

This document provides an overview of Procurement within Sunderland City Council.

The Council's Procurement team are responsible for an annual spend of almost £500 million with over 5,000 third party providers.

The Procurement team are responsible for the whole procurement cycle from pre-procurement activities such as scoping, market engagement and social value through to coordinating the procurement activity and monitoring to ensure compliance with the procurement rules.

These activities assist in the delivery of the Council's day-to-day operations and outcomes including its strategic priorities and corporate improvement objectives.

All procurement undertaken by public bodies is regulated by law and the provision of goods, services and works from third parties undertaken by the Council is regulated by the applicable public contract regulations, currently The Procurement Act 2023 and The Health Care Services Regulations (Provider Selection Regime) 2023.

Procurement activity must also comply with the EC Treaty, including the general Treaty principals of equal treatment, non-discrimination and transparency. To ensure procurement is undertaken legally and achieves the best value for money the Council maintains its own Council's Procurement Procedure Rules which form part of the Council's Constitution.

In line with the Procurement Procedure Rules procurement activity over £10,000 is the responsibility of Corporate Procurement in conjunction with the respective service area lead commissioner. This ensures that influencable expenditure is subject to professional procurement practices in order to provide more responsive procurements that maximise the local economic impact whilst continuing to ensure value for money and securing the desired outcomes.

### **How is this a fair process?**

Procurement activity conducted by the Council follows a fair, open and transparent process in accordance with the relevant procurement law, Procurement Procedure Rules and standard operating practices managed and maintained centrally by the Council's Corporate Procurement function.

All covered procurement tenders are advertised on the open market and the Corporate Contracts Register and forward planned procurement activity are published externally to inform the supply market when opportunities will be available in the future.

All procurement documentation includes the criteria that will be used when evaluating bid submissions so providers understand the priorities of the Council and to ensure the evaluation process is transparent.

Supplier briefing sessions are delivered for tender opportunities which provide an overview of the Council's requirements and discuss the procurement documentation which will need to be completed by the bidders. All tender submissions are evaluated by a panel and the Council provides written feedback to bidders so they can understand how their submission scored against the published criteria.