



Procurement Guide



European Union
European Structural
and Investment Funds



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Introduction

Low Carbon Dorset is a three-year programme of activities to help stimulate growth in Dorset’s low carbon economy. Funded by the European Regional Development Fund (ERDF), Low Carbon Dorset helps businesses, community, public sector organisations in the county of Dorset.

The programme is run by Dorset County Council (DCC) and the Dorset Area of Outstanding Natural Beauty (AONB).

This Guide

The aim of this guide is to provide Grant Applicants, that are outside of the public sector, some practical help to meet the National Rules as set out by the ESIF National Procurement Requirements (ESIF-GN-1-001):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592852/ESIF-GN-1-001_ESIF_National_Procurement_Requirements_v5.pdf

The purchase of goods, works and services in respect of ERDF projects is subject to rigorous audits to confirm Grant Recipients have complied to the rules set by ESIF.

ERDF National Rules

To meet the ERDF National Rules a Grant Applicant's process must be in line with the requirements below:

Thresholds & Procedures

Contract Value £ 0 - £ 25,000 *Services, Supplies or Works*

- No need to advertise. Seeking multiple bids is not essential but it is recommended to do so.

Contract Value £ 25,000 - £ 200,000 *Services*

- Need to advertise the procurement opportunity prior to commencing procurement (see Advertising).

Contract Value £ 25,000 - £ 200,000 *Supplies*

- Need to seek 3 x written quotations or prices from relevant suppliers based on a clear specification.

Contract Value £ 25,000 - £ 4.5m *Works*

- Need to advertise the procurement opportunity prior to commencing procurement (see Advertising).

Contract Value over £ 200,000 *Services or Supplies*

- Need to advertise the procurement opportunity prior to commencing procurement (see Advertising).

Contract Value over £ 4.5m *Works*

- Need to advertise the procurement opportunity prior to commencing procurement (see Advertising).

Definitions of what is meant by Services, Supplies or Works is available from Low Carbon Dorset

Important Note

The following practices are not acceptable:

- Direct awarding contracts over £25,000 without seeking competition
- Not following a robust evaluation process
- Direct award to linked organisations
- Artificially splitting of contracts
- Not adhering to ERDF guidance in respect to Identifying, Managing and Monitoring Conflicts of Interest

Mixed Procurements

In the case of mixed contracts consisting partly of services or supplies or works, the procurement procedure to follow shall be based on which element represents the highest value.

For example: A contract that contains supplies and services with a total estimate value of £25,000. Significant majority of this total is for supply of equipment therefore the procedure for supplies must be followed.

Advertising

Where advertising is stipulated, the Grant Applicant shall:

- Advertise the procurement opportunity to invite interested suppliers to bid
- Advert to be placed on the Grant Applicant's website and / or other appropriate website
- Advert must incorporate, or direct any interested suppliers, to the following information that must be available at point of advert:
 - details of the opportunity;
 - what is required from all interested suppliers;
 - the criteria on how supplier's bids will be evaluated;
 - details on how to apply to bid;
 - deadline to apply.

Asking Suppliers to Bid

When inviting suppliers to submit a bid, the Grant Recipient must ensure that the evaluation process is clearly communicated to all suppliers at the outset. This should include a clear specification of the requirements, the evaluation criteria, and the closing date and time to respond with a bid.

Evaluation Process

On receipt of bids, the Grant Applicant must follow a robust evaluation process that is transparent and applied in a manner which ensures equal treatment, non-discrimination and mutual recognition.

Suppliers must be advised at the outset what criteria will be applied in evaluation of bids. Each bid to be viewed and given scores against the same evaluation criteria. There must be justification that a reasonable award decision has been made based on the quotations / prices obtained.

The completed evaluation to be dated and signed by the Grant Applicant as this will be required to evidence, along with copies of the bids, that the procurement has been applied in accordance to the ERDF National Rules.

Low Carbon Dorset encourage Recipients to follow the approach set out in ERDF Supplier Justification Form, namely:

- Appendix A – Evaluation of Price
- Appendix B – Evaluation Process

These are available from Low Carbon Dorset as standalone documents for use by the Applicant as part of the procurement process. They provide a simple but robust method to score and compare bids.

