplier selection
- Understanding OJEU notice creation (including the forthcoming new standard forms)

- The new EU Consolidated Public Procurement Directive
- Environmental, social and sustainable procurement
- Contracting under the Freedom of Information Act

PASS can also tailor training packages on other topics to suit your precise requirements. To discuss your requirements for in-house procurement-related training or specific procurement-related consultancy, call the PASS consultancy team on **0845 270 7055**, or email [pass@bipsolutions.com](mailto:pass@bipsolutions.com).

## GO Awards deadline extended

DUE TO popular demand, the deadline for submissions to the majority of this year's *Government Opportunities Excellence in Public Procurement Awards* has been extended to 15 April.

The ceremony, held as part of National Public Procurement Practitioners Day (N3PD), will host six awards in total.

In addition to the categories of *Individual Award for Public Procurement Excellence* and *Team Award for Public Procurement Excellence* (renamed from *Collective Award*), and the *Lifetime Achievement Award*, there will be categories for:

- Greatest Procurement Contribution to the Environmental, Social and Sustainability Agenda
- Greatest Contribution to the e-Government Agenda
- Best Service Award

The deadline for the Lifetime Achievement Award will not be extended, however, and has now passed.

Don't delay – nominate an individual, team or organisation before the deadline for responses expires and get the chance to bring some well-earned recognition to yourself or your associates.

The GO Awards will be presented at N3PD on 7 June 2005 at One Great George Street, London.

For a GO Awards nomination form and information on how to attend this prestigious event visit [www.N3PD.com](http://www.N3PD.com).

# PASSport to compliance

MAKE THIS new financial year the year you get your organisation's procurement manual totally up to date. Unless you're really on the ball, the chances are that with all the changes in public procurement recently, your existing documentation is out of date.

To check, ask yourself if it addresses:

- The Freedom of Information Act and its impact upon public procurement
- The new EU Consolidated Procurement Directive
- The latest guidance on the operation of framework agreements, e-tendering, e-auctions and e-procurement
- The EU's guidance on environmental and social issues in procurement
- Government initiatives which have an impact upon public procurement, such as Best Value, Wider Markets and Partnering
- The latest guidance on gateway reviews, project management, risk allocation, Small and Medium-sized Enterprises and Intellectual Property Rights

BiP Solutions' Procurement Advice & Support Service (PASS) team has developed a framework public procurement manual and strategy guidance which addresses all these issues, as well as all the standard processes and practices involved in compliant procurement. Organisations that have adopted the PASS manual in the past month include West Midlands Police, Greater Manchester Police and the Rural Payments Agency.

For assistance in updating your organisation's public procurement manual, email [pass@bipsolutions.com](mailto:pass@bipsolutions.com) or call **0845 270 7055**.



## SME code launched

THE GOVERNMENT has launched a code of practice to help small businesses secure more work with the public sector.

The Government is encouraging all councils to sign the Small Business Friendly Concordat, which aims to encourage local authorities to use Small and Medium-sized Enterprises (SMEs) for their contracts.

Local authorities signing the Concordat pledge a range of voluntary commitments to make their contracts more accessible to SMEs. These include a commitment to publish their procurement strategy, and setting out how the council will encourage a diverse and competitive marketplace.

Councils will also commit to providing better access to contract opportunities, for example through publishing guidance on their website on how to do business with the council.

The Government has also published a *Good Practice Guide*, explaining how local authorities can frame and deliver their procurement strategies in accordance with the Concordat. The Guide provides examples of local authorities which are already undertaking successful and cost-effective procurement with SMEs. For example, it highlights East Sussex County Council, which was one of the first councils in the country to establish a Procurement Portal. Developed in conjunction with BiP Solutions' aXcess Buyer Profile service, the portal allows any company, large or small, to register interest in business opportunities and access a wealth of information about the Council's procurement activities and practices.

