



THE FUN PROCUREMENT QUIZ!!!!

Which of the answers to the following questions is correct? There may be more than one correct answer.

Part one

1. WHY DO WE HAVE CONTRACT STANDING ORDERS?
 - To irritate Council officers and create more work
 - To obtain a corporate consistent and uniform approach to procurement
 - To comply with audit rules
 - To achieve best value for money

2. WHO DO OUR CONTRACT STANDING ORDERS APPLY TO
 - The Prime Minister, all civil servants and all council officers
 - Suppliers of Goods and Services to the Council
 - The Chief Executive, Council officers and Members of ADC & WBC
 - Consultants working on behalf of the Authority procuring contracts

3. WHICH OF THE FOLLOWING NEED TO BE PRESENT TO CREATE A BINDING CONTRACT?
 - Consideration
 - An intention to create a legal relationship
 - An intention to put the contract in writing in the near future
 - An offer and acceptance

4. WHICH OF THE FOLLOWING ACTIONS CAN CREATE A BINDING CONTRACT BY A COUNCIL OFFICER?
 - Paying the supplier to clean the North and South windows at Splashpoint even though there is a written contract to clean the South windows only
 - Shaking hands on a deal with your son to supply your work colleagues with tea and biscuits during contract standing order training
 - A telephone conversation between a Council officer and a supplier agreeing general terms about what is to be done, after which the officer decides to send out a written contract
 - Sending out a draft contract marked "subject to contract" after negotiating an agreement with the supplier. You later decide you want to change the terms, but the supplier, who has not signed and sent back the written contract, asserts you have an agreement that cannot be changed.

5. WHICH OF THE FOLLOWING NEED TO BE INCLUDED WHEN CALCULATING CONTRACT VALUE?
- The cost payable to the supplier or the contractor over the life of the contract
 - Maintenance, disposal and replacement of any equipment purchased
 - The cost of the procurement process and any lunches purchased during meetings
 - The additional cost of any option to vary or extend the contract
 - VAT
6. WHICH OF THE FOLLOWING ARE APPROPRIATE PRE-PROCUREMENT CONSIDERATIONS?
- A time table; who to notify of the intended procurement; overall cost
 - Authorisation; Budget; added value;
 - Which supplier offers the best inducements
 - Safeguarding; Social Value;
7. WHEN DO YOU NEED TO CONSIDER A SAFEGUARDING ASSESSMENT
- When the Contractor is concerned about cleaning high level windows at Splashpoint
 - When the supplier *will* be working with vulnerable adults and children
 - When the supplier *may* come into contact with vulnerable adults and children
 - When the Housing Officer has collected rent and is on his way back to the office
 - A consultant collating information on the success of a drugs and alcohol abuse service
8. WHICH OF THE FOLLOWING AMOUNTS ARE NOT REFERRED TO SPECIFICALLY IN THE CSOs?
- £5,000.00
 - £6,000.00
 - £10,000.00
 - £25,000.00
 - £50,000.00
 - EU Thresholds
9. WHEN DO YOU NEED APPROVAL FROM PROCUREMENT PRIOR TO CONTRACT AWARD?
- Only on the 29th February
 - Never
 - All contracts over £5,000.00
 - All EU contracts
 - When using Framework Agreements
10. CONTRACT FORMATION - WHEN DOES A CONTRACT NEED TO BE IN A FORMAT APPROVED BY AND EXECUTED BY LEGAL
- When the value of the contract is £25,000.00 or over
 - When you can't be bothered to do it yourself
 - When the contract involves a finance leasing arrangement

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- Where the contract is complex in any way
- Where it is proposed we contract on the supplier's own standard terms

11. WHICH OF THE FOLLOWING CONTRACT VALUES WILL CURRENTLY REQUIRE EU PROCUREMENT?

- Goods and Services £172,514.00
- Works £4,322,012
- Goods and Services valued at £138,000.00
- Any contract where the value is near to or within 20% of the EU threshold

12. WHAT IS A STANDING LIST?

- A list of contractors approved by the EH of Service and the relevant Cabinet or Joint Strategic Committee
- A list of suppliers who applied to be on a standing list after seeing an advertisement published by the Council in the local paper and/or trade journal and/or an appropriate web-site
- A list read by the EH whilst standing, so his officer's know which suppliers to contact.
- A list prepared having regard to relevant qualifications and previous satisfactory work for us or other Local Authorities

13. WHICH OF THE FOLLOWING STATEMENTS ABOUT FRAMEWORKS IS INCORRECT?

- Using suppliers that are listed in the framework means you do not have to have a separate written contract
- The usual procedure is to approach one supplier as you know that the particular supplier can achieve exactly what you want
- A mini-competition is held to see which supplier can respond first
- A call-off contract is an oral contract applicable only to frameworks

14. WHAT IS A PROCUREMENT SPECIFICATION – IS IT A DOCUMENT THAT?

- Provides a list of requirements from the Officer's union
- Is capable of forming part of the final contract terms and conditions
- Concisely sets out the Council's requirements under the contract
- Details the evaluation and scoring criteria





