

Annex F.

United Kingdom: Stakeholder involvement in tender design

Background

The Crown commercial service (CCS) is an executive agency, sponsored by the Cabinet Office, that manages the procurement of common goods and services and leads on procurement policy on behalf of the UK government. The CCS used communication and its website to ensure the early engagement of suppliers and contracting authorities.

Implementation and process

To engage suppliers and contracting authorities it is important to publish online accessible information on the procurement pipeline that everyone can find easily:

- Procurement recently awarded and underway

  Information available covers the category of products and services, the name of the agreement and its code and its starting date. Providing information on recently awarded procurement is important for suppliers who were not aware of this procurement opportunity as they will have an idea of when the next framework agreement will be planned.

- Planned procurement

  Information available covers the category of products and services, the name of the agreement and the planned publication date in the OJEU (the Official Journal of the European Union), and the planned award date.

- Future procurement under consideration

  Information available covers the category of products and services and the name of the agreement.

  Concerning planned procurement, for some framework agreements it is also possible to access the following through the CCS website:

  - The pre-information notice
  - The project timescales
  - Documentation such as:
    - Draft statement of requirement
    - Draft specification
    - Draft allotment strategy under consideration
    - Draft pricing strategies
Customer and supplier engagement activities (separately)
- Meetings
- Webinars
- Questionnaires
- Workshops
- Seminars

Key lessons learned

For contracting authorities, these activities represent a real opportunity to provide feedback on different draft documentation at least a few months before the expected tender publication date. For suppliers, it is an occasion to discuss the draft documentation related to the framework agreement and get answers to any questions they may have in a confidential environment.

The early engagement of suppliers and contracting authorities through different means enables a better design of the tender specification, thereby matching contracting authority needs and the products and services available in the market.

Further information

Further information can be found at: http://ccs-agreements.cabinetoffice.gov.uk/project-management-and-full-design-team-services-rm3741.
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