

FOI2015/03187 – Procurement tool and contract management

Question	Answer
<p>Please provide the name of and provider of your e-procurement / e-tendering system?</p>	<p>The MOD does not currently have an e-procurement / e-tendering system. We are currently awaiting Cabinet Office approval to begin implementing an online end-to-end integrated full e-procurement system (Contracting, Purchasing and Finance (CP&F)). This will e-enable the entire MOD procurement process. Contract award and the solution offered by the winning bidder will be made public in due course.</p>
<p>Of the modules you have purchased this, which are you actively using?</p>	<p>Given the purchase is about to be made, the question is not applicable. However, the intention is to fully utilise the modules we are purchasing, and MOD will have no alternative systems and processes in place.</p>
<p>What do you see as the limitations to the current system;</p> <ul style="list-style-type: none"> a. Does the current system meet your needs b. User friendliness / intuitiveness c. Workflows / processes unclear d. Hard to navigate e. Pages have too much information on them f. No user guide available g. No on-demand / immediate support h. Terminology / wording not suited to all types and levels of staff within the organisation i. Not efficient j. Other, please specify 	<p>Limitations of the current systems, including many of those identified in the list, have been addressed in the requirements for the new system.</p>
<p>Does your organisation have clearly defined and documented processes in relation to contract management? Yes</p>	<p>Yes, the Commercial Officer's role in contract management is defined in the Contract Management Commercial Policy Statement</p>

FOI2015/03187 – Procurement tool and contract management

<p>No</p>	<p>(attached for ease of reference). It, along with all Commercial Policy within the MOD, is held within the Commercial Toolkit on the Acquisition Operating Framework. You can register for free access at: https://www.gov.uk/acquisition-operating-framework</p>
<p>If yes, approximately what % of Council staff use this; a) Below 25% b) 25% c) 50% d) 75% e) Over 75%</p>	<p>This information is not held. Under Section 16 of the Act (Advice & Assistance), you may wish to note that MOD commercial policy is published online and can be accessed by anyone who has a need to understand the commercial aspects of contract management within the MOD.</p>
<p>Do you have a dedicated contract management or monitoring function within the Council? Yes No</p>	<p>Yes; Commercial Officers perform the contract management role within the MOD project teams responsible for the delivery of procurement projects.</p>
<p>If Yes, where does this function sit within the organisation i.e. Procurement, Audit. Please provide a copy of Terms of Reference / Strategy for this function.</p>	<p>Commercial Officers are part of the Commercial function within the MOD. The Contract Management Commercial Policy Statement gives an outline of the sort of tasks which are a feature of the role, but this will differ from team to team and according to the length and complexity of the project and so there is no single Terms of Reference.</p>
<p>Do you have a central contracts register for all third party contracts and agreements entered in to by the Council? Please note, 'Central' refers to all contract data being held in one place i.e. within a legal or procurement function.</p>	<p>Yes. MOD has its own internal systems for registering and recording contracts and linking to our payment systems. The Defence Business Services (DBS) database records all contracts which have had payments made against them. We also publish all contracts over 10K (unless</p>

FOI2015/03187 – Procurement tool and contract management

	<p>exempted from publication) on the publically available Cabinet Office Contracts Finder portal: https://online.contractsfinder.businesslink.gov.uk/. This is being replaced by https://www.gov.uk/contracts-finder</p>
If yes, what is the lower limit of contracts placed on the register?	Our internal systems register all contracts. The lower limit on Contracts Finder is £10K.
<p>If yes, is the contract register;</p> <p>a. Own, bespoke - Excel, access type database b. Third party system / e-procurement solution - the Contracts Register Service, JCAD</p>	Our primary internal system for registering contracts is Oracle based.
How many current / active contracts do you have on your contracts register?	On the MOD DBS database there are 5,649 open Headquarters contracts. These are contracts that are currently shown as 'open' and which have had payments made against them during 2014/15 and 2013/14.
<p>Of those current / active contracts on your register, how many do you have physical contact for (whether as a soft or hard copy)? It is approximately,</p> <p>a) less than 25%, b) 25% c) 50% d) 75% e) don't know</p>	Commercial teams hold records for all contracts placed within the MOD.
Of those current / active contracts on your register, what is their combined total contract value	The current value of the 5,649 contracts identified on the DBS database is £201 billion.
Of those current / active contracts on your register, what is their combined	In 2013/14, the MOD spent £19.5 billion against

FOI2015/03187 – Procurement tool and contract management

annual value	Headquarters contracts. Complete information on 2014/15 spend is not yet available.
Of those current / active contracts, how many have you successfully renegotiated, varied or engaged and what was the saving you achieved in the last financial year from this activity in the last full financial year (2014/15)? a) Answer - b) Don't know	This information is not held centrally and could only be retrieved by examining the records of each contract. Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, locating, retrieving and extracting the information. It is estimated that identifying, retrieving and extracting information relating to contract renegotiations and savings would take around 1,412 hours at a cost of around £35,300.