

Appendix C – An Example of an Outline of Procurement Process for an IT system valued at £300,000 over 5 years (above the UK Threshold)

1. Need identified by service area

The service area first identifies the need for a new IT system and confirms that the requirement aligns with internal governance processes, including approval from the technology board and confirmation of available budget. Because the procurement exceeds the relevant threshold under the Procurement Act 2023, the conflict-of-interest procedure is triggered at this point. This requires all project team members to formally declare any actual, potential or perceived conflicts. No conflicts are identified

2. Conduct Engagement

Market engagement takes place through a supplier engagement session, which is used to understand market capability and refine the requirement. To make sure all potential suppliers are aware of the market engagement opportunity, a Preliminary Market Engagement notice is published via the Find a Tender Service, the online platform used for publishing transparency notices related to procurement activity.

3. Define Requirements

The service area defines the requirements for the IT system by drafting a specification, working closely with corporate enablers including Procurement, IT, Information Governance, Data and Insight and Legal. This ensures that technical requirements, data protection and contractual considerations are fully addressed.

4. Procurement Strategy

The Procurement Strategy is drafted in consultation with the service area. This document outlines that the chosen procurement route, the evaluation methodology, risk assessment (including contract tiering and modern slavery considerations) and the proposed contract management approach.

5. Issue Tender

The procurement is issued via the e-procurement portal and a Tender Notice is published to alert the market to the opportunity. Clarifications from suppliers are managed during the clarification window. Members of the evaluation panel receive training from the Procurement Team on how to undertake the evaluation process.

6. Supplier Response

Suppliers submit their tenders through the e-procurement portal before the deadline

7. Evaluation

The Procurement Team reviews each submission against the conditions of participation, which consider an organisation's track record and ability to deliver. The Evaluation Panel then scores the award criteria independently, usually Quality, Price and Social Value, before attending a consensus meeting, chaired

by the Procurement Team, to agree the final scores. The conflict of interest check is repeated at this stage, and no conflicts are identified.

8. Due Diligence

Following the evaluation, due diligence is undertaken with the highest-scoring tenderer. This includes financial checks to ensure adequate financial stability, verification of insurance levels, cybersecurity assurances and a system demonstration which confirms that the proposed solution meets the specification.

9. Tender Evaluation Report

This report summarises the procurement process that has been undertaken and the evaluation outcome.

10. Decision Notification

Decision letters are issued to all tenderers along with an assessment summary explaining why a supplier's tender was successful or unsuccessful. A Contract Award Notice is published via Find a Tender to commence the standstill period.

11. Contract Award

Once standstill has concluded, internal governance processes are completed by the service area. The contract is then awarded to the selected supplier by the Legal Team. A Contract Details Notice is published via Find a Tender once the contract is signed to complete the procurement process.

12. Implementation

Implementation begins with supplier mobilisation, including kick-off meetings, transition planning and data migration activity.

13. Contract Management

Contract management continues throughout the life of the contract, ensuring that performance, service levels and risks are all monitored and managed effectively. Exit planning is undertaken in advance of contract expiry to support renewal or re-procurement.