

Introduction

Cardiff Council Commissioning and Procurement Newsletter aims to keep our suppliers, potential suppliers, Councillors and Council staff informed of the on-going changes in how the Council buys goods, services and works.

PROACTIS

Cardiff Council is to upgrade its contract and sourcing solution known as Alito to its successor PROACTIS in Spring/Summer 2014.

The PROACTIS solution is used by a number of local authorities within the South Wales region and throughout Wales and has a proven record of providing excellent sourcing and bidding functionality to the public sector. This upgrade reflects the Council's commitment to using new technology to assist in the running of its procurement function. The implementation will enable the Council to perform the role of sourcing and tendering using electronic means such as receipt of electronic tenders and running of electronic auctions.

The work to implement the new PROACTIS sourcing solution will commence in January 2014 with a planned go live early in the new financial year. Implementation will include:

- the migration of vendor and contract details from the Council's Alito corporate supplier directory
- training programme
- development of work instructions and a detailed communications plan

Suppliers and contractors registered on Alito do not need to take any action and communications will be sent out during the implementation phase of the project.

If you have any queries regards to the upgrade or would like further information please contact Dean Corbisiero - dcorbisiero@cardiff.gov.uk



Alito – Removal of “Approved Status”

Alito was introduced in 2003 as the Council's Corporate Supplier Management System and contains details of the suppliers and contractors who have registered an interest in providing goods, services or works to Cardiff Council. As of 1st December 2013 the “Approved” status was removed for consultancy, services or works categories and the status for all suppliers / contractors registered against these categories was updated to ‘Approval Required’.

Organisations registered on Alito do not need to take any action. It is now the responsibility of the Council Directorates (with support from the Commissioning and Procurement team) to ensure that the suitability and capability of the successful contractor is assessed as part of the procurement process prior to contract award, irrespective of value.



Sell2Wales

The Welsh public sector uses the new Sell2Wales website to advertise and manage tender opportunities. If you want to supply to the Welsh public sector it is important that you register on Sell2Wales.

The website was redesigned in 2013 so it is important that all suppliers who were already registered check their registration details. The new site has a new “Supplier Finder” feature that is separate to your registration details which enables you to promote your business, its USP and your skill sets to buyers. Buyers search this area looking for suppliers with particular skills or trades. Make sure you get picked up by Buyers looking for companies like yours by completing this section. For further advice [please click here to see Sell2Wales guidance note](#), or alternatively get in touch with Business Wales on 03000 6 03000. Support from their Tendering Advisors includes free of charge assistance in getting your Sell2Wales profile set up correctly.



The screenshot shows the Sell2Wales website header with the logo, Welsh Government branding, and navigation menu. The main content area features a large banner with the text: "Do you want to provide goods to the public sector? Sell2Wales guides you to the opportunities." The banner includes an image of a man in a blue shirt looking at a computer monitor displaying data.

Selling to Cardiff Council Guide

The Selling to Cardiff Council Guide was published in early 2013 and is a must read for all organisations wanting to do business with Cardiff Council. It clearly sets out how the Council buys goods, services or works. [Click here to view a copy of the Guide.](#)



Contract & Framework Calendar

This provides details of all the Council's external contracts and frameworks including details of when they are due to expire, the contract/framework manager's details and details of the current provider(s). The Calendar is updated on a quarterly basis – [click here to view the latest copy.](#)

Supplier Self-Declaration Form

The Council is presently piloting a Self-Declaration Form to make it easier for SMEs to tender for opportunities. The Supplier Self-Declaration form can be used as an alternative to a standard Pre-Qualification Questionnaire during the selection process. Self-Declaration intends to make the process less resource intensive for both the buyer and supplier with only the preferred supplier required to submit

supporting evidence, certificates and documentation prior to contract award.

At present the form has been piloted on approximately 10 tenders. Feedback has been positive from both buyers and suppliers. The Council will therefore be looking to increase the use of Self-Declaration Form on appropriate contracts.

Increased Advertising of Opportunities?

A review of the Council's procurement rules will be undertaken in 2014. This is anticipated to include changes to tender thresholds and the advertising of most procurement

opportunities over £25,000. At present it is primarily only contracts that are over European Tender Thresholds that are advertised.

New provider for Purchasing Cards

A new 10 year Purchasing Card contract for the whole of Wales has been awarded by Value Wales to Barclaycard. The contract will commence on 1st April 2014 and replaces the current contract with MasterCard. Cardiff Council will continue to use the all Wales Purchasing Card contract and is working with Barclaycard to replace all the existing cards with VISA Cards in time for the commencement date. A communication will be sent to all vendors who receive payments via a Purchasing Card to inform them of the changes.