Supplier Justification Form

To receive a grant from this ERDF part-funded project, you must evidence to the Council that your procurement is consistent with the ERDF National Rules.

This is done by completing the Low Carbon Dorset - ERDF Justification Form available from Low Carbon Dorset.

Principles

Dorset County Council expects all Grant Applicants to adhere to the following treaty principals when carrying our procurement in respect of Low Carbon Dorset.

- Equal Treatment
- Transparency
- Non-discrimination
- Mutual Recognition
- Proportionality

The Council will not accept any application for a grant that has not applied these principles during the procurement process.

Who we are

Programme Manager: Antony Littlechild

Renewable Energy Technical Officer: Dr. Derek Moss

Energy Efficiency Technical Officer: Dr. Erik Blakeley

Finance Officer: Sarah Harris

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APPENDIX A

Evaluation of Price

 European Union European Structural and Investment Funds		ERDF SUPPLIER JUSTIFICATION FORM		Dorset County Council 		
Appendix A - Evaluation of Price						
<i>For organisation's outside of the scope of the Interpretative Communication</i>						
Project Title		KEY	<i>Name of Supplier 1</i>	<i>Name of Supplier 2</i>	<i>Name of Supplier 3</i>	
Maximum Score		5				
Lowest Price Bid		£0.00				
Each supplier's Price Bid			Bid	0.00	0.00	0.00
EVALUATION SCORING		EQUATIONS (as per Excel formula)				
Stage 1 - All prices bids are compared		<i>Price bid - lowest bid / lowest bid * 100 = Sum A</i>		Sum A	#DIV/0!	#DIV/0!
Stage 2 - Sum A is then shown as percentage different from 100		<i>100 - sum A = Sum B</i>		Sum B	#DIV/0!	#DIV/0!
Stage 3 - Sum B is then divided by 100 to show it as a percentage		<i>Sum B / 100 = Sum C</i>		Sum C	#DIV/0!	#DIV/0!
FINAL SCORE						
Stage 4 - Sum C is multiplied by the Maximum Score to reach the Final Score		<i>Sum C * Maximum Score = Final Score</i>		Final Score	#DIV/0!	#DIV/0!
Guidance: Edit the red text (only). Final Scores to be entered into boxes G12, L12 and Q12 of Appendix B spreadsheet These scores are to be to 2 decimal places, e.g., 3.50.				Scoring for Appendix A		
				#DIV/0!	#DIV/0!	#DIV/0!

APPENDIX B

Evaluation Process

 European Union European Structural and Investment Funds		ERDF SUPPLIER JUSTIFICATION FORM						Dorset County Council 						
Appendix B - Evaluation Process														
<i>For organisation's outside of the scope of the Interpretative Communication</i>														
Type	Section Title/Question	Weight (%)	Supplier 1				Supplier 2				Supplier 3			
			Score	Score / max score * 100	Score Weighted	Total Score	Score	Score / max score * 100	Score Weighted	Total Score	Score	Score / max score * 100	Score Weighted	Total Score
No:	Questions	0												
Q.1	Price - Assign score from Appendix A	0	0	0	0		0	0	0		0	0	0	
Q.2	Quality & Experience - Consider the expertise and qualification of the suppliers and the quality of the work likely to be undertaken	0	0	0	0		0	0	0		0	0	0	
Q.3	Delivery - Consider the ability of the supplier to perform the work on time and within budget	0	0	0	0		0	0	0		0	0	0	
TOTAL SCORE						0.00				0.00				0.00

Guidance: To complete this form, edit all of the red text, leaving all other cells alone. Cells E12 to E14 should add up to 100 (their current total is shown above then in cell E11).

EVALUATION SCORING

Evaluation of Price - as per Appendix A (maximum score 5)

Evaluation of Quality - as below (maximum score 5)

Where responses to questions are to be scored, the following are applied by Evaluators against Supplier's submitted responses:

- ♦ 5 = Excellent - Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.
- ♦ 3 = Good - Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.
- ♦ 1 = Basic - Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.
- ♦ 0 = Unacceptable - No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will be achieved. Demonstrates little or no understanding of the specification and contract requirements.