



## **MORAY PROCUREMENT INITIATIVE - BUSINESS INFORMATION LINK**

The Moray Council is working to address barriers to business. It is important to us that we keep you informed and advised of any procurement developments that may affect the way in which we do business with you. This sixth newsletter is to give you an insight into some of the changes that have been happening to procurement within Moray Council.

### **Procurement Team**

The Procurement Team is growing and its function is changing, with effect from March this year we have created a Centralized Purchasing Team who will, over a period of time, take on the responsibility of placing orders for all council departments. We have also created a Contract Administration Team who will be responsible for advising the Purchasing Team on all available contracts. Finally we have increased the number of Procurement Officers available to provide advice to Lead Officers throughout the Council on all procurement matters.

### **When we tender**

Moray Council go out to tender for any purchase be it goods, services or works that has a whole life value of £30,000 or more. The Council will follow one of two processes:

- Open process when a tender is issued and anyone interested in the project must complete the tender form
- Restricted process where applicants are asked to complete a pre-qualifying questionnaire, this will be evaluated and a minimum of 5 suppliers will then be invited to tender

Details of both processes with examples of a pre-qualifying questionnaire and tender templates can be found on the procurement page on [www.moray.gov.uk](http://www.moray.gov.uk).

### **Working towards Sustainable Procurement**

Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation but also to society and the economy, while minimising damage to the environment. There is a compelling business case for making procurement spend more “sustainable”

- Savings can be realised through the design and construction of buildings with lower through-life operating costs
- Better management of products including re-use and recycling
- Reducing CO2 emissions and the amount of waste going to landfill
- Socio-economic benefits include the creation of employment and training opportunities for the long term unemployed and people with disabilities
- Embrace ethical sourcing practices
- Promote fair employment practices, including encouraging ethnic workforce diversity
- Understand and address corporate social responsibility
- Full lifecycle costs, including disposal, must be taken into account
- Ensure that any products derived from wildlife are from sustainable sources
- Encourage manufacturers to provide environmentally friendly products

During the next year Moray Council will be looking to include sustainable procurement criteria in all new tenders, these criteria will differ dependant upon what we are trying to buy. A Sustainable Procurement Action Plan is currently under development and this will be included in the Procurement Strategy 2010-2013. The action plan will include sustainable specific training for all officers involved in procurement, the development of sustainable specifications for products and services and the development of training and employment opportunities utilising procurement projects.

If you have any questions on any of the topics covered in this newsletter please contact the team.

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