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1. Translink as a grant aided organisation

2. Translink fall into the following category regarding grant aid:

- 2.1.** Organisations which receive Grants from Government Departments to bodies that are governed by public law and financed wholly or mainly from public funds (which includes Non-Departmental Public Bodies, (NDPBs)).
- 2.2.** Translink is classified in Category 1 under the CPD Procurement Guidance Note 01/07 on The Use of Grant for Procurement and therefore may have conditions related to the Grants it receives for procurement. The Grant is normally flowed down in the form of a Letter of Offer. The Letter will usually have the conditions attached to the Offer. A standard condition of these offers normally requires that all procurement by Translink is in compliance with the EU Treaty principles and obligations Northern Ireland Public Procurement Policy and that procurement above the EU thresholds is in compliance with the EU Procurement Directives and UK Procurement Regulations.
- 2.3.** It is important to note that sometimes the Letter of Offer will contain special conditions that may need to be addressed through the procurement cycle. These conditions must be checked and it must be established if and where these need to be built into the cycle and consequently any contract which results.
- 2.4.** It should be noted that Translink is responsible for ensuring that they meet the eligibility criteria for the grant and that funds received from grant paying bodies have been used appropriately, in accordance with the terms and condition of the grant. This should include full compliance with any guidance on procurement and advice on standard terms and conditions for contracts. Recipients should seek guidance and advice from the grant paying body or sponsoring department, especially in advance of any large procurement of goods, works or services.

3. Responsibilities highlighted in Procurement Guidance Note 01/07 on The Use of Grant for Procurement

- 3.1.** Finance Directors of grant aided organisations are responsible for ensuring that procurement strategies, procedures and responsibilities are clearly set out and understood by all staff and obtain best value for money for the Department.
- 3.2.** Achieving Excellence and Sustainable Development Champions of grant aided organisations are responsible for ensuring that their respective Department fulfils their role in progressing actions in relation to these priorities including the early identification of opportunities to promote sustainable development policies project governance, project management, preferred procurement routes, design quality, sustainability and health and safety.

4. Some Procurement issues on which a sponsoring Department e.g. DRD may wish to seek assurance from Translink as a grant aided organisation, taking into account the level of funding involved, are:

- Do we have a clear view of the relative procurement capabilities of the bodies we support?
- Are grant-aided bodies collaborating to get better deals from suppliers? Has the grant-aided body considered using central government procurement frameworks, where appropriate?

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- Are procurement decisions based on best value for money rather than lowest price? Has a whole life approach (including quality) been used to achieve best value for money and not just price alone?
- Is the customer need / requirement and how this can be best delivered (make or buy sourcing decisions) clear?
- Is the chosen supplier providing the best value for money;
 - are they technically and commercially capable of offering an acceptable quality of service?
 - are they financially sound and likely to remain so?
 - are they an organisation with whom the grant aided body would be able to have a good working relationship?
- Has the grant aided body focused on the whole of the required service, not just the technical aspects?
- Has the grant aided body kept sight of the business objectives throughout the procurement?
- Is there a good leadership and accountability for the success of the project in contributing to the business change? (Is there anyone carrying out the Senior Responsible Owner / Project Owner role?)
- Is there effective communication and interaction with provider and other stakeholders? Does this include a good understanding of the implication of the provider's plans for implementation?
- Have realistic estimates of resources required, timescales and likely benefits to be achieved been made?
- Will the relationship with the provider(s) best meet the delivery of the need?
- Are there clear and robust roles and responsibilities on both client and provider sides, supported by strong project and contract management skills?
- Has the grant aided body negotiated with suppliers to achieve the optimum balance of risks, costs, and benefits?

5. Further Reading:

5.1. The Office of Government Commerce (OGC) also has published advice and Best Practice for Sponsoring Departments on how to ensure that grant funded bodies deliver best value for money on procurement involving public money. Link to OGC guide:

www.ogc.gov.uk/documents/BPEnsuringGrantAidedBodies.pdf.

5.2. CPD Procurement Guidance Note 01/07 on The Use of Grant for Procurement