PART 2

15. HOW DO YOU EVALUATE A TENDER RESPONSE?

- By assessing the most economically advantageous tender including price and technical submission (MEAT) or other EMAT method
- By assessing the type of inducements that are included in the tender response
- By considering the rubbish job that particular supplier did last time
- Weighing up each response and picking the one with the least pages

16. MATCH THE MOST SUITABLE EVALUATION WEIGHTINGS FOR PRICE, WITH THE FOLLOWING CONTRACTS?

| | | |
|------|---|--|
| 60% | The purchase of 50 law books | |
| 90% | The supply of 100 standard office doors | |
| 100% | The Cleaning contract for Worthing Theatres | |
| 40% | Provision of Care for Elderly people | |

17. THE CONTRACTOR THROWS IN FOUR PREMIER CLUB MATCH TICKETS CAN YOU KEEP THEM?

- Only if you intend to sell them on and give the proceeds to the Council
- Only if they include hospitality and you offer one to the Chief Executive
- Yes, if you would have awarded the Contract to the Contractor anyway
- No, this is an act of Bribery

18. IN WHICH OF THE FOLLOWING CIRCUMSTANCES CAN YOU EXTEND YOUR CONTRACT?

- Where the extension is authorised and within budget
- When you have too much work to do to go through another procurement
- Where there has been no previous extension and the contract allows you to
- When all of the criteria in CSO 8.25 are met

19. WHICH OF THE FOLLOWING CONTRACT VARIATIONS IS OK?

- The variation is within the scope of the original contract and does not exceed 20% of the original contract price

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- The variation does exceed 20% of the original contract price but the Procurement office and the EH of CC services has assessed the variation and approved it
- The variation exceeds 20% and it is alright for it to be made orally or in writing
- The Contract variation affects the scope of the contract but it can be approved because the EH of CC has reported to Members and the business justification has been made out

20. WHICH OF THE FOLLOWING IS AN EMERGENCY OR SPECIAL CIRCUMSTANCE?

- The air conditioning within the Data Centre breaks down and there is a risk of important equipment over heating and failing
- Upon inspection, the electrician confirms an ADC property open to the public is in need of urgent re-wiring to make safe
- Portland House urgently needs new dishwashers installed as the mugs keep piling up
- A wall in Homefield Park has collapsed, the area is sectioned off but the wall needs to be rebuilt as soon as possible

21. AN INVITATION TO TENDER IS A DOCUMENT THAT CALLS FOR BIDS OR TENDERS AND USES A SPECIAL PROCEDURE TO GENERATE OFFERS FROM POTENTIAL SUPPLIERS, IT IS ALSO A DOCUMENT THAT?

- Contains the evaluation and scoring criteria related to the award of the contract
- Provides instructions to Tenderers
- Invites you to negotiate separately with the supplier
- Sets out draft contract terms and Council policies

22. ACCORDING TO THE CONTRACT STANDING ORDERS, WHEN DO WE USE AN INVITATION TO TENDER?

- For all contracts over 50K
- For all contracts between 25k and 50k
- When we can't connect to the Internet
- For all contracts up to 25k

23. HOW ARE TENDERS OPENED IN ACCORDANCE WITH CSO 8.11?

- Postal Tenders are collected from the strong room and opened by the correct officers (depending upon value of the tender)
- Using a paper knife
- By steaming over a kettle
- E-tenders are opened by the Procurement Officer clicking on a secure link on the Intend Portal with the correct number of officers present (depending upon value)

24. WHAT IS A QUOTATION?

- *"I can resist anything except temptation" Oscar Wilde*
- It is a promise by a supplier to carry out work at an agreed price
- A fixed priced which may only be varied if the supplier could *not have reasonably foreseen* the extra work required to carry out a satisfactory job

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- It is the price you will have to pay even if you later realise you are paying over the odds
- A fixed price that can be varied because the supplier decided three coats of paint was better than 2

25. HOW ARE SEALED QUOTATIONS OPENED?

- By the EH who is blind folded so he cannot hide one he doesn't like
- By the Executive Head of Service in the presence of one other officer designated by the Executive Head
- By the Executive Head of Service in the presence of the Supplier or contractor
- By the Procurement Team

26. WHICH OF THE FOLLOWING METHODS OF PROCUREMENT ARE INCORRECT?

- Deciding the Council needs a tractor and purchasing one from your favourite supplier
- Having regard to the contract standing orders and following the correct procedure for the value of the contract that you are considering
- Having regard to the contract standing orders and choosing a contractor from a standing list
- Sending an officer to France to buy the wine for the Chief Executive's leaving do

27. WHICH OF THE FOLLOWING METHODS OF PROCUREMENT ARE CORRECT?

- Ensuring you have the budget and authority to begin your procurement exercise
- Working out in advance, which departments you will need to contact and why
- Calculating the value and working out precisely how much you are going to spend
- Looking at the relevant part of the Contract Standing Orders applicable to the value; complexity; leasing agreement; and process relevant to your procurement

28. HOW DO YOU ACHIEVE THE BEST IN YOUR PROCUREMENT EXERCISE?

- Good Project Management
- Great Communication
- Advanced Planning; using Outlook reminders; using the Intend Portal
- Any other tools that will help you successfully implement the Contract Standing Orders!

