

## ICT Procurement Toolkit

### **Problem area to be addressed**

“How to provide effective structured support in highly variable procurement scenarios...”

### **Objective of the toolkit.**

- ❑ Structure, which at the highest level reflects common features of all procurements
- ❑ Knowledge base, which is easy to navigate...
- ❑ Specific advice on key topics gained from past experience
- ❑ Starting point for meeting the goals of any procurement
- ❑ Jargon free

### **Benefits.**

- ❑ **Standards** which help to define consistent procurement processes
- ❑ Enables procurements to be more **successful** through identifying good practice and lessons learned
- ❑ Establishing standards and guidelines ensures that procurements are **auditable**
- ❑ The **activities** support the Councils Corporate Procurement Unit's role
- ❑ Encouraging critical thinking
- ❑ Structure efforts for consistent results therefore maintaining corporate standards
- ❑ Manage slippages on cost, time and other core factors
- ❑ Provides complete tried and tested standard templates

### **The Toolkit.**

The ICT Procurement Toolkit has been developed by the Programme & Project Support Office (PPSO) to assist users in gaining a high level understanding of different ICT procurement processes.

For each procurement process, the stages involved have been documented using process maps.

By working through this toolkit, you will be presented with an integrated approach that balances theory, methods, psychology and practice.

The toolkit is accompanied by “tried and tested” procurement documentation, which can be used as templates, and as a result is an incisive and useful guide. When working through the toolkit, the templates can be accessed by clicking on the shadowed shapes.

