

# Procurement Process

## 1a. Information for applicants



Issue date	January 2020	Review date	Jan 2021 / within 1 month following any pertaining incident / at the updating of EU/GB procurement regulations
Version	1.0	Issued by	Chief Executive Officer
Scope	Whole company and relevant partner organisations		
Additional documents	1b. Bidder's response		

### 1. Introduction

- a. Rural Arts pays for many things in the course of its business including but not limited to equipment, construction, refurbishment and repairs, supplies and services
- b. To ensure that this happens within the ethical and legal bounds of Rural Arts' operation, and to ensure fair competition for Providers, a Procurement Process (and associated Policy) has been created
- c. This is an integral part of ensuring that Rural Arts uses funds to procure delivery, services or goods in an appropriate way
- d. All purchasing and contracting activities will be:
  - legal
  - accountable and auditable and comply with contract needs
  - ethically, environmentally and socially responsible
  - economically effective (achieve best value for money)
  - highly efficient to meet programme and organisation need
  - capable of identifying, minimising and managing risks to the wider organisation
  - open to continuous improvement and development, in particular by the training, development and support of staff
- a. All public procurement must be based on value for money, which is defined as 'the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought'
- b. This should be achieved through competition, unless there are compelling reasons to the contrary
- c. We recognise that 'best value for money' does not necessarily mean that which has the lowest price at the point of purchase, as the whole lifespan of the product/service plus the quality and effectiveness of the product/service must also be considered
- d. Public sector procurement is subject to a legal framework that encourages free and open competition and value for money, in line with internationally and nationally agreed obligations and regulations
- e. This means we seek competitive tenders or quotes and are able to demonstrate our selected option provides best value for money
- f. We will satisfy funders or other public bodies that we have undertaken a compliant process
- g. Rural Arts does not reimburse any tender costs or expenses
- h. Rural Arts reserves the right not to award any contract following this tender process. There is no binding agreement between Rural Arts and the successful tenderer until contracts are signed

## 2. Procurement Thresholds

- a. The threshold values and therefore the required actions differ slightly between Rural Arts' standard procurement procedures, and the procurement procedures required when finance is being provided by the European Union
- b. Where finance is provided by the European Union, EU thresholds should be used
- c. Values are for the life of a contract therefore calculations should be made to ensure that the value will not exceed a particular bracket and require different procurement routes

Rural Arts (Non-EU funds)	European Union funds
<p><b>£0.01 - £199.99 inclusive</b></p> <p>Simple research and purchase within Rural Arts' overall values. No record needed other than Purchase Authorisation.</p>	
<p><b>£200 - £2,499.99 inclusive</b></p> <p>3 written quotes or prices sought from relevant suppliers of goods, works and services.</p>	
<p><b>£2,500 - £24,999.99 inclusive</b></p> <p>Value for money must be demonstrated by obtaining 3 quotes or prices from relevant suppliers of goods, works and services (where practicable at least one eligible quote should be sought from a supplier based within the Yorkshire area).</p> <p>More than one senior manager must review the decision making.</p>	<p><b>£2,501- £24,999.99 inclusive</b></p> <p>Value for money must be demonstrated by obtaining 3 quotes or prices from relevant suppliers of goods, works and services.</p>
<p><b>£25,000 to EU Threshold</b></p> <p>Re-check EU thresholds.</p> <p>A minimum of 4 competitive quotes must be sought in advance (where practicable, two of which should be from supplies based within the Yorkshire area).</p>	<p><b>£25,000 to Relevant Public Contract Regulations threshold</b></p> <p>Re-check EU Thresholds and Public Contract Regulations.</p> <p>Advertise on a platform such as Contract Finder, Compete For or equivalent, and on Rural Arts' website for a reasonable period of time.</p>
<p><b>Above EU threshold</b></p> <p>Follow EU procedure as set out in Public Contracts Regulations 2015.</p>	<p><b>Over Relevant Public Contract Regulations threshold</b></p> <p>Full advertisement in OJEU.</p>

