

Welcome to the Commodity Procurement Partnership e-newsletter



In this newsletter we aim to give the latest updates on the Commodity Procurement Partnership and give you an opportunity to raise questions, enquire about a particular project or indeed get involved with the numerous projects we are working on. We welcome your feedback on any aspect of this newsletter. Please send your thoughts to: Manaza Qasam on manaza.qasam@sece.gov.uk

In this edition:

- 1. Commodity Procurement Partnership** – How will the Commodity Procurement Partnership meet the needs of the region?
- 2. Top 10** – What will we be focussing on in the next few months and how can you get involved?
- 3. Your feedback is needed!** Please take a few minutes to respond to a request for feedback on 3 of our projects – IESE Survey; Info-hub feedback and the OGC Fleet Data sheet
- 4. Best Deals Service** – Update on the Best Deals Refresh and the Waste Commodities Project
- 5. Regional Procurement Network Update** – Summary of the last meeting and details on plan moving forward
- 6. South East Business Portal** – Comprehensive update on all the latest statistics related to the South East Business Portal
- 7. Spend Analysis Update** – Quick overview of how we are progressing with this project
- 8. Commodity Procurement Partnership & OGC Contracts Database**
- 9. Other News** – Including:
 - **Care Funding Calculator to be launched in June**
 - **Local Authority Data Map is live**
 - **Building Schools for the Future (BSF) procurement efficiencies**
 - **OGC and NHS PASA Fleet Bulletin Update**
 - **OGC Temporary Agency Staff latest newsletter**
- 10. Who's Who:** Who are the members of the Commodity Procurement Partnership

Commodity Procurement Partnership

The Commodity Procurement Partnership is working towards meeting the forthcoming needs of the South East region. This activity takes two specific approaches:

- A continuation of the successful projects from CSR04 delivering an increasing amount of cashable and non cashable savings as well as producing an impressive set of data
- The development of 'Procurement Architecture' across the South East that best meets all of the developmental and capacity requirements for the region. This includes funding to stimulate procurement 'hubs' within the sub-regions; resource to share best practice on a continual rotational basis in embryonic structures; and tools to facilitate change and control within the Local Authority space.

The overall package of support that this structure allows for the whole region, far out way the development of procurement structures on an individual basis. We would also continue to support the structures required by Local Authorities to ensure that the efficiency saving targets were met.

To continue to explain this theme there are 6 specific project lines, 4 of which are the continuation of current projects. In the main these consist of resource in the case of the Best Deals Service and the second phase of the Sustainable Procurement Project.

In order to ensure the most effective use of resources, discussions have taken place with the other Partnerships within Improvement and Efficiency South East who have Procurement at the heart of their bids. The IESE Advisory Board has made it clear that the Procurement structure and lack of capacity within the Region needs addressing and that Procurement hubs should be stimulated by the Partnership across the Region but funded in the main by the Local Authorities. The Procurement funds should therefore be more focused on making available deals (to include deals for corporate services), plus tools and techniques which would continue to add value for the region.

For additional details please contact Steve Dunkerley on steve.dunkerley@sece.gov.uk

Top 10

From our own analysis and conversations with local authorities within the South East region, we have identified 10 key areas for the Commodity Procurement Partnership to be focusing on:

1. Waste Commodities
2. Temporary Agency Staff
3. ICT Software
4. Insurance
5. Vehicle Leasing
6. Energy
7. Consultancy
8. PC Consumables
9. Multi functional devices
10. Cash collection

If you would like to influence the Commodity Procurement Partnership work plan then please send your Top 10 priority list to Momtaz Islam.

Your Feedback Is Needed!

