

SUPPLIERS' GUIDE

DOING BUSINESS WITH WEST MIDLANDS COMBINED AUTHORITY (WMCA)

For all purchasing or contract queries please contact:

Procurement Team

16 Summer Lane

Birmingham B19 3SD

Email: procurementteam@centro.org.uk

Website: <https://westmidlandscombinedauthority.org.uk>

E-Tendering Portal: <https://wmca.bravosolution.co.uk>

Background Information

Introduction

The WMCA is a legal body with powers of decision making granted by parliament. We consist of twelve local authorities and three Local Enterprise Partnerships who are working together to move powers from Whitehall to the West Midlands and our locally elected politicians. Individual councils will still deliver services and retain their identity but on the big decisions we will have the resources to work together.

The West Midlands Combined Authority has a number of key priorities. These are economic growth, skills, transport and housing, as well as reforming public services and reducing the region's welfare bill. To ensure that these priorities are dealt with the emerging WMCA will establish three commissions; Land Commission, Mental Health Commission and Productivity Commission.

Vision and Values

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For more information please visit: <https://westmidlandscombinedauthority.org.uk>

About WMCA's Procurement Team

Procurement plays a key role in the delivery of WMCA's business objectives. Whilst Procurement sets procurement policy, in line with best practice, for the organisation we are also responsible for delivering best value procurement solutions for all goods, services and works required by the business.

The Procurement team manages the procurement process for all business requirements with a value exceeding £50,000. Our services range from specification development to award of contract, and providing post contract support and review for all requirements. We also manage the procurement process for any requirements below £50,000 that are of a complex or high risk nature. Procurement also manage WMCA's corporate insurance arrangements.

For requirements with a value below £50,000, WMCA operates procurement self service, which means that WMCA employees are able to undertake procurement activities, provided they follow the guidance and advice provided by Procurement. This initiative allows Procurement to focus on high risk and/or high value purchases on behalf of WMCA.

Meet the Team

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Service Outline

WMCA is committed to ensuring that public money is spent in a way that is fair, honest and accountable and that all decisions are transparent.

All procurement activity under £50,000 can be undertaken without Procurement's intervention provided that all of WMCA's procurement regulations, as well as Standing Orders and Financial Regulations are adhered to.

All procurement activity over £50,000 (for the length of the contract and or the entire requirement) must be undertaken in conjunction with and administered by the Procurement Department.

Estimated Value of Contract	Procurement Requirement	Procurement Activity Undertaken By
Up to £5,000	One oral quotation (must be confirmed in writing where the Total Value exceeds £5000)	End User
£5,001 - £50,000	At least three written quotations required	End User
£50,001 – OJEU Threshold**	Invitation to Tender by advertisement to at least three Candidates (the opportunity must also be advertised on the UK Government Contracts Finder website within 24 hours	Procurement
Above OJEU Threshold	EU Procedure (where advertisement required under EU Procedure the opportunity must also be advertised on UK Government Contracts Finder website)	Procurement

Contracts that fall within the EU public procurement legislation thresholds (PCR2015) will be advertised within the Official Journal of the European Union, Contracts Finder and Bravo at <https://WMCA.bravosolution.co.uk>. All relevant links to these sites are available on the landing page of WMCA's eTendering portal available at <https://WMCA.bravosolution.co.uk>. In order to comply with EU public procurement legislation adverts will set out the process for applying and the information required for each tender provision.

EU Directives/Thresholds

Public Contracts Regulations 2015

Effective the 26th February 2015, Public Contracts Regulations 2015 set out the legal framework for public procurement. They apply when public authorities and utilities seek to acquire goods, services, civil engineering or building works. They set out procedures which must be followed prior to awarding a contract when its value exceeds set thresholds, unless it qualifies for a specific exemption.

The purpose of the EU Procurement rules is to open up the public procurement market and to ensure the free movement of goods and services within the EU. In most cases they require competition and seek to reinforce the value for money focus of the government's procurement policy. This requires that all public procurement must be based on value for money which should be achieved through competition, unless there are compelling reasons to the contrary.

The figures below are fixed for a period of two calendar years and are revised on 1 January in every even year. The most common thresholds applicable to WMCA are highlighted in bold/red.

Summary of Threshold Levels from 1st January 2016 to 31st December 2017.

	SUPPLIES	SERVICES	WORKS
Small Lots	£62,842	£62,842	£785,530
All bodies (Light Touch Regime for Services)		£589,148	
All bodies (excluding subsidised services contracts)	£164,176	£164,176	£4,104,394
All bodies (subsidised services contracts)		£164,176	
Indicative Notices	£607,935 (£50,000)	£607,935 (£50,000)	£3,927,260 (£1,150,000)

Utilities Contracts (utilising Regulations 2006)

	SUPPLIES	SERVICES	WORKS
All Sectors	£328,352	£328,352	£4,104,394

Tendering

WMCA have embraced an environmentally friendly and efficient electronic method of facilitating the tender process. Suppliers who wish to access documents of express interest should register with Bravo Solution in the first instance at their website. <https://WMCA.bravosolution.co.uk>. Register by following the link on the front page and then accepting the conditions of use.

Companies requiring assistance in registering should contact Bravo Solution by phone, fax or email as follows:

Telephone: 08003684850

Fax: 02070604850

E-mail: help@bravosolution.co.uk

NOTE: In order to be able to submit expressions of interest and gain access to documents, companies must register with Bravo. WMCA will not respond to requests for documents by any other means.

