

Unit AB5 Co-ordinate the procurement process

Elements

- AB5.1 Agree a procurement procedure**
- AB5.2 Evaluate and select potential suppliers**
- AB5.3 Obtain tenders**
- AB5.4 Select suppliers**

Unit Commentary

This Unit is relevant to archaeologists responsible for the development of projects on behalf of clients and the agreement of contracts to undertake the project. This function is performed both by internal project managers developing a project on behalf of their own organisation and by external consultants who are likely to be working for non-archaeological organisations. This Unit is about the co-ordination of the tendering process.

The tendering process involves agreeing the procurement procedures with the client, drawing up a tender list (where this is applicable), obtaining tenders and advising on the selection of tenderers. The Unit is applicable for tenders for works, for supplies and for services (which can include professional services).

The Unit is specifically concerned with open competitive tendering and single negotiation, however, other standard methods of procurement may be used.

AB5 Co-ordinate the procurement process

AB5.1 Agree a procurement procedure

Performance Required

This will involve:

- a) identifying and agreeing feasible and realistic procurement objectives and options
- b) identifying and evaluating a range of **procurement methods** capable of meeting project key objectives against appropriate **criteria**
- c) selecting, recommending and agreeing the most effective procurement method with the client and other interested parties
- d) ensuring that the agreed procurement method meets **client constraints** and relevant **legal and statutory requirements**
- e) agreeing and confirming the **procurement method** selected and appropriate implementation procedures

Occupational Context

- 1 **Procurement methods:**
 - single tender or negotiation
 - competitive tender
 - two-stage tender
- 2 **Evaluation criteria:**
 - degree of risk
 - relative cost
 - timescales
 - complexity
 - quality
- 3 **Clients' constraints:**
 - mandatory
 - advisory
- 4 **Legal and statutory requirements:**
 - common law
 - contract law
 - regulations, codes of practice and procedure

Knowledge Requirements

You need to know and understand how to:

- Identify and agree procurement objectives and options
- Identify and evaluate a range of procurement methods
- Select the most effective procurement method

You need to know about:

Procurement options

- Normal types and methods of procurement
- How to evaluate what methods of procurement best suit different types of project, taking account of complexity, value and timescale for completion
- Client requirements and preferences for procurement routes

Procurement methods

- The costs, risks and benefits of alternative methods of procurement
- Standard procurement procedures applying to different methods of procurement
- Legal and regulatory requirements applying to particular categories of client and project type (including EU legislation)
- The archaeologist's duties and responsibilities as they apply to different forms of procurement
- Legal and ethical issues applying to the conduct of the procurement process

AB5 Co-ordinate the procurement process

AB5.1 Agree a procurement procedure

Required Skills

N/A

Evidence Required

You should provide evidence that you can agree a procurement procedure

The candidate should be questioned, based upon the documentation provided, to explore how they

- selected, recommended and agreed the most effective procurement method with the client
- identified and agreed procurement objectives and options
- identified and evaluated a range of procurement methods
- verified that the procurement method meets client constraints and relevant legal and statutory requirements
- agreed and confirmed the method selected and appropriate implementation procedures

Evidence Rules

- The candidate should have been involved in the procurement of works, good and services

AB5 Co-ordinate the procurement process

AB5.2 Evaluate and select potential suppliers

Performance Required

This will involve:

- a) identifying potential tenderers and providing preliminary **tender** information in accordance with agreed procurement procedures and **statutory requirements**
- b) identifying and inviting interested tenderers who are potentially capable of meeting the contract specification to provide relevant **background information** to substantiate their capabilities
- c) devising and agreeing relevant and valid **criteria** for weighting and performance rating potential tenderers in order to select a shortlist,
- d) offering the client additional relevant and objective information about potential tenderers to assist their selection
- e) ensuring that the number of **tenders** to be invited is appropriate to the contract size and value and recommending and agreeing the list with the client and other interested parties
- f) promptly contacting potentially suitable tenderers and confirming their willingness to bid
- g) in cases where potential tenderers decline an invitation, adding additional contractors who meet minimum criteria to the list

Occupational Context

1 Type of tender:

- single negotiated
- open competitive
- fixed price
- fixed price with contingency provision
- estimate
- hourly/day rates
- two stage

2 Statutory requirements in tendering:

- compulsory competitive tendering
- European Union requirements

3 Provision of background information:

- documentary
- references
- interview

4 Selection criteria:

- workforce with appropriate skills
- perceived added value (including professional reputation of potential suppliers)
- acceptability of known sub-contracting arrangements
- acceptability to client
- acceptability to statutory/regulatory authorities
- financial resources
- references from previous clients and Bankers

Knowledge Requirements

You need to know and understand how to:

- Identify potential tenderers
- Devise criteria for comparing potential tenderers

You need to know about:

Tendering

- Types of tender and their applicability to different forms of procurement
- Sources of information on potential tenderers
- Legal and statutory controls on tendering procedures
- Methods of evaluating capability and performance of potential tenderers

Tendering procedures

- Standard procedures for main types of tender arrangement
- Relevant criteria for shortlisting potential tenderers
- The archaeologist's duties and responsibilities for advising on and co-ordinating tendering arrangements