1. Improvement & Efficiency South East – Survey

To help us benchmark and assess our performance we will be conducting surveys to gather data on our projects. We would be delighted if you could take 5 minutes to complete the first survey which can be found on the below link:

https://www.surveymonkey.com/s.aspx?sm=7FwqQWqL4igVTta7hVgxXw_3d_3d

2. Info-hub – Constructive Feedback

The Prototype Info-hub (<http://www.sece.gov.uk/page.asp?PageRef=181>) is now live along with the LA Data Map (<http://www.sece.gov.uk/page.asp?PageRef=193>). The Info-hub aims to be the first port of call for local authorities looking for information on improvement and efficiency and is an alternative way of structuring the information that is on the SECE (now IESE) workstream pages and links to the best bits from other RIEP' websites and external links. Your feedback on the website would be highly appreciated to ensure the tool meets your requirement. Please send comments regarding:

- Is the purpose of the info-hub clear?
- How user friendly is the site?
- Can you find what you are looking for?
- What else would you like included in the info-hub?
- Does the LA Data Map provide valuable information? What else would you like to see on this map?
- Is the website and the Info-hub both clearly defined?

Additional comments can be sent to Momtaz Islam.

3. OGC Fleet Questionnaire

Work is being taken forward by the OGC Fleet Team in partnership with NHS Purchasing and Supply Agency (NHS PaSA) and key stake holders to look at the strategy for public sector fleet over the next CSR period (2008-2011). IESE are working closely with the OGC to contribute to helping build this national picture and would like your help in compiling this information on your fleet. We see Local Authority, with its wealth of fleet experience, as a major player in supporting the development and overall delivery of this strategy.

We would really appreciate it if you could take the time to complete the attached form to help us better understand Local Authority fleet before the 30 June 2008.

OGC Fleet Profile Sheet

(<http://www.sece.gov.uk/uploads/files/OGCFleetProfileinformationtemplate.xls>)

Please return all completed profiles to Momtaz Islam.

| |
|---------------------------|
| Best Deals Service |
|---------------------------|

Best Deals Refresh: All Best Deal refreshes have been completed and are on the Commodity Procurement website on www.sece.gov.uk/cgs
Future updates of these will also be carried out through out the year.

The refresh timetable is as follows:

September 08: Multi Functional Devices and Photocopiers
December 08: Cash Collection Service
December 08: PC Consumables
January 09: Mobile Phones

March 09: Advertising Services
April 09: Janitorial Services

If you wish to find out more about the refreshes or would like to be involved please contact Manaza Qasam.

Waste Commodities Analysis

The Best Deals Team will be compiling a comprehensive analysis of waste related commodities. The main objective is to create a more visible environment for waste related commodities for local authorities across the South East.

Over the last two years the Best Deals Team have been approached by local authorities from across the South East about waste related commodities, whether that be the procurement of or the availability of waste related commodities contracts. Much of this information has been made available where possible from contacts from various buying consortia within the South East as well as nationally.

Many thanks to all those local authorities that have already contributed to this project and if you would like to participate or learn more about the Waste Related Commodities project please contact Manaza Qasam on Manaza.qasam@sece.gov.uk or 07912194848

Regional Procurement Network Update

Regional Procurement Network (RPN) last met on 2nd April 2008 in Reigate when nine representatives from South East procurement groups met to discuss current issues driving the formerly CGS now Commodity Procurement agenda.

The main areas for discussion were:

1. CGS Response to CSR07

It was confirmed that the CGS spend allocation for the next three years would be in the region of £1.9m and that funding for years 2 & 3 would be dependent upon performance in the first year. Confirmation of funding would be announced at the end of April.

It was also agreed that the governance structure of RPN would need to be revised in order for the group to drive the targets established for the Commodity Procurement Partnership.

2. Regional Procurement Group Round-up Highlights

- Complete Spend Analysis exercise for Surrey progressing. Category reviews now underway to establish savings opportunities.
- Draft Sussex Procurement Group Concordat produced and 11 authorities agreed to access Spend Analysis framework.
- Hants and IOW Partnership to review three key strategic areas; Savings Plan, Best Practice, and Skills Gap Analysis.
- Medway agreed to lead on an advertising framework for Kent authorities.

- Procurement is a workstream of the Bucks Pathfinder and a paper outlining future challenges and opportunities will be presented to the Joint Improvement Board in April.
- Thames Valley authorities are now accessing PASA energy.
- Strategic Procurement Partnership for Oxford developing frameworks for printing materials and building material supplies.

