

Appendix C

Procurement Plan

TITLE:		VALUE: £xxxk	Ref:
Procurement Lead:		Date:	
Client Lead:		Position:	

Description: *What is required to be bought? Description, volumes, values and changes over time.*

Linkage to Category Strategy? *Is there a Procurement Board approved Category Strategy? Does this PP comply with it? If not, why not?*

Business Objectives: *Clear statements of what the business objectives are for this procurement. Should be available in the Business Case.*

Current Supply arrangements: *description of the current supply set-up: supplier, volumes, spend levels, how it works, what works well, what doesn't, contract end date, etc. If new requirement, say so*

Market Position: *an assessment and description of the supply market. Size, KCC position, competitiveness, development opportunities, risks, etc*

Procurement Risks: *what are the main risks in carrying out this procurement (what could go wrong?) How do we mitigate these risks?*

Procurement Route Options & Evaluation:

Part: A/B OJEU:
*Should this be a framework or contract? Why?
 Multi-supplier or single supplier? Why?
 Open, Restricted, CD? Why?
 Single Tender Action? Why?*

Procurement Route Recommendation: *Summary of selected route and why.*

Outline Timescales: *Advert Date? PQQ date etc Planned award date. Any key milestone or review dates eg Cabinet Meeting*

Resources Required: *How much of your time roughly will this consume eg 10 days over a 2 month period. Client resources: are they lined up adequately? If not what do we need to do?*

Reviews Planned: *what planned reviews are there or are needed through the procurement? Legal? Finance? Procurement Board?*

Approval to Proceed:

Signed: _____ Name: _____ Date: _____

Status as of date: *summary of progress made since last review date*