

Stafford and Rural Homes – Procurement Training

Stafford and Rural Homes (SARH) was created in February 2006, following the transfer of homes from Stafford Borough Council and is a Times Top 100 Not-For-Profit organisation. They own 5800 properties and manage over 6000 in total, all within Stafford borough. Impart links provided procurement support and training, generally and in relation to compliance, Standing Orders and the EU Regulations, to SARH asset, housing and corporate staff.

Impart links reviewed SARH Financial Regulations and Standing Orders with a view to providing simple clear training and guidance to staff.

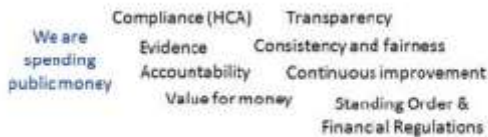
Training provided lasted 1 ½ hours and required attendees to participate throughout.

What is procurement?

- The process of buying goods, services and works from suppliers



Why do we need it?



Impart links provided a summary of Standing Order requirements on a single page for easy reference:

What's the estimated value?	Procurement Approach and Requirements	Form of Agreement
£0 to £4,999	Compliance with rules on Financial Limits • Evidence value for money. Quotes difficult to demonstrate/ evidence this without having price comparisons – suggest 2 written quotes. Ask you can evidence if value for money decision to be recorded & entered onto the Contract Register Spreadsheet. Approval & Contract Register: Head of Service or Repair Manager	Purchase order (PO) Standard Terms and Conditions
£5,000 to £9,999	Compliance with rules on Financial Limits • Evidence value for money. Quotes difficult to demonstrate/ evidence this without having price comparisons – suggest 2 written quotes. Ask you can evidence if value for money decision to be recorded & entered onto the Contract Register Spreadsheet. Approval & Contract Register: Head of Service	Purchase order (PO) Standard Terms and Conditions
£10,000 to £74,999	Compliance with rules on Financial Limits. Re-market Contract Register • Minimum 3 written quotes – one can be from the current supplier Approval & Contract Register: Chief Executive, appropriate Director, nominated officer	Purchase order (PO) Standard Terms and Conditions to £50,000
£75,000 to < £100 threshold & > £4000	Compliance with rules on Financial Limits • Minimum 3 written quotes (or procurement club) Approval and Contract Register: Chief Executive, appropriate Director, nominated officer	Purchase order (PO) Contract
> than £4000 < £100 threshold	Compliance with rules on Financial Limits • Minimum 3 written quotes (with one new company invited) (or Procurement Club) Approval & Contract Register: Leader (or) Team	Purchase order (PO) Contract
Above £100 threshold	Fully compliance OJEU procurement process (or compliant Procurement Club) Approval and Contract Register: Leadership Team	Purchase order (PO) Contract

The session considered:

What is a contract?

What form can it take?



What are the fundamental requirements for a contract to be in place?



Estimating contract values and aggregation



The training also covered:

- Quotations and tenders
- E-tendering
- Documents needed
- How to identify suppliers to bid
- Procurement Clubs
- Example quality criteria
- Procurement ethics



Impart links have significant experience in Procurement and procurement training.

For more information of if you would like to discuss this project, please contact:

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