3. **Best Deal Update**

Refreshes have been undertaken for MFDs, Mobile Phones, Cash Collection services, PC consumables, and Fuel.

Gerry Palmer advised that Kent would be able to co-ordinate an arrangement for refuse freighters and ask for all authorities interested in collaboration to contact him.

4. **SECE Sustainable Procurement Project**

In the absence of Jonathan Campbell, Gerry Palmer updated the group on the progress in meeting Stage 3 of the project and the work of the seven exemplar councils. All RPN members were invited to have an input into the direction of the second year of the project.

5. **South East Business Portal**

Jennie Rhodes updated the group on the continuing popularity of the SEBP and that media coverage of the portal was increasing.

6. **Regional Procurement Indicators**

Gerry Palmer circulated a paper from the North East Improvement and Efficiency partnership on the establishment of regional performance indicators. RPN agreed to consider the adoption of one or two common indicators for the region for the next meeting.

The next RPN Meeting will take place in Reigate on 19th June 2008

For additional details please contact Gerry Palmer on gerry.palmer@wealden.gov.uk

South East Business Portal Update

1. SEBP Activity

The SEBP receives, on average, 30 **new supplier registrations per day**. At the time of writing this bulletin, there were **2475 registered suppliers**, from across the region, **90% of whom are looking to do business across the whole of the South East** and they cover just about **every ProClass category**, so regardless of your tender opportunity there should be someone out there interested in tendering for it!

On average **each posted opportunity** receives **10 Expressions** of Interest from suppliers.

Since April 1st 2008, **195 new contracts** have been added to the SEBP, by 19 different councils.

There have been 260 opportunities posted since March 2007, across 30 different councils. On average there are **50 opportunities on the SEBP at any one time**.

65 councils are registered users, including IESE (formerly SECE), who use the Portal regularly for Spend Analysis, Best Deals and identifying contracts for other projects.

The **London Borough of Tower Hamlets** recently **accessed the SEBP** to look for water cooler contracts in the region and was able to find information on contracts that they were particularly interested in.

2. Contracts coming to an end 1st July 2008 – 31st March 2009

As part of the service that the SEBP can provide, it is easy to identify contracts across the region that are due to finish in the next few months, therefore providing councils with the opportunity to join up with others in the same situation and potentially save money by joining forces on the procurement, or piggybacking onto existing contracts.

3. Benefits

[Click here \(http://www.sece.gov.uk/form.asp?PageRef=180\)](http://www.sece.gov.uk/form.asp?PageRef=180) to access the SEBP benefits survey. If you have used the portal to access other councils' contracts or opportunities, or awarded a contract to a supplier that registered their interest against an opportunity you advertised via the Portal then please let us know!

4. Suppliers & Opportunity advertising

Suppliers are hearing about the portal either via council websites or officers, the Federation of Small Businesses, Business Links or good old word of mouth. A Google search will make sure that the SEBP is the first thing that people find when entering the search words 'South East Business Portal'

[Click Here \(http://www.sece.gov.uk/uploads/files/UsingSEBPtoadvertiseyourcontractsandopportunities.pdf\)](http://www.sece.gov.uk/uploads/files/UsingSEBPtoadvertiseyourcontractsandopportunities.pdf) for further information on how to advertise on the SEBP and how to engage your suppliers.

The Supplier e-flyer is still available on both the [Portal \(https://www.businessportal.sece.gov.uk/SECE/documents.nsf/vComplete/DS-DNWA-6ZPFCM?OpenDocument&contentid=1.004&openfrom=\)](https://www.businessportal.sece.gov.uk/SECE/documents.nsf/vComplete/DS-DNWA-6ZPFCM?OpenDocument&contentid=1.004&openfrom=) by category and the SECE [Website \(http://www.sece.gov.uk/uploads/files/PortalSuppliereFlyerNov07.pdf\)](http://www.sece.gov.uk/uploads/files/PortalSuppliereFlyerNov07.pdf) for you to send to your suppliers.