Expressing an Interest

1. Register your company details on the electronic tendering portal at <https://WMCA.bravosolution.co.uk> (this is only required once) and click the link to register
2. Accept the terms and conditions and click "continue". Enter your correct business and user details. We highly recommend completing not only the basic profile but also the extended profile. By doing so, your responses will be automatically loaded into those same questions if asked at either PQQ or ITT stage. Note the username you chose and click "Save" when complete. You will shortly receive an email with your unique password.
3. Express an Interest in the tender by logging in to the portal with the username/password. Click the "PQQs / ITTs Open To All Suppliers" link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier).
4. Click on the relevant PQQ/ ITT to access the content.
5. Click the "Express Interest" button.

Invitation to Tender

Each tenderer invited to participate in a competitive tender provision will be provided with a package of documents (electronically within the Bravo Solution eTendering portal) that require

review and/or completion. It is imperative that upon receipt of a tender package, you review information for accuracy and raise any discrepancies immediately. In addition, it is imperative to follow the instructions as provided to ensure you are compliant in your bid submission.

Evaluation Criteria

Procurement work with colleagues within the business and those who may sit on a given evaluation panel to agree the evaluation criteria for a competitive tender process. Evaluation criteria will be published prior to generating supplier interest on a given provision. Criteria and their methodology are used to assess technical merit, risk, and other key areas.

Advertising Requirements

If the requirement is below the EU thresholds, WMCA may advertise within the electronic tendering portal (<https://WMCA.bravosolution.co.uk>). WMCA also work cooperatively with <http://www.finditintheblackcountry.co.uk> and <http://www.finditinbirmingham.com> to advertise opportunities.

All requirements above the OJEU thresholds need to advertise the requirement in the Official Journal of the European Union and Contracts Finder. Procurement will facilitate the appropriate contract notice(s) through WMCA's electronic tendering portal, Bravo (<https://centro.bravosolution.co.uk/>).

Payment Terms/Invoice Processing

WMCA's Accounts Payable Team is responsible for the payment of all WMCA suppliers. In order for your invoice to be processed swiftly, it is best that your invoice is submitted to WMCA electronically. This will enable the team to track your invoice through our finance system (Agresso) from the moment it is received.

To help achieve this, please submit your invoices to invoices@centro.org.uk ensuring the purchase order is quoted on the invoice. Please note that only 1 invoice per file/attachment should be submitted ensuring the Purchase Order details are correct.

Once your customer contact at WMCA agrees that the goods/services/works included within the invoice have been delivered by way of goods receiving, then payment will follow shortly thereafter.

In the unlikely event that a payment is delayed, then you can contact our Accounts Payable Team at invoicequeries@centro.org.uk or you may contact them directly on 0121.214.7290. When contacting Accounts Payable, have at hand a valid PO number, your WMCA/customer contact name and your invoice number. This will allow us to investigate your query quickly.

BACS

We are having all suppliers paid by BACS. If you are already a contracted supplier or have been paid by WMCA within the past 12 months, your details should be current. However, if any of your bank details change, please email invoicequeries@centro.org.uk ensuring the following:

- Bank details are on company letter-headed paper
- It is signed (with position within the company stated)
- Attached to an email as a PDF document (not Word which can be edited)

Equality and Diversity in Procurement

WMCA puts diversity and equality at the heart of the business. People should be treated fairly, with respect and in a way that is appropriate to and recognises their needs, giving people the opportunity to fulfil their potential. As an employer and a service provider we value individual and group differences and implement policies that recognise those differences. In the delivery of a service, WMCA is committed to ensuring appropriate services are provided that meet the needs of all the communities in the West Midlands.

This is in line with key equality legislation that expects public authorities to eliminate unlawful discrimination and promote equality of opportunity in employment and in the provision of goods, facilities and services.

Where functions and services are carried out by an external supplier/contractor, the equality duty is assumed by the external supplier/contractor but WMCA remains ultimately responsible for its fulfilment. We take equality issues into account at all stages of our procurement process and we expect organisations that deliver goods or provide services on our behalf to promote equal opportunities within their businesses. We are committed to ensuring that contractors delivering services on our behalf share our equality vision and adopt non-discriminatory practices.

Ultimately we believe, the promotion of equality in procurement will help WMCA deliver more responsive, accessible and appropriate services that meet the needs of West Midlands residents.

Our Equality Scheme and our Equal Opportunities Policy demonstrate our commitment to equalities and diversity, while our Equality in the Procurement Process Guide will give you a good indication of what we expect from our supplier base, please [click here](#).

Health and Safety

[Click here](#) for further information.

Freedom of Information Act

Every public authority subject to the Freedom of Information Act is required to adopt and maintain an approved publication scheme setting out information that will be made routinely available, how and when that information will be made available and whether or not the information is free of charge.

[Click here](#) for further information.

Useful Links

Bravo Solutions WMCA's E-Tendering Portal	https://WMCA.bravosolution.co.uk
WMCA Home Page	https://westmidlandscombinedauthority.org.uk/
Crown Commercial Services (Office of the Cabinet)	https://www.gov.uk/government/organisations/crown-commercial-service
Contracts Finder online version of the supplement to the Official Journal of the European Union (OJEU), which is dedicated to European public procurement	https://www.gov.uk/contracts-finder
Finditinbirmingham	http://www.finditinbirmingham.com
Finditintheblackcountry	http://www.finditintheblackcountry.co.uk