

Selling To Leeds City Council and Local Authorities

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**Our City Ambition:
A Strong Economy
Being A Compassionate City
Providing New Models Of
Care**



Local \ Central Government Procurement Differences

- **The Threshold at which Public Contract Regulations apply is higher (although we do still have our own rules to manage)**
- **We are not subject to the same level of direction from Central Government (Procurement Policy Notices)**



Threshold Levels and the Tendering Process

Below £10,000

Competition between three tenderers or go direct to one.

£10,000 to £100,000

Competition between three tenderers or waiver.

Over £100,000

Competition between four tenderers or waiver.

Over the EU threshold

Must comply with public procurement regulations.



Procurement and Category Management

We've adopted a category management and whole life-cycle approach to procurement.

- Related purchasing is grouped together
- Consolidating our buying needs
- Supporting bulk buying where appropriate
- Improving quality, savings and efficiency.

Improves procurement decision making, purchasing, and contract management.

Improves engagement and transparency and support for the council's wider ambitions.



YorTender



The Procurement Portal for Yorkshire and the Humber

<https://www.yortender.co.uk/>





Portal Links

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[Contract Register](#)

Supplier Registration

[Current Opportunities](#)

[Supplier Help Guide](#)

[Log In to ProContract](#)

Home

Welcome to YORtender

The Local authorities in the Yorkshire & Humber Region have a combined external spend of some £4.5 billion per annum. The Region has a single strategic procurement strategy, under the leadership of YORprocure, which aims to ensure that we have best practice procurement across the Region, are delivering tangible benefits and are promoting collaborative working with colleagues and suppliers.

A key element of our strategy is YORtender, the procurement portal for the Yorkshire & Humber Region. YORtender provides real benefits to all:

- A single procurement approach across the Region
- A means to share, co-ordinate and collaborate on procurement exercises
- E-enabled for all to work smarter and to reduce procurement leadtimes
- Suppliers can register their capabilities and interests in opportunities
- Suppliers receive email alerts of opportunities
- Immediate access to current opportunities
- News Alert feature to communicate key information

Suppliers - Register Now!

To register free to promote your business capabilities and to start receiving email alerts just Click on Supplier Registration.

Once registered you will need to add the domain *@proactis.com* to your safe senders list to ensure that you receive email alerts relating to tender opportunities for your categories.

Authorities

[Barnsley MBC](#)

[Berneslai Homes](#)

[Calderdale Council](#)

[City of Bradford Metropolitan District Council](#)

[City of York Council](#)

[Craven District Council](#)

[Doncaster MBC](#)

[East Riding of Yorkshire](#)

[Hambleton District Council](#)

[Harrogate Borough Council](#)

[Hull City Council](#)

[Kirklees Council](#)

[Leeds City Council](#)

[North East Lincolnshire Council](#)

[North Lincolnshire Council](#)

[North Yorkshire County Council](#)



Contracts register

[Advanced search](#)

[National awarded contracts](#)

Narrow your results

Organisations

All

Categories

There are 0 categories selected

[+ Add UNSPSC categories](#)

[+ Add NHS eClass Version 2014 categories](#)

[+ Add CPV categories](#)

[+ Add ProClass categories](#)

Contract start date

From To

dd/mm/yy

dd/mm/yy

Contract end date

From To

dd/mm/yy

dd/mm/yy

Awarded contracts

1 2 3 4 5 ... 371 Next >

Title	Awarded supplier	Buyer	Start date	End date	Awarded date	Estimated value
NCER Annual Data Services	NEXUS (NCER Data Services)	East Riding of Yorkshire	01/04/2018	31/03/2019	16/10/2017	£11,437.80
Wakefield Pathways	Multiple award (3)	Wakefield Council	01/04/2018	31/03/2022	02/10/2017	£10,640,000.00
Housing Leeds Planned Works 2018: Kitchen, Bathrooms and Rewires	Multiple award (3)	Leeds City Council	01/04/2018	31/03/2022	15/09/2017	£37,200,000.00
Wakefield Pathways - Complex Needs Service	The Riverside Group Ltd	Wakefield Council	01/04/2018	31/03/2021	02/10/2017	£1,225,000.00
KMCAS-108 Kirklees Integrated Community Equipment Service	medequip assistive technology ltd	Kirklees Council	01/04/2018	31/03/2023	29/09/2017	£19,250,000.00
17-085 Renewal of Electoral Services Software	Xpress Software Solutions Ltd	Rotherham MBC	01/04/2018	31/03/2019	09/11/2017	£35,200.00
Access to Housing Specialist Provision	Multiple award (2)	Wakefield Council	01/04/2018	31/03/2022	03/10/2017	£1,960,000.00
Mini Road Sweeper for Richmondshire District Council	Scarab Sweepers Limited	Richmondshire District Council	01/02/2018	01/02/2023	02/10/2017	£80,829.00
Leeds Bridge and Pool Bank Culvert Strengthening	A E Yates	Leeds City Council	08/01/2018	01/03/2019	13/11/2017	£2,510,774.43
PC05368 - Norfolk Park Play and Access Improvements	Horticon Ltd	Sheffield City Council	08/01/2018	30/03/2018	20/11/2017	£235,265.00



Key Things To Consider

- We have to follow regulated legal processes which can make the process (and us) look awkward / difficult but we are nice people really and do try to appreciate that this isn't easy for SMEs
- Get registered on Yortender for all of Yorkshire & Humber opportunities
- Don't be afraid to ask questions in the procurement process
- We don't always talk to suppliers before going to the market (premarket engagement) if it is something relatively straight forward that we understand, **BUT** don't assume we already know who we want



Common Issues with Tender Submissions

1. Evaluation Methodology and Information Required

➤ **Ensure you have read and understand the evaluation methodology to be applied.**

➤ **Provide sufficient information to fully answer the question**

Do not assume that we know anything about your company or proposed services/solution.

➤ **Be Succinct - Word Count Limits**

Where a word count limit has been stated – please stick to this. Any text over this will be redacted prior to the evaluation panel reading your tender response.



Common Issues with Tender Submissions

2. Terms and Conditions

LCC Terms and Conditions apply across all procurements

➤ Don't Change the T&Cs

We don't accept changes to T&Cs that alter the risk allocation or commercial principles set out within them.

➤ Don't Qualify Tenders

Qualified Tenders are likely to be disqualified.



Common Issues with Tender Submissions

3. The Pricing Schedule

- **Make sure you complete all the required elements of the pricing schedule**
- **Pricing must be based upon the requirements of the Specification**

Pricing which is not likely to be rejected

- **Don't qualify your tender response with assumptions**

Incorrect assumptions will invalidate your tender If you need to know something to fully price your response then raise this with us prior to the tender deadline



Common Issues with Tender Submissions

4. Receipt of tenders

➤ **Note the Deadline for receipt of tenders**

It is not uncommon for tenderers to experience difficulties when making last minute submissions – if your tender is not received by the date/time stated the Council will be unable to accept it.

➤ **Missing documents:**

Do use the Tender Submission Checklist within the Tender Schedule and check that all documents upload successfully. It has been known for tenderers to accidentally omit key documents, including the pricing schedule or method statement response.



Questions And Discussion