5. User Group

The User Group met on 7th April 2008 and will meet again on 8th July. A national Due North user group has also been formed and feedback gathered at the regional user group will go to that group for discussion around developing the system. Jennie Rhodes and Steve Dunkerley are the South East representatives on the group.

In addition to the Management Team & User Group, Jennie will continue to attend sub regional Procurement meetings and meetings with smaller groups or individual authorities. Please don't hesitate to [contact Jennie](#) to arrange a meeting.

Further Information:

Jennie Rhodes, Business Portal Manager

E: Jennie.rhodes@sece.gov.uk

T: 07802 466118

Spend Analysis Update

The Spend Analysis project has 37 local authorities participating. The final reports are now being prepared. These reports will match the reports that were produced by ATOS for the pilot spend analysis project plus will include a couple of new data sets including geographical comparisons and Improvement and Efficiency South East Partnerships.

The first draft reports will be sent for approval for June 2008 and on approval will be formally presented to IESE. They will then be available to any authorities that provided their data for this project. For further details please contact Momtaz Islam.

Commodity Procurement Partnership & OGC National Contracts Database

The Commodity Procurement Partnership has formed a new relationship with the Office of Government Commerce (OGC) Contracts Database Manager, to share knowledge and ensure that there is a link between the two organizations. The OGC Contracts Database covers information on frameworks and contracts available across the public sector, many of which are available to local authorities. There is now a Quicklink from the secure side of the SEBP through to the OGC Contracts Database, so you can easily find out about the frameworks and contracts available to local authorities. The Best Deals service will also include OGC framework deals and ensure that South East councils have access to all of the latest information on framework contracts available to them.

One agreement that may be of interest to you is that with BT which is to enable the WPS to benefit from bulk discounts. This agreement is part of a series for existing BT users to provide them with bulk discounts on call charges, private circuits and more recently line rental. Click on each commodity mentioned earlier for further information and to view the OGC Contracts Database.

Additionally, the OGC has launched a new campaign to encourage the public sector to conserve electricity through smarter PC use. It is estimated that by switching-off PCs when not in use annual energy cost savings of up to £10.2 million and carbon emission reductions of up to 55,723 tonnes could be achieved. Click here (http://www.ogc.gov.uk/news_2008_8393.asp) for further information.

Below are some key facts about the Contracts Database:**What's the database for?**

- To encourage collaborative work between departments and local authorities, by identifying existing and future collaborative frameworks and contracts which are available to public sector purchasers

What are the benefits of collaborative frameworks?

- Using pre-existing contracts and frameworks can deliver significant efficiency savings;

- by aggregating demand with that of other public sector organisations, purchasers can achieve extremely competitive prices.
- because all the contracts on the database have already been competitively tendered and are open to other public sector organisations, purchasers can make further savings on procurement tendering time and costs

Who can use the Contracts Database?

- Anyone can access the database. Most contracts on it are open for all public sector organisations. If your organisation is interested in joining one of the contracts, your procurement team should contact the OGC Service Desk on 0845 000 4999.

How do I identify frameworks open to Local Authorities?

- LAs can access all frameworks /contracts open to the entire public sector (pan government), plus any agreements developed specifically for the LA sector. Where appropriate, the original OJEU notice is included for each entry to enable users to confirm the appropriateness of the original procurement scope.

Does OGC use any criteria to identify which contracts are suitable to go on the database?

- All frameworks and contracts on the database must be open to one or more major customer groupings within the public sector (e.g. to all educational establishments); must be over the OJEU threshold; and have been competitively tendered.

Are there more frameworks to be added?

- Yes – we are continuing to work with colleagues across the public sector identify open frameworks that can be added to the contracts database.

Does the database identify the best deals/Best value?

- No. The decision on which contract best meets individual organisations requirements rests with the organisation requiring the solution/service is dependent on their needs. Where appropriate, organisations can discuss their particular requirements with the new category management teams to help identify the most appropriate deals.

