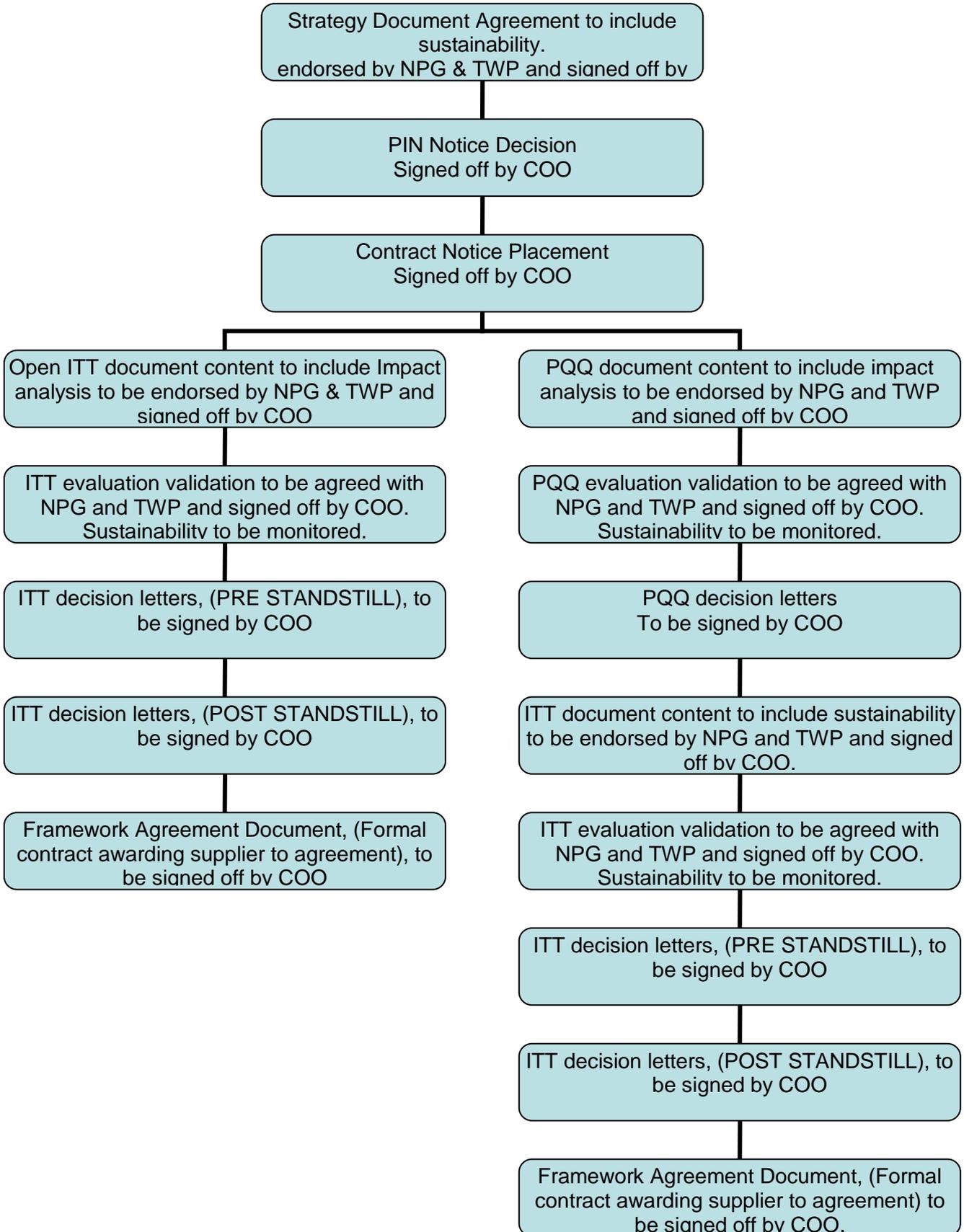


# Flowchart for Sustainable Procurement Process



## **INTRODUCTION**

The flowchart process is put into place to ensure that at each natural decision point all interested parties are provided the opportunity to satisfy themselves that the procurement is on track and is delivering the required outcome.

Where some element of the procurement is not going to plan it is up to all parties involved to intervene and to make them-selves comfortable with the remedial action needed to bring the process back into shape.

### **Market Research/ Strategy Document**

The strategy document is utilised to inform the stakeholders prior to a tender, its function is to ensure that the procurement is well thought out, proportionate to the requirement and meets the needs of the membership. Sustainability must be considered at this stage of the process and included within this document.

Once complete the document should be passed to the **Chief Operating Officer (COO)** for comment & signoff, part of this process is communication with the NPG and TWP to obtain their views on the content of the document, it is likely that some revision will be required between submission and signoff.

### **PIN Notice**

Utilised to inform the market of a forthcoming tender, should be raised on In-Tend and prior to final submission and publication to OJEU the content should be agreed with the COO. Note the applicable timescales relevant to this publication.

### **Supplier Day/s**

Where appropriate an event should be organised for all interested potential providers to give an overview of the forthcoming tender. This will help with new initiatives and new sustainable aspects for the new tender.

### **Contract Notice**

To be placed to commence the procurement process, as per the PIN notice, it should be raised on In-Tend and the content agreed in advance of publication with the COO.

## **OPEN PROCEDURE**

### **Open ITT Document**

All relevant documentation included in this stage of the tender process should present a section on sustainability. Once complete this document, based on the template available, should inform potential suppliers of all of the requirements of the agreement, alter and amend the template to ensure that the final result is proportionate to the requirement and includes all relevant information. Seek the approval of the NPG and TWP; the COO will need to sign off on the content prior to upload to In-Tend.

### **Open ITT Evaluation Results**

Following an open tender response, a full scoring process should be held detailing the relative merits of each submission along with scoring which is fair and complete. Details of the evaluation process should be contained in the ITT and the involvement of the TWP should be sought.

All aspects of CSR should be recorded and kept up to date on the TUCO timeline document.

Environmental plans for each supplier should be noted and discussed annually at contract reviews.

When the scoring is finalised across the evaluation panel the result, prior to any notifications, should be checked and validated by a category manager not directly involved in the process, before being submitted to the TWP for endorsement and then to the COO for sign.

### **ITT Successful & Unsuccessful Letters, (Pre & Post Standstill)**

The content of both successful and unsuccessful letters must be agreed with the COO prior to being communicated to suppliers.

### **Framework Agreement Document**

Once the standstill period is completed, the formal agreement process must be signed, on behalf of TUCO by the COO.

### **Contract Management**

To include the environmental plan submitted at tender stage.

## **RESTRICTED PROCEDURE**

### **PQQ Document**

All relevant documentation included in this stage of the tender process should present a section on sustainability. This document, once completed from the template available, will provide information to prospective tenderers on the agreement which is being let; there should be enough information to allow the prospective tenderers to make an informed decision on whether they would be able to provide the goods / services required, and whether they, as a company, can provide the necessary evidence required to progress them to the tender stage. Alter and amend the template PQQ to ensure the final document is proportionate to the requirement and includes all relevant information; the COO will need to sign off on the content prior to upload to In-Tend.

### **PQQ Evaluation**

Following the closing date of the PQQ, a full scoring process should be held detailing the scores of each submission, these scores must be fair and complete. All aspects of CSR should be recorded and kept up to date on the TUCO timeline document.

When the scoring is finalised across the evaluation panel the result, prior to any notifications, should be checked and validated by a category manager not directly involved in the process, before being submitted to the TWP for endorsement and then to the COO for sign.

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**Contract Management**

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