This portal can be viewed at <http://escc.g2b.info/>

For information on how your organisation can benefit from BiP's aXcess Buyer Profile service, call **0845 270 7050** or email [marketing@delta-ets.com](mailto:marketing@delta-ets.com).

## Better thinking

BETTER PROCUREMENT thinking and practice is central to improved public services, and this will be the focus of the London Contracts and Supplies Group (LCSG) as it prepares for one of the biggest events for public procurement personnel held in the UK.

The LCSG will be holding its Annual Conference and Exhibition at the London Marriott, Grosvenor Square, on 26 May 2005.

The event, organised by BiP Solutions, will feature an impressive line-up of speakers. Ken Cole, Director of the London Centre of Excellence, will discuss the progress of the Centres so far; Neil Reeder, Team Leader for Local Government Efficiency at the Office of the Deputy Prime Minister, will speak on the Government's Efficiency Review; and John Scowen, Corporate Procurement Manager for the London Borough of Havering, will discuss alternative service delivery and social enterprises. Eddie Regan, Consultant with BiP Solutions' Procurement Advice & Support Service (PASS), will explain how public authorities can keep on the right side of the Freedom of Information Act.

For further information and online registration please visit [www.bipsolutions.com/events/](http://www.bipsolutions.com/events/) or contact the Events Team on **0845 270 7095**.

For further information on how PASS can help you deal with Freedom of Information obligations email [pass@bipsolutions.com](mailto:pass@bipsolutions.com) or call **0845 270 7055**.



## NPS EVENTS GUIDE

Conferences, exhibitions and seminars aimed at procurement professionals.