How do I use the contract database?

Click on the link: <http://www.ogc.gov.uk/contractsdatabase>

You can search by Category using drop down menu options (search by selection) or by a key work search facility.

1. Find all the frameworks within a particular category/ sector
 - a. Click on the down arrow to select the commodity area/sector or location that you wish to investigate then click on the go button
2. To refine your search
 - a. Clicking on the down arrow next to commodity area and refine the service parameters by clicking and lighting the sector and region boxes. When the fields have been highlighted, click on the Search button
3. To carry out a free text search

- a. Type the commodity, supplier or organisation into the free text box and click on search e.g. car, electricity, and relocation. You can search by phase eg "Home Office" "Print Management" by inserting the phase between quotation marks.
4. A-Z
- a. The site includes an A-Z listing under the right hand column. You can return to this list by clicking on list all contracts at the end of each contract database entry.

You can also acquire further information from the OGC Service Desk on 0845 000 4999 or email: ServiceDesk@ogc.gsi.gov.uk.

Other News

Care Funding Calculator to be launched in June

The Care Funding Calculator which helps councils strike a fair deal when they buy residential care for adults with learning difficulties will officially be launched in June. It will help local authority commissioners improve the quality of care, achieve a better understanding of the market for accommodation-based care and make the best use of resources. The Care Funding Calculator will also include a version for use by service users and their carers under individualized budgets.

Over 70 authorities took part in the pilot that ended earlier this year and the results showed the majority felt the tool was extremely useful in helping to make decisions on placements.

Each region in England is now appointing a super user whose role will be to develop training, communication and support programmes to assist in the roll out the calculator. Care Funding Calculator guidance is also being developed and it will be available to users in a CD package.

The Care Funding Calculator has been developed by the Regional Improvement and Efficiency Partnerships.

Local Authority Data Map is live

Have you checked out the Local Authority Data Map? The online map allows users to see a visual representation of England's constituent regions and councils for various datasets designed to help local authorities identify opportunities for improvement, efficiency and partnership working.

The map covers many local authority service areas from Audit to Waste Management and is only accessible to local, regional and central government users.

Register for free today (<http://www.sece.gov.uk/page.asp?PageRef=193>)

Building Schools for the Future (BSF) procurement efficiencies

In early 2007, IESE invited ten authorities with One School Pathfinder projects to align the projects and to procure them through the South East Major Projects Framework to realise single programme benefits.

The collective value of the projects is in the programme £345m, all due between late 2009 and mid 2010.

The programme is an exciting opportunity for developing relationships & partnerships leading to competitive leverage of the market place and collaboration on direct purchases. The formation of a Regional Education Partnership is the next logical step comprising IESE leadership, the authorities, contractors and designers, educationalists and ICT to deliver a much larger programme.

The requirement is to agree to common design standards for materials and systems with a saving estimated at between 1.3% and 4.0% [£320,000 and £1,000,000] per project [£3.2m – £10m for the programme].

The role of IESE is to provide programme management and to implement workstreams to realise the opportunities. The workstreams are:

1. Contractor collaboration on joint supply chain strategies
2. Designers collaboration and design standards
3. ICT collaboration
4. Sustainability - as a theme across all the above
5. Authorities forum

OGC and NHS PASA Fleet Bulletin Update

OGC and the fleet category sponsor NHS PASA, who jointly represent the fleet collaborative category team will be issuing a bulletin on a quarterly basis and are inviting you to send your news stories, information on local events or new initiatives you think will be relevant to the public sector fleet community.

OGC Fleet Newsletter, May 2008
(<http://www.sece.gov.uk/uploads/files/OGCFleetUpdate.pdf>)

OGC Temporary Agency Staff Newsletter

For the March edition of the OGC's newsletter for those in the public sector who use temporary agency staff click here:

OGC Temporary Agency Staff Newsletter
(<http://www.sece.gov.uk/uploads/files/OGCTemporaryAgencyStaff.pdf>)

In this issue:

- National Insurance 'Free Pay' Increase
- James Versus Greenwich
- Private Members Bill and Agency Workers Directive
- Save up to 50% on Agency Staff Spend
- London Centre of Excellence Launching Electronic Knowledge Exchange
- Idea Talent Management Event and Forum.

