

Report

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Report to:	Finance and Information Technology Resources Committee
Date of Meeting:	13 September 2011
Report by:	Chief Executive

Subject:	Public Contracts Scotland Quick Quote Trial
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update on the pilot exercise on the use of the “Quick Quote” facility for low value/low risk tenders.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that given the successful outcome of the pilot exercise, the Procurement Service begin the roll out of Quick Quote as the preferred method for low value quotations.

3. Background

3.1 On 14 June 2011, the Finance and Information Technology Resources Committee approved the trial of Quick Quote. This was to allow the Procurement Service to carry out a range of procurements in conjunction with Housing and Technical Resources and Enterprise Resources to assess whether the Quick Quote facility could provide benefits to the Council and the supply base.

3.2 The trial has run for 10 weeks with 10 quotes carried out on behalf of Housing and Technical Resources and 18 for Enterprise Resources.

4. Current Position

4.1. All quotes put through the system have worked well with the following positives being noted:

- ◆ Ease of use in general for staff
- ◆ Ease of use for suppliers
- ◆ Nationally recognised standard for suppliers and staff
- ◆ High volume of suppliers available
- ◆ New suppliers easily added to the system
- ◆ Quick Quote held auditable information
- ◆ Quick to issue and receive quotes
- ◆ Training required has been minimal

4.2. There have been two issues noted to date:

- ◆ The search for the correct category/commodity could be cumbersome, however, Scottish Government have now updated the web site to improve the search facility.
 - ◆ In some cases the email addresses held within the system had not been maintained by the suppliers so the request to quote was not received.
- 4.3. Given the outcome of the pilot exercise, the Procurement Service would propose to roll out to all other Resources the use of Quick Quote as the preferred method for low value quotations, in line with Standing Orders on Contracts.
- 4.4. The Procurement Service has communicated with 916 known suppliers within Housing and Technical and Enterprise Resources' business sectors to inform them of the National web site and Quick Quote.
- 4.5. If the recommendations are approved then the communication will be extended to include all known providers with additional communication carried out by the National Supplier Development Programme team of which Regeneration Services is an active participant. The text for these communications has already been approved by this Committee.
- 4.6. An update on the progress of the Quick Quote facility will be provided as part of future updates on Procurement Service activity.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. Improved access should deliver increased competition

7. Other Implications

- 7.1. Reduced risk of challenge through introduction of a more standard approach to the quotation process.
- 7.2. Contributes to sustainability through reductions in paper, postage and space.
- 7.3. Positive impact on the local SMEs and their access to winning business within the Council.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 8.2. Consultation has taken place with other Resources.

Archibald Strang
Chief Executive

5 September 2011

Link(s) to Council Values/Improvement Themes/Objectives

- ◆ Support the local economy by providing the right conditions for growth improving skills and employability
- ◆ Fair and open
- ◆ Accountable, effective and efficient
- ◆ Sustainable development

Previous References

- ◆ Finance and IT Resources Committee 14 June 2011

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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