# Part A: Project Brief and Specification

PROJECT DETAILS	
<b>Project Name</b>	Tanking and making good of cellar
<b>Project Name</b>	The Old Courthouse, 4 Westgate, Thirsk, YO7 1QS
<b>Project Manager Name</b>	Angela Holt, Operations Manager
PROJECT DESCRIPTION / SCOPE OF WORK	
<b>Project Brief</b>	
<p>Rural Arts is based in a Grade II listed former Courthouse in Thirsk. The building's cellar is not watertight. The organisation is seeking an organisation to tank and make good the cellar so that it can be used for storage. There is no change of use required, as confirmed by Building Regulations at Hambleton District Council.</p>	
<p>The following schedule of works is anticipated:</p>	
<ul style="list-style-type: none"><li>• Install temporary protection across rear craft room floor to entrance into car park</li><li>• Portaloo during the works</li><li>• Skips &amp; Waste for the basement project</li><li>• Strip out basements and remove any old wall plaster and old basement floors.</li><li>• Reduce levels slightly for new concrete floor slab</li><li>• Install new 100mm reinforced concrete floor slab throughout the basement area.</li><li>• Install full waterproofing / damp proofing system comprising of perimeter collection channels, 1 sump with automatic pumps (high capacity automatic pumps - 2no - one as duty pump and one as back-up) Inc. alarm packs and a fully sealed membrane system to walls / floors / stairs.</li><li>• Lay 50mm foil faced insulation to basement floor area with isolating layer</li><li>• Lay 18mm chipboard deck throughout basement area</li><li>• Install independent insulated (high efficiency insulation 50mm) metal wall partition system with plasterboard in front of wall membrane – Fit ply to front external wall over membrane to allow your electrician to mount all switchgear.</li><li>• Install fire-line plasterboard ceiling with insulation between joists (100mm Loft roll)</li><li>• Plaster wall-surfaces to offer high quality finish</li><li>• Supply and fit 125mm softwood skirting boards</li><li>• Plate stairs with MDF or Ply and leave ready for client to lay carpet</li></ul>	
<b>Specification, Materials and Quality Assurance</b>	
<ul style="list-style-type: none"><li>• 10-year labour and materials guarantee on waterproofing system</li><li>• Minimum 12-months manufacturers guarantee on all equipment</li></ul>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"><li>• Start date April 10<sup>th</sup> at latest</li><li>• Work completed in less than 10 weeks (6-8 preferred)</li><li>• Works completed within budget of £20,000 (excl. VAT)</li></ul>	

<b>Estimated contract value</b>	£20,000 (excl. VAT)		
<b>Turnover requirement</b>	£40,000	A minimum turnover of two-times the estimated contract value is required	
<b>Quality Evaluation Criteria</b>	<b>Criteria</b>	<b>Weighting</b>	<b>Notes</b>
	Method statement	40%	How do you propose to undertake and complete the work?
	Experience	25%	What professional experience do you have to deliver this work?
	Quality	25%	How will you ensure this work is completed to the highest quality?
	Value for Money	10%	How will you ensure this work is completed at best value for money for Rural Arts?
<b>Insurance requirements</b>	Public Liability	£5 million	
	Employer liability	£5 million	
	Professional Indemnity	£2 million	
	Product Liability	£1 million	
<b>PROCUREMENT TIMETABLE</b>			
Tender issued	23 <sup>rd</sup> January 2020	Deadline for questions	7 <sup>th</sup> February 2020
Tender deadline	14 <sup>th</sup> February 2020	Anticipated award date	21 <sup>st</sup> February 2020
<b>CONTRACT INFORMATION</b>			
Estimated start date	6 <sup>th</sup> April 2020	Estimated end date	No later than 15 <sup>th</sup> June 2020
Price Fluctuation	Fixed price for the whole duration of the contract		
<b>OTHER INFORMATION</b>			
Payment terms	30 days upon receipt of invoice. Phased payments permitted.	Product Warranty	10 years materials and labour, 12 months min for equipment
Subcontracting	Permitted with written agreement	Disputes	To be resolved via the Centre for Effective Dispute Resolution or equivalent
Price Fluctuation	Fixed price for the whole duration of the contract		

### **3. Policies and Procedures**

If you are awarded the contract, you will be required to comply with all relevant regulatory and legal policies and procedure pertaining to companies, employers and the sector you work within. You must report any incidents to the relevant service (e.g. HSE) within the legal timescales.