Agency Staff Managed Services Forum

The Agency Staff Managed Services Forum on Friday 22 February provided a great opportunity to network and share experiences and best practice – bringing together all those responsible for managing agency workers, suppliers of agency staff or managed service providers across London.

After a brief introduction, Christine Morton from the OGC presented her findings on the agency workers environment across the UK, including levels of spending and difficulties encountered.

There was a short demonstration of the new Electronic Knowledge Exchange (EKE), which is managed by Stephanie Favell. The EKE enables people to share a wide range of information around payment and market trends for agency workers. Further EKE demonstrations are being organised, to provide potential users across London with a more in-depth understanding of how the system works.

Delegates discussed and shared information in groups, on topics such as 'Managing a Temporary Workforce' and 'Getting the Maximum from a Managed Services Agreement'. These proved very popular, highlighting a variety of working practices across the boroughs. The Forum was closed by Andy Smith, Legal Services Manager from Adecco UK Ltd, delivering a presentation on the management of agency workers and the possible legal consequences.

The forum proved so popular that notes and minutes of the meeting were requested immediately by attendees. As a direct result of this success, another event is planned for Friday 27 June 2008. For more details, please contact Stephanie Favell at the address below.

Contact: Stephanie Favell on stephanie.favell@haverling.gov.uk

Pay-By-Phone for Partners in Parking

Partners in Parking (PiP) have awarded a UK-wide pay-by-phone framework contract to mobile technology providers Verrus UK Ltd, following an extensive European tender exercise led by London Borough of Westminster.

The 12 PiP partners will now be able to take advantage of the framework contract and realise the benefits.

For the motorist, it provides:

- Coin-free convenience – no more hunting for the right change
- Simple, secure payment – from the comfort and safety of your vehicle
- Easy top-up payments, to extend parking time from wherever you are
- Optional texts to remind you when your parking is about to run out
- Ability to manage any number of vehicles on one account – ideal for businesses
- Manageable online accounts

For members of PiP, it means:

- Reduced costs of parking operations
- Less parking equipment and related costs
- Less cash to collect and process
- A reduction in street furniture
- Reducing and eliminating theft and fraud
- Increased opportunity to focus on more serious parking infringements
- Procurement savings
- Meeting e-government targets
- Increased customer satisfaction with parking services
- A reduced carbon footprint

A more efficient and effective use of resources

This LCE-funded project, set up by a core group of London boroughs, now has 12 partners with more likely to join in the near future.

The pay-by-phone contract follows on from the successful on-street equipment contract, where savings on an innovative Pay and Display machine can be as much as 20% of the open market value.

The next framework contract, being led by the City of London, will be awarded in July. It will cover all parking stationery requirements, as well as some design templates, mail handling and payment processing.

Contact: **Clive Burley** on clive.burley@partnersinparking.com

Who's Who

Steve Dunkerley, Assistant Director, Commodity Procurement
Steve.dunkerley@sece.gov.uk

Momtaz Islam, Project Manager, Commodity Procurement
Momtaz.islam@sece.gov.uk

Manaza Qasam, Project Co-ordinator, Commodity Procurement
Manaza.qasam@sece.gov.uk

Gerry Palmer, Partnership Lead, Commodity Procurement
Gerry.plamer@sece.gov.uk / gerry.palmer@wealden.gov.uk

Jennie Rhodes, South East Business Portal Manager
Jennie.rhodes@sece.gov.uk

Feel like you're missing out?

The Commodity Procurement Partnership (formerly Commodity, Goods and Services Workstream) has produced 10 e-newsletters with valuable information on contracts; e-auction opportunities; our partner relationships; workshops on high spend areas and many many more crucial topics. For more information take a look at our archive:

<http://www.sece.gov.uk/page.asp?PageRef=21#cgsnews>