### APRIL-JUNE 2005

#### PASS – PREPARING PERFECT TENDERS\*

13 Apr	Birmingham	8 Jun	Bristol
27 Apr	Glasgow	16 Jun	London
26 May	Leeds	23 Jun	Manchester

### APRIL-JUNE 2005

#### PASS – CONTRACTING UNDER THE FREEDOM OF INFORMATION ACT\*

14 Apr	Birmingham	12 May	Belfast
15 Apr	Cardiff	18 May	Manchester
20 Apr	London	7 Jun	London
26 Apr	Glasgow		

### APRIL-JUNE 2005

#### PASS – HOW TO LET COMPLIANT PUBLIC CONTRACTS\*

19 Apr	North London	24 May	Leeds
13 May	Belfast	14 Jun	London
17 May	Birmingham		

### APRIL-JUNE 2005

#### PASS – GET READY FOR CHANGE\*

20 Apr	London	22 Jun	London
18 May	Birmingham	23 Jun	Cardiff
25 May	Leeds		

### APRIL-JUNE 2005

#### PASS – THE NEW EU PROCUREMENT DIRECTIVE 2004/18/EC PROCEDURES\*

21 Apr	London	9 Jun	London
19 May	Birmingham	24 Jun	Cardiff

### APRIL-JUNE 2005

#### PASS – COMPLETING THE EU PROFORMAS\*

22 Apr	London	30 Jun	London
20 May	Birmingham		

### APRIL-JUNE 2005

#### PASS – DELIVERING SOCIAL, ENVIRONMENTAL AND SUSTAINABLE PROCUREMENT\*

28 Apr	Glasgow	8 Jun	London
17 May	Manchester		

### MAY-JUNE 2005

#### PASS – HOW TO WIN TENDERS\*

10 May	London	15 Jun	London
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### MAY-JUNE 2005

#### PASS – COMPLIANT APPLICATION OF EC PUBLIC PROCUREMENT DIRECTIVES BY REGISTERED SOCIAL LANDLORDS

12 May	Birmingham	9 Jun	London
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### 25 MAY 2005

#### CONSTRUCTION SEMINAR

Renaissance Hotel, London

### 26 MAY 2005

#### LCSG ANNUAL CONFERENCE 2005

London Marriott, Grosvenor Square

### 1 JUNE 2005

#### SOPO – SELLING TO LOCAL GOVERNMENT

London Marriott, Regent's Park

### 7 JUNE 2005

#### NATIONAL PUBLIC PROCUREMENT PRACTITIONERS DAY (N3PD) 2005

One Great George Street, London

### 16 JUNE 2005

#### SOPO/OGC CONFERENCE & EXHIBITION 2005

London Marriott, Regent's Park

### 3-4 NOVEMBER 2005

#### HEALTH CARE SUPPLIES ASSOCIATION ANNUAL CONFERENCE & EXHIBITION 2005

London Marriott, Regent's Park

### 15-16 NOVEMBER 2005

#### SOPO ANNUAL CONFERENCE & EXHIBITION 2005

Royal Lancaster Hotel, Hyde Park, London

\*Autumn dates now available

For further information on advertising your event in this newsletter, contact our **Events Team** at BiP on **0845 270 7095** or email [events@bipsolutions.com](mailto:events@bipsolutions.com)

## New financial year, new opportunities



YEAR ON YEAR, public procurement professionals are charged with obtaining ever greater value for money from their budgets.

Although this is a challenge, with the support of BiP Solutions it is possible. For a relatively small investment BiP can provide you with a number of leading-edge services to help deliver significant value for money savings.

For instance, invest £5000 and you can start an e-auction now and potentially save up to 20% or more on your current contracted prices. With such rewards possible, how can you refuse this offer?

Alternatively, how about introducing your organisation to e-tendering from as little as £150? This will provide your organisation with our Project service, giving you the ability to electronically create all your contract notices in compliance with the EU Directives and enabling you to manage all your organisation's contract information at the click of a button. More and more organisations such as the Ministry of Defence, Crown Prosecution Service,

Tameside MBC and Scottish Environmental Protection Agency have saved time on notice creation and improved their management reporting through Project.

For just a few thousand pounds you can deliver all your tendering processes electronically by using the whole of BiP's Delta e-tendering suite, covering e-notice creation, supplier registration and evaluation and the secure transmission and exchange of tender documentation. Many other public bodies are already using this service, so why isn't yours? The Crown Prosecution Service has reported savings of over £10,000 in postage and related administration costs alone.

If you are involved in local government you could instantly fulfil one of the key requirements of the National Procurement Strategy by creating a 'Selling to' website that provides suppliers with access to all your contract announcements. Such a site can be supplied for as little as £2800 by using BiP's unique aXcess service. The Office of the Deputy Prime Minister does, so why doesn't your organisation?

These are just a few of the invaluable services already being used by thousands of personnel within the public sector which can revolutionise the efficiency of your procurement processes and deliver savings in costs and efficiency, yet only require minimal outlay and resources.

To discuss these tools and your individual needs contact the Delta Helpdesk on **0845 270 7050** or email [delta@bipsolutions.com](mailto:delta@bipsolutions.com).

## April's Top Tip: Social and environmental criteria

WHEN DEFINING the subject matter of a requirement there is scope, under European legislation, for including environmental or social considerations, provided that this is done without distorting the market. What you cannot do is attempt to introduce criteria that go further than this and seek to promote unrelated issues.

So, next time you sit down to set your specifications ask yourself what, if any, are your social or environmental aims, and how these can be linked to the subject matter of future contract requirements.

Remember, it is not permissible to ask suppliers to comply with selection criteria that are unrelated to the contract to be performed.

## IN MAY'S ...



### GOVERNMENT OPPORTUNITIES

- **Vincent M John**, Chairman of Proc-HE and the Association of University Purchasing Officers, says that a focus on collaborative procurement rather than national contracts will deliver better value for the Higher Education sector.
- The Chancellor has announced a new programme to build or refurbish thousands of primary schools across the country. **Ketan Mavani** from the Chartered Institute of Public Finance and Accountancy explains what lessons can be learned from the Secondary School programme.
- **Daniel Mazliah** from the Federation of Small Businesses argues that the size of a business is directly related to its ability to win public contracts, and that a major rethink of public procurement is needed to redress this imbalance.

(Contents subject to change)

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