

Outcome 1A Denbighshire: The council achieves value for money from the goods, works and services it procures

Measures	Excellence Target	Intervention Target
% of goods, services and works procured through purchasing arrangements established by the NPS	10%	5%
% of goods, services and works procured through non-NPS framework agreements		
Total potential savings at tender award stage (Contract Estimated budget -v- Contract Award value)*		
Total potential savings at contract end stage (Contract Award value -v- Actual Contract Spend)*		
% of contracts over £25k for goods and services where a Commissioning for has been completed*		
% of contracts over £250k for works where a Commissioning for has been completed*		
% of contracts over £25k for goods and services where a Wellbeing Impact Assessment has been completed*	100%	90%
% of contracts over £250k for works where a Wellbeing Impact Assessment has been completed*	100%	90%
% of contracts over £25k for goods and services where a tenders exercise is undertaken but no award is made*		
% of contracts over £250k for works where a tenders exercise is undertaken but no award is made*		
% of contracts over £25k where the contract award amount is no more that the estimated budget*		
% of contracts over £25k where the final contract cost is no more than the contract award amount*		
% of contracts over £25k where the final contract cost is no more than the contract award amount*		
% of Contracts over £25k with a signed or sealed contract within 6 weeks of the contract award*	95%	90%
% of officer assessing the service provided by the CPS as 'ok' or better	85%	75%
% of officers attending procurement training assessing the training as 'ok' or better	85%	75%

% of Middle Management Team assessing their procurement knowledge as 'ok' or better	85%	75%
% of invoices that have had an upfront purchase order (PO)		
DEVELOP SET OF MEASURES FOR CONTRACT MANAGEMENT		

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 April 2016 may not be in the system.*

GLOSSARY

NPS – National Procurement Service – a Welsh Government sponsored organisation established to procure common and repetitive spend across public sector organisations in Wales.

Commissioning Form – document required to be completed by officers undertaking procurement activity which outlines the rationale and approach to the proposed activity.

Wellbeing Impact Assessment Tool – web-based tool developed by Denbighshire County Council to provide documented evidence of how the Council has considered its obligations under the Wellbeing of Future Generations Act (Wales) 2015

CPS – Collaborative Procurement Service – the central team of procurement officer that support and advise services in relation to procurement activity across both Denbighshire and Flintshire County Councils.

Proactis – the council's adopted electronic procurement system, through which all contracts over £10,000 should be recorded and managed.

Outcome 1B Flintshire: The council achieves value for money from the goods, works and services it procures

Measures	Target
% of goods, services and works procured through purchasing arrangements established by the NPS	10%
% of goods, services and works procured through non-NPS framework agreements	
Total potential savings at tender award stage (Contract Estimated budget -v- Contract Award value)*	
Total potential savings at contract end stage (Contract Award value -v- Actual Contract Spend)*	
% of contracts over £25k for goods and services where a Commissioning for has been completed*	
% of contracts over £250k for works where a Commissioning for has been completed*	
% of contracts over £25k for goods and services where a Wellbeing Impact Assessment has been completed*	
% of contracts over £250k for works where a Wellbeing Impact Assessment has been completed*	
% of contracts over £25k for goods and services where a tenders exercise is undertaken but no award is made*	
% of contracts over £250k for works where a tenders exercise is undertaken but no award is made*	
% of contracts over £25k where the contract award amount is no more that the estimated budget*	
% of contracts over £25k where the final contract cost is no more than the contract award amount*	
% of contracts over £25k where the final contract cost is no more than the contract award amount*	
% of Contracts over £25k with a signed or sealed contract within 6 weeks of the contract award*	
% of officer assessing the service provided by the CPS as 'ok' or better	85%

% of officers attending procurement training assessing the training as 'ok' or better	80%
% of Middle Management Team assessing their procurement knowledge as 'ok' or better	
% of invoices that have had an upfront purchase order (PO)	90%
DEVELOP SET OF MEASURES FOR CONTRACT MANAGEMENT	

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Outcome 1 : The council achieves value for money from the goods, works and services it procures

