

Tunbridge Wells Commons Conservators

Procurement Policy

Elements requiring the agreement of the Conservators

- Procurement plan
- Membership of the selection committee
- Budget – both procurement and operational
- Specification of requirements for suppliers
- Public communication channels for advertising, or pre-selected supplier [long] list
- Choice of supplier, and whether needs to be local
- Who signs contract/agreement?
- Key dates:
 - Go-to-market date
 - Deadline for receipt of tenders
 - Supplier recommendation

Role of the Committee and Clerk

- Plan procurement
- Prepare budget (procurement cost, if any, and operating cost)
- Prepare requirements specification
- Recommend public communications channels, and ‘copy’ for such
- Release opportunity in the marketplace
- Conduct/oversee scrutiny of tenders and select
- Set selection criteria
- Set tender window
- Recommend long list, short list, and final choice to Conservators
- Oversee implementation

Policies

General

- The Committee and Clerk will determine whether selection criteria will be made known to potential suppliers (probably in the specification of requirements)

Potential supplier – long list

- Consider suppliers' commercial ability and scale to deliver the service required before inclusion on the long list
- Number of potential suppliers – depend on contract value (aggregate over the term of the contract)
 - Less than £1,000 – single supplier
 - Less than £10,000 – two potential suppliers
 - £10,000 - £50,000 – three potential suppliers
 - More than £50,000 – five potential suppliers
- Each potential supplier shall be required to notify the Clerk in writing (or email) of their willingness to be included in the procurement process, before specification of requirements is issued (i.e., ensure we are most likely to have the required number of potential supplier responses before we issue)
- Include current supplier unless they explicitly decline

Selection committee

- Composition is agreed before process of inviting tenders begins
- Composition is based on skills and experience, and balance across the Conservator groups
- Agreed external parties, where there are gaps, are used to ensure it includes skills and experience deemed necessary

Requirement specification

- The contents required of the requirements specification will be set by the Committee and Clerk
- Contents will at least address:
 - Services required and, where it adds clarity, what is excluded
 - Remuneration basis, and payment terms
 - Supplier performance requirements, and penalties
 - Early termination
 - Options, if any, for extending the period for which services are supplied
 - Consideration of changes to requirements, if any, while contract is in force
 - Consideration of dispute resolution

Tender window

- Potential suppliers will be given at least 20 working days to respond, with their tenders – actual time given may be extended, depending on complexity of the procurement, etc

Decisions made

- Chosen supplier will be advised of Conservators' decision, and their acceptance is to be provided in writing/email
- Subsequently, suppliers not chosen will be advised of Conservators' decision
- Subsequently, choice of supplier may be made public

Date of last review: January 2021

Date of next review: January 2024