



# How to do business with Herefordshire Council

A Guide for Contractors and Suppliers

July 2008

The Council will award the contract on the basis of “Best Value”. The definition of Best Value is *“the purchase of all goods and services on the most advantageous terms and conditions having regard to value for money and including price, quality, quantity, reliability, fitness for purpose, timeliness and reliability of the delivery, economy over time, reliable after sales service, environmental considerations and total cost to the authority”*.

## **Contract Award**

If you are successful in your tender submission you will be notified in writing and may be requested to sign a “form of agreement” to signify acceptance of the contract.

## **Debriefing**

If you are unsuccessful you will also be notified in writing. You may also request feedback on why your tender submission was un-successful.

## **Contract Performance**

All accepted suppliers are monitored throughout the contract period against the pre-defined performance criteria stated in the tender documents.

Contracts have to be delivered in accordance with the requirements set out in the contract documentation.

The Council is continuously striving to improve its performance and it expects its suppliers to do the same.

## **Implementing Electronic Government**

Implementing Electronic Government is one of the ways in which Government is modernising public services to enable citizens, customers and businesses to conduct their relationships with public agencies by any means they find convenient. Whilst some organisations use traditional methods to do business with us we are encouraging our citizens, customers and businesses to use electronic means where ever possible.

For procurement, implementing Electronic Government means reductions in costs associated with administration, invoice queries, credit control, prompt payment and enhanced customer relations for both ourselves and our suppliers.

For those companies who currently may not have any IT infrastructure, grants may be available through Business Link subject to qualification criteria. Please contact your local branch office of Business Link for further details of their scheme and how to apply for a grant.

## **How to find out about our contracts**

From the autumn, you will find a list of our current contracts and those due for renewal on our website. Currently we tender for all goods and services over the value of £50k - anything less than this is termed as a quotation. The Council encourages competition and welcomes bids from a wide range of businesses. Contracts are awarded on the basis of the most economically advantageous solution for the Council, taking into account whole life costs, quality and sustainability. The Council cannot discriminate in favour of local suppliers but they will be given every encouragement to compete for contracts.

## **Council Contacts**

For all enquiries please contact our Strategic Procurement and Efficiency Manager, Dean Hogan on 01432 260043 or email [dhogan@herefordshire.gov.uk](mailto:dhogan@herefordshire.gov.uk)

## **How to tender for Council Contracts**

When a supplier applies for a tender a set of tender documents will be issued consisting of:

- Specification of the required goods or services
- Criteria for selection by which the tenderer will be selected
- The period of the Contract
- The Terms and Conditions of the Contract
- Details of Tenderer and references
- The Price Schedule upon which the tenderer submits the priced bid
- Form of Tender
- Addressed envelope that the tender must be returned in
- Letter covering the time and date by which the tender has to be returned by
- Any additional information as considered appropriate to ensure the Council receives Best Value for money.

## **Finance Information**

In this section you are asked for certain financial information relating to your business for each of the last three years. If you are a Private Limited Company or a Public Limited Company you must submit fully audited accounts as registered with Companies House. Other applicants, including voluntary and community organisations, should forward copies of internal management accounts or a certified statement of turnover.

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