If you have any questions or concerns regarding the changes, please do not hesitate to contact Maintenance@cardiff.gov.uk

Health and Safety

SSIP accreditation provides assurance to the Council that a contractor has met a threshold of competence in relation to Health & Safety. Since July 2009 Cardiff Council has mandated that all its contractors must hold a valid assessment by an SSIP member (or European Equivalent) prior to undertaking work for the Council. The assessment by an SSIP member is only used for the initial desktop assessment and a further job specific health and safety assessment will need to be undertaken by the Council Directorate at the point of use.

For further details on the 24 Registered Member schemes and 15 UKAS accredited Registered Member schemes within SSIP then [please click here.](#)

Mutual Recognition



One Way Recognition

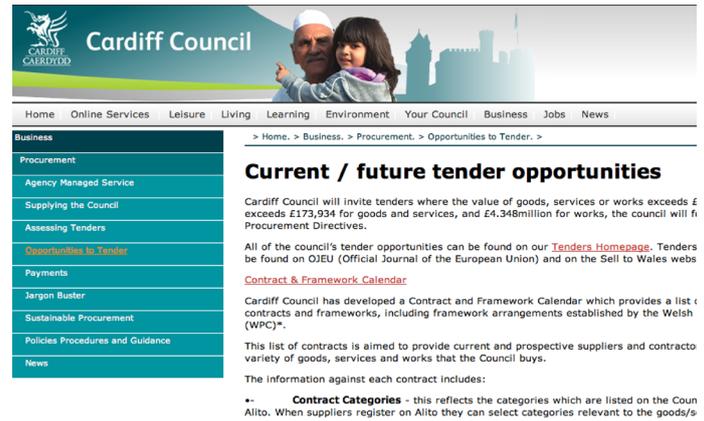


Schemes registered at January 2014

Supply Directory

The Council has established contracts and frameworks for items bought on a regular basis as they provide a quicker more efficient process for buyers to follow, reducing the administration cost and time associated with sourcing, ordering and buying. All external contracts and frameworks are listed on the [Contracts and Frameworks Calendar](#).

To help ensure that Council staff use the established contracts and frameworks the Council has developed a searchable Supply Directory. The Supply Directory enables all Council and schools staff to search a definitive list of 130 contracts and framework agreements, providing contract details and information on how to buy. Council staff who are looking to purchase goods, services or works must use the Supply Directory to see if a contract or framework exists for what they are looking to buy. If there is they must use it.



Cardiff Council

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Current / future tender opportunities

Cardiff Council will invite tenders where the value of goods, services or works exceeds £ exceeds £173,934 for goods and services, and £4.348million for works, the council will follow Procurement Directives.

All of the council's tender opportunities can be found on our [Tenders Homepage](#). Tenders be found on OJEU (Official Journal of the European Union) and on the Sell to Wales website [Contract & Framework Calendar](#).

Cardiff Council has developed a Contract and Framework Calendar which provides a list of contracts and frameworks, including framework arrangements established by the Welsh (WPC)*.

This list of contracts is aimed to provide current and prospective suppliers and contractors a variety of goods, services and works that the Council buys.

The information against each contract includes:

- **Contract Categories** - this reflects the categories which are listed on the Council's Alito. When suppliers register on Alito they can select categories relevant to the goods/s

Framework Feedback Process

The Council's contract and framework arrangements must demonstrate value for money and meet Directorates requirements. A survey of users of contracts and frameworks is seeking views on the present arrangements and ideas for how

we can improve the price, quality and performance. The findings will be used in contract management meetings with suppliers and to shape any new contract and framework arrangements.

Meet the Buyer Events

Cardiff's Commissioning and Procurement Team have continued to meet with existing and potential suppliers at Meet the Buyer events throughout 2013. These events explain the Council's procurement processes as well as providing an opportunity to answer a range of questions and issues suppliers are experiencing.

In June, the team took the opportunity to meet potential suppliers at the South Wales Chamber of Commerce Event held at the Cardiff City Stadium. In October Cardiff Council, in collaboration with Business Wales, held a "Winning Business Event" at the Copthorne Hotel, Cardiff. In opening the event Councillor Russell Goodway stated that:

We fully recognise that Cardiff Council spend is an important driver of the local economy and also has a significant impact on the regional economy. But it cannot be business as usual. We need to work smarter as a Council to make the Cardiff pound go further. Cardiff Council is committed to improving the way that it buys goods, services and works.

