

## RECOVERY THEME AREA & PROJECT NAME

Vital Viable Council – Supplier Section of Teignbridge Website

## PROJECT BACKGROUND/ SCOPING STATEMENT

### PROJECT SUMMARY:

One of the Vital Viable Council (VVC) objectives is to make the procurement process as streamlined as possible and provide opportunities to local suppliers. For purchases over £10,000, procurements go via the e-tendering system or via a framework. Therefore, one of the VVC projects is to create a section of the Teignbridge District Council website for suppliers to register and tell us what goods, services or works they can provide. This registration will then feed through to a spreadsheet that officers can refer to for purchases under £10,000.

### BUSINESS NEED AND BUSINESS PROBLEM:

The business need is to provide more opportunity to local suppliers to do business with Teignbridge District Council. The business problem is that officers are not do not currently have anything to refer to for purchases under £10,000.

We have consulted suppliers via a virtual “meet the buyer” event. The feedback showed that suppliers would like somewhere to register for procurements that are outside of the e-tendering system.

### BENEFITS OF COMPLETING THE PROJECT AS WELL AS THE PROJECT JUSTIFICATION:

The benefits of completing this project will be:

- Providing as much opportunity to suppliers in general
- Providing more opportunity to smaller businesses
- Providing more opportunity to local suppliers
- Potential for value for money and savings (i.e. greater choice of suppliers)
- Making the processes for purchase under £10,000 fairer

### PROJECT SCOPE, I.E. WHICH DELIVERABLES WILL BE INCLUDED AND EXCLUDED FROM THE PROJECT:

#### Included

- Ability to standardise officer decisions on purchases below £10,000
- Ability to reach a wider market

#### Not included

- Ability to influence those suppliers who do not have very little access to the internet.

### DEFINE ROLES AND RESPONSIBILITIES

**PROJECT MANAGER/ MANAGERS:**

- Rosanna Wilson

**PROJECT SPONSOR/ SPONSORS:**

- Martin Flitcroft
- Cllr Richard Keeling

**DESIGNATED BUSINESS EXPERTS:**

- Peter Smith – Business Systems Analyst – Strata Service Solutions

**PROJECT TEAM:**

- Rosanna Wilson and Peter Smith

**END USERS:**

- Officers at Teignbridge District Council and Suppliers.

**OTHERS:**

NA

### RESOURCE IMPLICATIONS

**CAPITAL COSTS:**

None

**CAPITAL FUNDING SOURCE/ SOURCES:**

None

**REVENUE COSTS: (excluding internal staffing costs):**

None

**REVENUE FUNDING SOURCE :**

None

**INTERNAL STAFFING:**

1 day work completed by Business Analyst at Strata Service Solutions Ltd  
1/2 day work completed by Procurement officer for testing, governance

**SUSTAINABILITY:**

NA

**OUTCOMES, MILESTONES AND PERFORMANCE MEASURES****OUTCOMES:**

A boost in local spend  
Better value for money

**MILESTONES:**

- May/June – complete infrastructure
- July/ August Communications
- September/ October- Release

**PERFROMANCE MEASURES:**

- Spend data – increase in local spend for Teignbridge and Devon.