



**A Guide on How to
do Business with
Fylde Council
February 2022**

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1. Introduction

Fylde Council spent in 2020/21 £7,877m on revenue and £4.893m on capital. These spending plans provide organisations of all sizes with a range of commercial opportunities.

The aim of this guide is to help suppliers understand how the Council purchases goods, works or services. There is a great deal of competition for Fylde contracts and the guide cannot assure individual companies of success. However, it should provide you with the necessary information to bid for council contracts.

2. About us

Fylde Council have just updated their [Procurement Strategy](#) which sets out the vision for Procurement at Fylde:

- Our vision for procurement is one in which we buy the right goods, works and services at the right time from the right suppliers and on the right terms, using procurement to help create new businesses, jobs and skills and improve supplier diversity, innovation and resilience.
- The right goods, works and services are the ones that we need to carry out our functions and fulfil the commitments set out in our corporate plan. They are sustainable and fit for purpose.
- The right time is when we have planned and programmed to buy, and when the market is most able to provide choice and value in response to our needs.
- The right suppliers are ethical, responsible and transparent. They build positive relationships with their customers, comply with best environmental and social practice and ensure their supply chains reflect those priorities.
- The right terms balance the need to achieve value for money over the whole life cycle of the goods, works or services with other positive outcomes like continuous improvement, tackling climate change, reducing waste and continuous improvement.
- Where possible, we will actively encourage and support a wide range of businesses, especially new or local businesses and small businesses, to bid for our contracts. We will plan and structure our procurement to give them the best chance of being competitive.
- To achieve this vision, we will ensure that there is a clear framework of accountability and responsibility, applying appropriate professional knowledge and skills, and using legally compliant procedures.

3. Rules and regulations we must comply with

Fylde Council has its own internal Contracts Procedure Rules which regulate all procurement and determines the processes that must be followed according to the contract value.

A summary of the thresholds and procedures is included in the table below. The Council may also access and call-off contracts from public sector framework agreements which have already been through a compliant procurement process.

Type of contract	Definition	Procedure
Small contract	A contract where the estimated value of goods and services to be supplied is less than £25,000.	The procedure is that the buying officer must be satisfied that the arrangements made secure the best available terms to the Council, commensurate with the contract risk and value and provide adequate protection against fraud and collusion.
Mid-range contract	A contract (other than an exempt contract) where the estimated value of goods and services to be supplied is £25,000 or more, but less than £100,000.	The procedure is the buying officer must invite at least three quotations using an approved procurement portal
Large contract	A contract (other than an exempt contract) where the estimated value of goods and services to be supplied is £100,000 or more	Open Advertisement on The Chest and Contracts Finder - Formal Tenders
Above threshold contract	Procurement exercises that meet the following thresholds are subject to the Public Contract Regulations https://www.procurementportal.com/resources/procurement-faqs/thresholds-under-the-public-contracts	Open Advertisement on The Chest, Find Tender Service and Contracts Finder - Formal Tenders

4. How to find out about our opportunities

The Chest

Fylde Council has implemented the regional e-procurement portal "The Chest".

The Chest has been developed for use by Councils registered to use the system across the North West and brings together buyers and suppliers on to a single regional website, making it easier for businesses to find out about procurement opportunities and to grow and develop to the benefit of the local economy.

The Chest provides for tenders and quotations to be advertised/invited, received, completed and submitted electronically, providing efficiencies for both buyers and suppliers. Additionally suppliers may register to receive e-alerts for new procurement opportunities that they may be interested in.

Supplier registration and use of The Chest is free of charge.

[View Fylde Council and other procurement opportunities on The Chest.](#)

Contracts Finder

[Contracts Finder](#) is the National Procurement Portal specifically referred to in the 2015 Public Procurement Regulations on which all local government opportunities which are openly advertised and above £25,000, must be advertised. (£10,000 for Central Government)

Find Tender Service

From 1 January 2021 a new e-notification service called [Find a Tender](#) will be used to advertise procurement opportunities above the relevant public procurement thresholds and subject to the Public Contracts Regulations

5. What do we buy?

The Council buys a wide variety of goods and services for use by all departments or, in certain cases, one department in particular. Some examples of commodities or services purchased are:

- Building and construction services
- Engineering services
- Environmental health
- Estate and facilities management

- Energy
- Information technology
- Office stationary, equipment and furniture
- Fleet management
- Waste management
- Parks management

6. What are we looking for?

Fylde Council's key strategic objectives for procurement are to ensure:

- Monetary and social value: achieving the best balance between price, quality and contributing to social wellbeing and welfare.
- Support for the economy: creating new businesses, new skills and new jobs, particularly locally.
- Environmental responsibility: tackling climate change and reducing waste.
- Ethical standards: ensuring that providers demonstrate the highest ethical standards.
- Transparency: Exposing our intentions and decisions to scrutiny.

7. Quotations and tenders

The internal and external regulations will determine the procedure required for quotations and tenders.

Method Statement and Assessment Criteria

During the competitive process each offer is evaluated according to predetermined criteria. These will be stated in the appropriate Tender Documents, this allows companies to define their offer accurately and to see exactly what assessment criteria the Council will use.

Each tender or quote will contain a detailed specification of the goods or service required and this will determine the assessment criteria, these may include:

Operational Considerations

- Management information
- Continuous improvement
- Training
- Use of sub-contractors
- Implementation/mobilisation
- Contract management
- Exit strategies

- Delivery lead times and performance
- Resources available to support a flexible approach
- Sales and marketing support
- Environmental issues

Goods/Services Offered

- Best value for money
- Extent to which they meet the requirements of the specification
- Support arrangements
- Conformity to standards

Cost of Acquisition

- Initial price
- Payment terms
- Support costs
- Warranties and Guarantees offered
- Conditions of price (e.g. fixed, with or without variation, etc.)

Status of Company

- Financial viability
- Equal Opportunities for staff
- References/site visits
- Company profile
- Experience of successful completion of similar contracts
- Quality assurance procedures and status
- Technical ability and flexibility for change
- Purchasing card capability
- Health and Safety
- Adequate insurance levels

8. How we decide

The decision making process is fair, open, transparent, and non-discriminatory

Evaluation Process

In the process of evaluating and awarding a contract, the scoring is undertaken by a functional panel on a consensus scoring bases.

Scoring Matrix

A scoring matrix is devised for all tender exercises which will show how well each offer complies with the specification and addresses the assessment.

Most economical advantageous tender

Quality, social value and whole life cost are assessed to find the “most economically advantageous tender”.

Interviews/presentations

Interviews may be undertaken by the Council to clarify that every aspect of the tender submission has been understood by the Council.

9. Enhancing chances/opportunities

The procurement team are always here for general support and advice. Tender specific questions must be asked via The Chest. All opportunities will contain information that is required. Here are a few tips to help:

Be on time - ensure that you are aware of the deadline for submission and allow sufficient time to submit your response

Read the specification and method statements – ensure your response addresses all aspects of the specification, method statements and assessment criteria

Provide the information as requested - make sure that you provide the information requested in the format requested. Don't make any assumptions, always assume that you are bidding for a new contract even if you have previously contracted with us before

Sign your bid and other supporting paper where required – All the information requested will be used to consider your tender application. It is important that all information is provided and the document has been completed fully

10. Comments on our guide or procurement responsibilities

We are committed to quality and are always looking for ways to improve our service. If you have any views, positive or otherwise on your procurement experience with the Council, or any comments on how we may improve this Guide, we would like to hear from you. Please send your comments to:

Procurement, Town Hall, St Anne's Road West, St Anne's, FY8 1LW

Email: ben.mccabe@fylde.gov.uk



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