AB5 Co-ordinate the procurement process

AB5.2 Evaluate and select potential suppliers

Required Skills

N/A

Evidence Required

You should provide evidence that you can evaluate and select potential suppliers

The candidate should be questioned, based upon the documentation provided, to explore how they

- ensured that the number of tenders to be invited is appropriate to the contract size and value
- recommended and agreed the list
- identified and invited potential tenderers
- devised and agreed relevant and valid criteria to select a shortlist

Evidence Rules

- The candidate should have been involved in the procurement of works, good and services

AB5 Co-ordinate the procurement process

AB5.3 Obtain tenders

Performance Required

This will involve:

- a) ensuring that **tender enquiry documentation** complies with statutory regulations, codes of practice and organisational policy and contains complete and accurate descriptions of the technical requirements, contract terms and conditions and procedures for submission
- b) ensuring that **tender** enquiry documents are issued to all tenderers on the agreed list in accordance with agreed procedures and timetables
- c) acknowledging **queries** from **tenderers** promptly and providing additional clear and accurate information where requested)
- d) investigating comments from **tenderers** which indicate problems with clarity of documentation, technical feasibility or tender period and making appropriate **amendments** to the documentation)
- e) communicating additional information, clarification and **amendments** to all **tenderers** promptly and fairly)
- f) recording feedback and queries from **tenderers** accurately and advising client and other consultants of necessary **amendments** and tender withdrawals

Occupational Context1

1 Tender enquiry documents:

- invitation to tender
- form of tender
- proposed form of contract and terms and conditions
- supporting and background documentation
- returns procedure
- specifications
- schedules
- health and safety plan

2 Type of tender:

- single negotiated
- open competitive
- fixed price
- fixed price with contingency provision
- estimate
- hourly/day rates
- two stage

3 Type of tenderer:

- for works
- for supplies
- for services (including professional services)

4 Type of query:

- technical (quantity / quality / standards)
- timetable / programme
- price(including contingency provisions)
- liability
- method / terms of payment
- contract terms and condition

5 Amendments:

- extension to tender period
- changes resulting from queries

Knowledge Requirements

You need to know about:

Tendering procedures

- Legal and statutory controls on tendering procedures
- Standard procedures for documenting and conducting main types of tender
- The archaeologist's duties and responsibilities for advising on and co-ordinating tendering arrangements

AB5 Co-ordinate the procurement process

AB5.3 Obtain tenders

Required Skills

You should demonstrate:

- How to produce tender enquiry documentation

Evidence Required

You should provide evidence that you can obtain tenders

The candidate should be questioned, based upon the documentation provided, to explore how they

- issued tender enquiry documents
- acknowledged queries from tenderers
- provided additional information where requested

Evidence Rules

- The candidate should have been involved in the procurement of works, good and services

AB5 Co-ordinate the procurement process

AB5.4 Select suppliers

Performance Required

This will involve:

- a) verifying that returned **tenders** are stored securely and opened on the due date in accordance with the prescribed organisational procedures and **legal requirements**
- b) rejecting all **tenders** returned after the due date which have not been granted extensions
- c) selecting for evaluation **tenders** which are estimated, costed and calculated accurately, comply with specified requirements and meet financial criteria
- d) clarifying with the tenderer any discrepancies, omissions and errors in **tenders** selected for evaluation
- e) evaluating selected tenders accurately against the agreed **criteria** and selecting, recommending and agreeing the tender which best meets the criteria with interested parties
- f) confirming clients' and tenderers' ability to meet their obligations under the proposed form of contract
- g) negotiating and agreeing variations with selected **tenderer** where required and involving others as appropriate
- h) confirming the client's acceptance of the successful **tender** and informing unsuccessful **tenderers** and interested parties of the outcome of the selection process
- i) where insufficient tenders are obtained to demonstrate adequate competition, suitably modifying and repeating the tendering process

Occupational Context

- 1 **Type of tender:**
 - single negotiated
 - open competitive
 - fixed price
 - fixed price with contingency provision
 - estimate
 - hourly/day rates
 - two stage
- 2 **Legal requirements:**
 - statutes
 - codes of practice and procedure
- 3 **Evaluation criteria:**
 - quality (including strength of project team)
 - methodology
 - cost
 - timescale
 - others specified in the tender invitation

Knowledge Requirements

You need to know and understand how to:

Tendering procedures

- Evaluate selected tenders against agreed criteria and agreeing the tender which best meets these criteria
- Ensure that security and confidentiality procedures are followed
- Select tenders for evaluation
- Communicate in an appropriate fashion with both successful and unsuccessful tenderers

You need to know about:

Tendering procedures

- Legal and statutory controls on tendering procedures
- Standard procedures for documenting and conducting main types of tender
- The archaeologist's duties and responsibilities for advising on and co-ordinating tendering arrangements

AB5 Co-ordinate the procurement process

AB5.4 Select suppliers

Required Skills

You should demonstrate:

- How to ensure that appropriate procedures are followed throughout the tendering process
- How to negotiate and agree variations to tenders

Evidence Required

You should provide evidence that you can select suppliers

The candidate should be questioned, based upon the documentation provided, to explore how they

- evaluated selected tenders
- agreed the tender which best meets the criteria
- confirmed the clients' and tenderers' ability to meet their obligations

Evidence Rules

- The candidate should have been involved in the procurement of works, goods and services