Activities	Responsibility	Timescale
Provide E-Procurement System 'Sourcing' (Proactis) Information Sessions for all Departments not yet using the system	Systems Officer	March 2018
Provide updated training on Proactis Portal V6 to Officers currently using V5 (V6 due for release end of Q1)	Systems Officer	July 2017
Provide E-Procurement System 'Contract Management' (Proactis) Training to all Officers managing contracts	Business Partner (Strategic)	Ongoing
Create a E-procurement System 'Quick Guides' to enable officers to become self-sufficient in the using the system	Systems Officer	July 2017
Review Proactis Portal user activity and user permission settings to ensure those officers set up on the system are using it and have access to appropriate modules of the system	Systems Officer	June 2017
Identify Proactis 'Super Users' for each service and provide appropriate level of training and for the super users	Systems Officer	March 2018
Set up Proactis User E-mail Group to communicate system and procedural updates to users	Systems Officer	June 2017
Explore possibility of monthly 'Drop In' Sessions for additional Portal training for officers. Each session focusing on an area which has been highlighted as a problem area for users.	Systems Officer	September 2017
Review and update all Project and Contract Templates in the Proactis Portal and ensure that both DCC & FCC templates are the same	Business Partner (Strategic)	September 2017
Review, update and maintain details of all Frameworks used to ensure correct information is held on the Proactis Portal	Systems Officer	December 2017
Develop a customer feedback system for suppliers who have provided goods, services or works to assess quality of the management of the contract	Systems Officer	March 2018
Map out additional report requirements and develop procurement report templates that could be provided to HoS/Chief Officers, detailing key procurement indicators and some basic analysis that could be provided to services on a regular basis	Systems Officer	March 2018
Explore 'Single Registration' for suppliers so they do not have to register on multiple systems e.g. Proactis, Sell2Wales etc.	Systems Officer	December 2018
Work with service areas to identify training needs, and work with the Strategic Business Partner to develop and implement appropriate training.	Business Partners (Categories)	Ongoing
Develop, publish and implement an annual procurement training programme and associated guidance documents (including continuation of CPR/beginners guide to procurement, and community benefits)	Business Partner (Strategic)	Ongoing

Develop CPS Intranet page and communication with other departments within the Authority.	Systems Officer	September 2017
Work with services to develop a programme of future procurement projects and identify opportunities for collaborative procurement locally, regionally and nationally	Business Partners (Categories)	Ongoing
Work with services to identify where approved lists are still being used, and subsequently develop and deliver appropriate alternative arrangements	Business Partners (Categories)	March 2018

Outcome 2A Denbighshire: The council improves the contribution its procurement activity has on the local economy

Measures	Excellence Target	Intervention Target
% of council spend with Denbighshire businesses	35%	25%
% of council spend with North Wales businesses		
% of council spend with Welsh business	60%	40%
% of council spend with businesses in the Mersey/Dee Alliance area		
% of suppliers assessing the council as 'ok' or better at contract end in supplier satisfaction surveys*		
% of offers to the market with at least one Denbighshire based business invited to tender at the Low value threshold (£10,001 - £25,000)*		
% of offers to the market with at least one Denbighshire based business invited to tender at the intermediate value threshold (£25,001 – OJEU)*		
% of offers to the market with at least one Denbighshire based business invited to tender at the High value threshold (OJEU)*		
% of offers to the market with at least one Denbighshire based business bidding at the Low value threshold (£10,001 - £25,000)*		
% of offers to the market with at least one Denbighshire based business bidding at the intermediate value threshold (£25,001 – OJEU)*		
% of offers to the market with at least one Denbighshire based business bidding at the High value threshold (OJEU)*		
% of bids received from Denbighshire based business as a proportion of the total bids received at the Low value threshold (£10,001 - £25,000)*		
% of bids received from Denbighshire based business as a proportion of the total bids received at the intermediate value threshold (£25,001 – OJEU)		
% of bids received from Denbighshire based business as a proportion of the total bids received at the High value threshold (OJEU)		
% of successful bids from Denbighshire based business as a proportion of the total number of successful bids at the Low value threshold (£10,001 - £25,000)*		