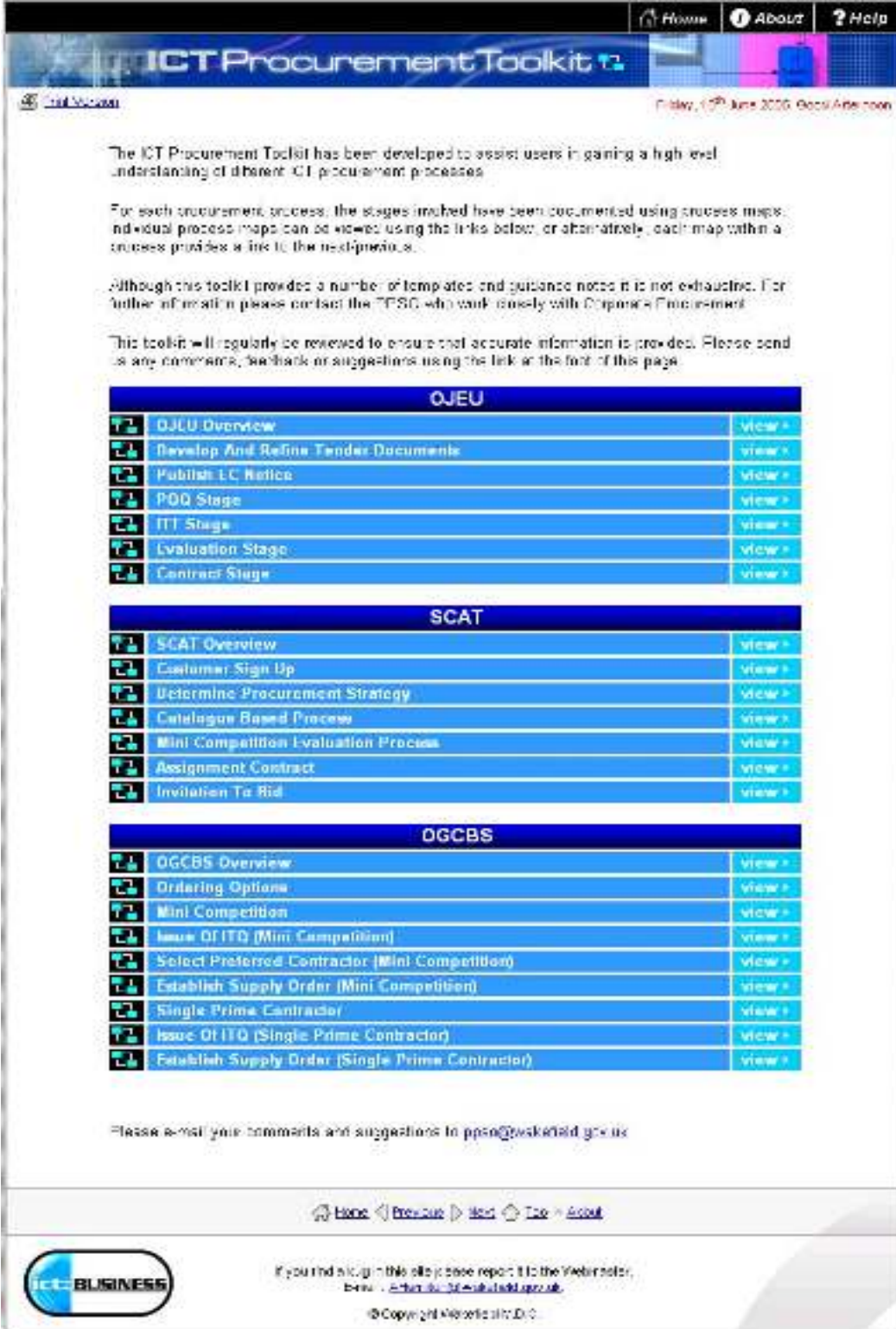
## Contents of the toolkit

- ❑ **OJEU** – An outline of a procurement following the OJEU route. Based on an actual procurement for the Resources Application Programme (RAP) carried out by ICT. Includes “punch-outs” to actual documentation that was used as part of the procurement.
- ❑ **SCAT** – An outline of the SCAT procurement route. Includes “punch-outs” to templates and guidance notes. Actual documentation used as part of ICT procurements will be added when available.
- ❑ **OGCBS** – An outline of the OGCBS procurement route. Includes “punch-outs” to templates and guidance notes. Actual documentation used as part of ICT procurements will be added when available.

Screen image showing initial map



Screen image showing procurement routes available



The screenshot shows the 'ICT Procurement Toolkit' website. At the top, there are navigation links for Home, About, and Help. The main heading is 'ICT Procurement Toolkit'. Below this, there is a date and time stamp: 'Friday, 11<sup>th</sup> June 2010, 06:00 AM GMT+01:00'. The main content area contains several paragraphs of text explaining the toolkit's purpose and how to use it. Below the text are three sections, each with a blue header and a list of links:

- OJEU**
  - OJEU Overview (view >)
  - Develop And Refine Tender Documents (view >)
  - Publish LC Notice (view >)
  - POQ Stage (view >)
  - ITT Stage (view >)
  - Evaluation Stage (view >)
  - Contract Stage (view >)
- SCAT**
  - SCAT Overview (view >)
  - Customer Sign Up (view >)
  - Determine Procurement Strategy (view >)
  - Catalogue Based Process (view >)
  - Mini Competition Evaluation Process (view >)
  - Assignment Contract (view >)
  - Invitation To Bid (view >)
- OGCBS**
  - OGCBS Overview (view >)
  - Ordering Options (view >)
  - Mini Competition (view >)
  - Issue Of ITD (Mini Competition) (view >)
  - Select Preferred Contractor (Mini Competition) (view >)
  - Establish Supply Order (Mini Competition) (view >)
  - Single Prime Contractor (view >)
  - Issue Of ITD (Single Prime Contractor) (view >)
  - Establish Supply Order (Single Prime Contractor) (view >)

At the bottom of the main content area, there is a contact email: 'Please e-mail your comments and suggestions to [pps@wakefield.gov.uk](mailto:pps@wakefield.gov.uk)'. Below this is a footer with navigation links: Home, Previous, Next, Top, About. At the very bottom, there is a logo for 'ict BUSINESS' and a copyright notice: '© Copyright Wakefield City D.C.'. A small text box in the footer says: 'If you find a bug in this site please report it to the Webmaster, Email: [ict@wakefield.gov.uk](mailto:ict@wakefield.gov.uk)'.

