

RECENT PROCUREMENT PROJECTS:

Clients engage ESPO to assist with and to manage procurement in relation to a large and diverse range of projects.

Some recent examples include:

Advertising • Archaeological services
Architectural design • Banking & insurance
Bring banks & recycling • Building repairs & maintenance
Call centre provision • Care & support services
Catering & Cleaning • Consultancy
Construction & building refurbishment • Employee benefits provision • Facilities management • IT solutions
Leisure management • Library stock supply
Mail services • Occupational health • Printing
Property & estates • Refuse collection disposal
Residential care & social care services
Supply teacher provision • Telecoms voice & data
Temporary staffing • Training • Waste management

YOUR CONTACTS AT ESPO ARE:

Steve Burton	Group Buyer	0116 265 7857
Kate Shaw	Group Buyer	0116 294 4007
Mark Ewen	Senior Buyer	0116 294 4009
Louise Gallagher	Senior Buyer	0116 294 4006
Richard Skelton	Senior Buyer	0116 294 4010
Lisa Tutt	Senior Buyer	0116 265 7933
Gareth Smith	Senior Buyer	0116 294 4011
Joanna Kitson	General Enquiries	0116 294 4008
Fax		0116 294 4398



EASTERN SHIRES PURCHASING ORGANISATION
BARNSDALE WAY • GROVE PARK • ENDERBY • LEICESTER LE19 1ES
www.espo.org

ESPO
COMPETITION & SERVICES



Contract solutions
for all types of service provision

Undertaking and managing
your complex procurement projects

Assisting with all aspects of tendering

COMPETITION & SERVICES
COMPETITION & SERVICES

EASTERN SHIRES PURCHASING ORGANISATION

HOW WE CAN HELP YOU

ESPO offers you assistance with the complete tendering and procurement process.

Working closely with you, we will take responsibility for all key stages and activities.

This includes:

- **Advising on strategy and managing the timescale**
- **Advertising your requirements**
- **Compliance with Statutory Regulations and EU Directives**
- **Drafting documentation**
 - **Evaluation**
- **Supplier presentations and interviews**
- **Award and debrief**
- **Maintaining a 'watching brief'**

STRATEGY & TIMESCALES

At the start of the process, ESPO will discuss your requirements with you, explain the procurement options available, and other advice on the likely best way of achieving the outcomes you want.

We would also help identify (where appropriate) possible opportunities for beneficial collaborative or partnership working with other potential users.

ADVERTISING REQUIREMENTS

ESPO ensures that your requirements are advertised in the relevant media, including, as applicable, professional journals, local press and the Official Journal of the European Union ('OJEU').

The EU Public Procurement Directive imposes strict timetables upon the tendering process where contract value exceeds certain thresholds.

EU COMPLIANCE

It also governs the advertising and award criteria for each contract. These rules can vary according to the type of contracted service. ESPO will ensure that all procedures followed for the project comply fully with these rules.

Staffing issues often arise in respect of service contracts, and these can require an understanding of the TUPE regulations, which are designed to protect employment rights when contracts transfer between service providers.

ESPO will factor such requirements into the procurement process.

DRAFTING DOCUMENTATION

ESPO can assist in converting your requirements into a contract specification, and will assume responsibility for preparing and drafting all relevant documentation – advertisements, tenders, etc.

EVALUATION

ESPO has developed well-proven evaluation methodologies, designed to help secure an outcome representing real value for money, whilst demonstrating fairness, objectivity and transparency, and providing an auditable record of how and why decisions were taken. Our approach is flexible, and allows for the close involvement of all parties.

SUPPLIER PRESENTATIONS

It is important that clients have full confidence in the suitability and capability of the service provider; ESPO will often recommend that clients meet with potential new contractors before award decisions are taken – for example, by using structured presentations and interviews with bidders.

ESPO will manage such activities if so requested, eg. by drafting the brief for such meetings, assisting in the evaluation of presentations, and seeking additional follow-up information.

AWARD AND DEBRIEF

ESPO can formally award the contract on your behalf (allowing for the legal requirement to offer bidders a 'standstill' period).

Following award, we are happy to respond to feedback requests from unsuccessful tenderers.

A 'WATCHING BRIEF'

Once set up, day-to-day activity under the contracts will normally be conducted directly between contractor and client. If difficulties arise however, or contractual terms need to be reviewed, ESPO will be on hand to resolve issues.

ESPO FEES AND CHARGES

ESPO's costs are recovered either on a commission basis or as a fixed fee.

Commissions are taken in the form of a small rebate negotiated with the contractor. They are paid retrospectively by the contractor to ESPO, based upon the value of the contract. The level of such rebates are agreed in advance with the client, and there are no hidden extras or additional charges.

Alternatively, we agree a customer fee to cover all aspects of our service. This includes contract drafting, supplier appraisal, advertising, legal compliance, invitation and evaluation of tenders, formalising contracts and performance monitoring.

The fee is a once only charge and the amount will vary depending on the complexity and size of the contract involved.

EFFICIENCIES & COLLABORATION

The government continues to see good procurement practice as one of the keys to improving the efficiency and cost effectiveness of the way local authority services are provided.

ESPO continues to forge strong links with the new Regional Improvement and Efficiency Partnerships, and with other UK local authority buying organisations. Using such links, ESPO works constructively to bring the latest procurement practices and techniques into the local government arena.

ESPO has helped many local authorities work in partnership with each other and with private sector organisations where joint contracting arrangements can lead to significant cost savings or efficiency gains.