The event provided practical advice on winning tenders and



details of Cardiff Council's procurement processes. It also enabled suppliers to meet with the Council's three Category Management Teams and Business Wales advisers to address specific questions or issues.

[Please click here to view a copy of the Working with Cardiff Council presentation.](#)

Community Benefits

The Council has amended its procurement processes so that the economic benefit to the citizens of Cardiff is considered on all procurements over £150,000. It is expected that community benefits will be delivered on all procurements over £2m where suitable. Community Benefits have already been applied to key procurements such as the construction of St. Teilos School and the Surf Centre. During the construction phase the contractor/

sub-contractors reported employing 39 people who had been unemployed prior to the projects.

The Building Maintenance framework is already delivering a number of Community Benefits; one provider reported that as a result of the Council's new arrangement 15 trainee surveyors, apprentices and administrative staff have been appointed.

Prompt Payment

If you are a supplier to Cardiff Council, please ensure that you get a valid purchase order when the order is placed and quote this on your invoice. If you do not do this you are highly likely to experience a delay in receiving payment. We strongly urge all suppliers to obtain a valid Purchase Order when the order is placed. See our [No PO No Pay Policy](#) for further information.



Cardiff Council and Business Wales

Cardiff Council continues to work with Business Wales on a range of initiatives to help equip businesses with the knowledge and skills so as to increase their chances of securing public sector procurement opportunities. Details of new initiatives will be circulated to organisations registered on Alito and Sell2Wales as they become available. In the interim details of some of the support presently available from Business Wales is set out below.



Llywodraeth Cymru
Welsh Government



Business Wales: Here to help your business to develop and grow

Business Wales is the Welsh Government's business support function. Specialist advice and support is available across a number of topics, including Tendering Advice. Tendering Advisors can help any businesses based in Wales with procurement processes, i.e. contracting with public sector organisations. Free and impartial assistance is available in completing any tender or PQQ document.

Workshops include:

- How to Tender – An Introduction
- How to Tender – Advanced
- Sell2wales
- ISO 9001/14001 Awareness
- eProcurement
- Collaboration in Procurement

Additionally Business Wales runs a number of regular workshops across Wales specifically aimed at helping Welsh businesses to learn, improve and refine their approach to competing for work.

To find out more about any of the above, to book on to a workshop, or to arrange a one-to-one appointment, please contact Business Wales on 03000 6 03000.

Free Staff Training: Essential Skills in the Workplace

The Welsh Government is offering free Essential Skills Wales training and qualifications in ICT (Information and Communication Technology), Communication, Application of Number and ESOL.

or at another location that's convenient for your staff, and can be delivered on a one to one basis or as part of a group.

The training is available to employed members of staff working in Wales, ranging from Entry Level up to and including Level 2 (equivalent to GCSE level). The training can be offered on site at the business premises

Go to www.menterabusnes.co.uk/essentialskills for further information or contact Sonia Evans on 02920 467400 or sonia.evans@menterabusnes.co.uk This programme is part financed by the European Social Fund through the Welsh Government.

Commissioning & Procurement Team

A new team to deliver Category Management in Cardiff Council was established in 2012, details of the team can be found by [clicking here](#).

Keeping People Informed

The Commissioning and Procurement section of the Council's website www.cardiff.gov.uk/procurement should be your first port of call for information. The website will be fully updated over the next year.

Useful Contacts

Cardiff Council
www.cardiff.gov.uk/procurement
Information on Cardiff Council procurement processes and procedures – this website will be updated throughout 2013.

Alito (Corporate Supplier Directory)
<http://apps.wales.alito.co.uk/>
Supplier portal used by Cardiff, RCT, Torfaen and Blaenau Gwent Councils – electronic alerts, independent approvals

Sell2Wales
www.sell2wales.gov.uk
Register to be notified of Welsh public sector opportunities.

Safety Schemes in Procurement (SSIP)
www.ssjp.org.uk
Details of health and safety schemes accepted by Cardiff Council

Dun and Bradstreet
www.dnb.co.uk/duns-form.asp
or call D&B on 0870 243 2344
Duns number necessary where financial vetting is required – register free for a Duns number

Contact Commissioning and Procurement Services

For further information or any queries on Cardiff Council's commissioning and procurement processes, contact:

E-mail: procurement@cardiff.gov.uk Phone: 029 2087 3732
Website: www.cardiff.gov.uk/procurement