

**FLEXIBLE LOCAL  
GOVERNMENT  
PROCUREMENT  
SUPPORT SERVICE**

**G-CLOUD 15**

## INTRODUCTION

Local authorities are under considerable pressure to deliver high quality citizen-centric services within tight financial constraints. This means ensuring value for money across all spending whilst enhancing the citizen experience and wellbeing, improving public servant experience and delivering operational excellence and IT transformation.

In undertaking any transition or transformation project such as migration of services to the Cloud or between Cloud services, there will generally be procurement and purchasing requirements. These can range from selecting appropriate services from the Digital Marketplace to running full tender exercises.

## SERVICE OVERVIEW

Our Flexible Procurement Support Service has been developed to support buyers within local authorities and related organisations (housing, arms-length bodies) across the procurement aspects of transition and transformation projects. We will work with your teams to identify capability and capacity shortages and develop a flexible bespoke support package to complement the in-house resources to deliver these.

The procurement activities will often start with a requirements gathering exercise, working with the business to determine the problem to be addressed, the needs of the policy teams and users and any constraints. From this, the next stage is to determine what needs to be procured and the most appropriate way to do so.

For straightforward Cloud-based services, typically we will support you to develop a set of search criteria to run searches against the Digital Marketplace (or other equivalent catalogues) to identify potentially matching services. From this, we can review the features, benefits, service descriptions and costs to determine the best fit services for your needs, and support the purchase and onboarding of these.

For more complex services, we may have to run full procurement exercises either using frameworks or running open tender processes. We will support development of invitations to tender and evaluation criteria, support the procurement process including responding to or managing clarifications and communications, undertake the evaluation process and recommend award decisions before supporting contracting. The nature of Cloud services, however, means that full procurement activities such as this are not often required.

We can also support broader aspects of procurement and supplier management, such as managing exit from legacy (often non-Cloud) services as part of the procurement of a new Cloud-based solution.

We will always seek to optimise the use of in-house resources to promote value for money, complementing these with our team members to add to capacity and capability. Our team members will typically have appropriate procurement qualifications such as CIPS or equivalent. They will usually have experience working within your particular sector or the wider public sector, and will bring knowledge of best practice from across the sector.

## ON-BOARDING AND OFF-BOARDING

At the start of each engagement, we will work with your team to define specific work packages with agreed objectives and/or deliverables, expected timescales, required skillsets and number and levels of resources. We will then draw on our flexible pool of high quality associates to identify a team who meet your specific needs. We will provide them with a clear briefing on the project, the background to the work and the objectives and deliverables. We will then introduce them to your team to further scope and plan the work activities.

Our flexible model allows us to adjust our team rapidly to meet any changes to the requirements that emerge during the engagement. We typically hold a review meeting with your project lead at least monthly to confirm the current team or identify any required changes. We can generally off-board resources or adjust the skills mix within five to ten working days.

## SERVICE CONSTRAINTS

Most assignments under this service are likely to be between one and five team members. Due to the nature of our flexible resourcing model, we can resource teams of any size in relatively short notice. We are not constrained by typical consultancy models where senior resources usually work across multiple assignments; we can provide senior resources committed specifically to your project for the duration of the work, and in many cases we can redeploy them on future engagements to provide continuity.

## **SERVICE LEVELS**

All customers are provided with contact details for our Chief Consulting Director for ordering or to raise any issues or concerns during working hours and out-of-hours as needed. We aim to respond to any requests for new engagements or changes to existing engagements the same working day, with any new resources typically deployed within five working days. All team members work professional days, typically eight hours exclusive of travel and lunch.

## **ORDERING AND INVOICING PROCESS**

After you have identified the required service that you wish to procure from us, the first step is to contact us to outline your requirements and for us to confirm that we are able to assist you. During this we will also agree the outline scope and understand the numbers of resources, their levels and the expected duration. This information can then be used to populate the G-Cloud Order Form. Upon request, we can support with drafting the core elements of the Order Form in line with our agreement with you and provide this for you to review and complete any additional elements before submitting it to us. Upon signature of the Order Form by both parties, a contract is formed.

The G-Cloud Order Form will define the invoicing frequency, which will typically be monthly in arrears, and the basis for the charge which will typically be time and materials. We will issue you with invoices electronically with payment within 30 days unless otherwise agreed.

## **TERMINATION TERMS**

We have designed the service to be as flexible as possible. Services will often finish on agreed dates and/or when the required deliverables have been provided. However, if you wish to terminate services earlier for convenience, we will seek to accommodate this. We would appreciate as much notice as possible, with a minimum of ten working days, to allow us to redeploy our team members.

## **BUYER RESPONSIBILITIES**

You will be responsible for providing access to any IT systems and any equipment needed to access it to deliver the services. Where our team works on your site, you will need to provide any necessary passes or access cards, together with appropriate office space and other facilities for working. You will be responsible for briefing team members on any local health and safety requirements, security and environmental policies.

We will expect you to provide a member of staff to coordinate the engagement with our team members, including agreeing work plans, arranging introductions and meetings with other parts of your organisation or third party suppliers as appropriate and signing off deliverables.

We will ensure that all team members deployed have undertaken vetting equivalent to BPSS. If SC or CTC cleared team members are required, we will endeavour to provide resources who already possess this clearance, but you will be responsible for holding the clearance. If any team members require clearance to SC or CTC level and do not possess this already, you will be responsible for sponsoring any required clearances.

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