% of successful bids from Denbighshire based business as a proportion of the total number of successful bids at the intermediate value threshold (£25,001 – OJEU)*		
% of successful bids from Denbighshire based business as a proportion of the total number of successful bids at the High value threshold (OJEU)*		
% of contracts awarded in the financial year over £1,000,000 with Community Benefits included in contract document*	100%	70%
% of contracts awarded in the financial year under £1,000,000 with Community Benefits included in contract document*	10%	0%

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 April 2016 may not be in the system.*

Outcome 2B Flintshire: The council improves the contribution its procurement activity has on the local economy

Measures	Target
% of council spend with Flintshire businesses	30%
% of council spend with North Wales businesses	
% of council spend with Welsh business	50%
% of council spend with businesses in the Mersey/Dee Alliance area	
% of suppliers assessing the council as 'ok' or better at contract end in supplier satisfaction surveys*	
% of offers to the market with at least one Flintshire based business invited to tender at the Low value threshold (£10,001 - £25,000)*	
% of offers to the market with at least one Flintshire based business invited to tender at the intermediate value threshold (£25,001 – OJEU)*	
% of offers to the market with at least one Flintshire based business invited to tender at the High value threshold (OJEU)*	
% of offers to the market with at least one Flintshire based business bidding at the Low value threshold (£10,001 - £25,000)*	
% of offers to the market with at least one Flintshire based business bidding at the intermediate value threshold (£25,001 – OJEU)*	
% of offers to the market with at least one Flintshire based business bidding at the High value threshold (OJEU)*	
% of bids received from Flintshire based business as a proportion of the total bids received at the Low value threshold (£10,001 - £25,000)*	
% of bids received from Flintshire based business as a proportion of the total bids received at the intermediate value threshold (£25,001 – OJEU)	
% of bids received from Flintshire based business as a proportion of the total bids received at the High value threshold (OJEU)	
% of successful bids from Flintshire based business as a proportion of the total number of successful bids at the Low value threshold (£10,001 - £25,000)*	

% of successful bids from Flintshire based business as a proportion of the total number of successful bids at the intermediate value threshold (£25,001 – OJEU)*	
% of successful bids from Flintshire based business as a proportion of the total number of successful bids at the High value threshold (OJEU)*	
% of contracts awarded in the financial year over £1,000,000 with Community Benefits included in contract document*	100%
% of contracts awarded in the financial year under £1,000,000 with Community Benefits included in contract document*	100%

** as measured through procurement projects entered into the Proactis Portal. This may not include all procurement activity, as some projects initiated prior to the new CPR's coming into force on 1 November 2016 may not be in the system.*

Outcome 2 : The council achieves value for money from the goods, services and works it procures

Service : Procurement

Activities	Responsibility	Timescale
Develop and deliver a programme of activity to support local businesses, increasing their capacity and competency to respond to Council contracts	Business Partner (Strategic)	March 2018
Work with service areas to ensure consideration is given to how procurement exercises/contracts can be structured to provide opportunities for local suppliers	Business Partners (Categories)	Ongoing
Work with service areas and Economic Development teams to identify existing or potential local suppliers who may benefit from additional support to increase their capacity and competency to respond to Council contracts	Business Partner (Strategic)	Ongoing
Develop and deliver training and support to improve the inclusion of community benefits in Council contracts	Business Partner (Strategic)	December 2017
Develop a system to record and monitor Community Benefits centrally	Systems Officer	December 2017
Develop and deliver a new Print and Design Framework for Denbighshire & Flintshire, working closely with Economic Development teams to ensure local suppliers engage in meet the buyer events and the bidding process	Business Partners (Categories)	September 2017
Work with services to ensure current and potential suppliers are registered on Proactis and Sell2Wales	Business Partners (Categories)	Ongoing
Work with current e-procurement system provider to develop a robust system for both Buyer and Supplier which fulfils legal and audit requirements.	Business Partner (Strategic)	Ongoing
Ensure all our suppliers are of good financial standing by carrying out annual checks on all suppliers with whom DCC are engaged in Contracts with.	Business Partners (Categories)	Ongoing
Maintain the corporate contracts and frameworks register and ensure that published information is current and correct.	Systems Officer	Ongoing