

Winning Public Sector Business in the Wakefield District

South West Yorkshire 
Mental Health NHS Trust

Wakefield District 
Primary Care Trust



 **Wakefield College**
...transforming lives, building prosperous communities


Wakefield and District Housing

Foreword

Wakefield is home to a range of public sector and not for profit organisations: Wakefield Council, West Yorkshire Police, West Yorkshire Fire Service, Probation Service, National Offender Management Service, Wakefield Primary Care Trust, South West Yorkshire Mental Health Trust and Wakefield and District Housing. Between them, these organisations spend in excess of £250 million per annum on bought in goods and services and include some of the largest employers in the district. The goods and services bought range from routine items such as stationery and furniture through to more specialist items such as body armour, vehicles and building construction.

As the largest employer in the district, Wakefield Council is committed to supporting the local economy wherever possible (whilst always complying with legislation) and we are therefore keen to see the public sector across the district working more collaboratively and helping suppliers from all sectors to understand how to do business with us.

We are also committed to making the Wakefield District an exemplar of how public sector organisations and business can work together. If you provide quality goods, works and services at a cost that gives the best overall value, then the authorities in this region want to work with you. This guide will show you how.

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About the Wakefield District

The Wakefield District is one of five metropolitan Districts in West Yorkshire and is situated at the heart of the UK's transport network. It covers some 350 square kilometres and is home to some 321,600 people. The District prospered for many years as an industrial centre of mining, engineering and textiles. These traditional industries have given way to new growth in electronics, distribution and manufacture and a growing service sector. The District is a vibrant mix of urban and rural communities, and apart from Wakefield City, includes the Five Towns of Pontefract, Castleford, Featherstone, Normanton and Knottingley.

Wakefield is centrally located at the heart of the UK's communications network. Its strategic position at the intersection of the M1 and M62 motorways provides excellent access to all parts of the UK by road, rail, air or sea. Wakefield's key location in the north is further reinforced by the Wakefield Europort development, situated at junction 31 of the M62 motorway. It is potentially the largest and most strategic distribution and manufacturing location in the region, providing a direct rail link for freight to mainland Europe via the Channel Tunnel.

The annual UK Competitiveness Index for 2008 published on 3rd September 2008 ranks Wakefield in the top 15 most improved cities for increasing competitiveness. The survey undertaken by the Centre for International Competitiveness at the University of Wales Institute in Cardiff ranks 407 local areas, according to what they offer to growing businesses and entrepreneurs. Wakefield which came 12th in the list, was one of only 2 Yorkshire Cities in the top 15.

Wakefield was named Britain's Best 'second tier' city for business in 2006 according to Britain's Best Cities Survey which surveyed over 5,000 business leaders. The survey showed that Wakefield leads by virtue of its strong workforce and business environment advantages. The result follows Wakefield's achievement in being named Best 'Tier 2' City in the Best Location for Call Centres survey in 2005.

Key Economic Indicators

The local market information figures indicate that now is a great time to be in the Wakefield District:

- Over the past 10 years Wakefield has experienced the highest rate of business growth in West Yorkshire with the stock of VAT registered enterprises increasing by 26.5%, against 19.9% nationally
- Approximately 6.8 million people are within one hour's travelling distance from Wakefield by car
- Over £500M of investment underway in Wakefield City with further strategic developments in the pipeline
- Phase one of the £126M regeneration scheme to transform Wakefield's historic waterfront into a thriving professional, residential and leisure hub nearing completion
- Work on phase one of the £140M Merchant Gate scheme has begun and will see a new business quarter created on the old yards around Westgate rail station
- Emerging office location of choice for the Leeds City Region
- Work on Trinity Walk has begun which will create a new retail area in Wakefield City centre by 2010
- Exciting public realm works underway within the City centre including a new water attraction for the historic Bull Ring

Working with the Public Sector

The public sector employs more than 25% of the UK workforce and includes central government departments and agencies, the NHS and its local trusts, local authorities, universities and colleges and the emergency services.

Whatever your business, there is almost certainly a market for it somewhere within the public sector, whether by contracting directly or by becoming a subcontractor.

Public sector organisations are good customers. Public sector funding primarily comes from central government and council tax therefore public sector organisations are accountable and auditable. For these reasons, there are processes we have to undertake in order to buy goods, services and works as we have to make sure this is done in a fair, transparent and open manner and that value for money is achieved for the citizens of our district.

Public sector organisations have to pay accounts within 30 days (or within any other agreed payment terms) of receiving a valid bill or invoice.

Every public sector body should have a constitution and within that constitution are rules in relation to how the organisation's purchasing should be undertaken. In addition, public sector organisations have to comply with EU Procurement Directives and the principles of the Treaty of Rome.

The EU Procurement Directives are designed to ensure free movement of goods and services across the European Union. The Directives state that where the total contract value exceeds specified thresholds it will be subject to the EU Directives and therefore specified procedures must be followed in the award of those contracts. The principles of the Treaty of Rome are around openness and transparency in order to open up opportunities.

Thresholds for undertaking an EU Procurement process:

Supplies & Services	£139,893*
Works	£3,497,313

*Some public sector bodies are subject to a lower threshold of £90,319.

Working with Wakefield Council



Wakefield Council spends in the region of £130 million per annum on bought in goods and services and employs over 14,000 staff. The Council buys a diverse range of goods and services including (but not limited to):

- Training
- Catering
- Office supplies
- Vehicles
- Construction
- Consultancy
- Clothing
- Plant
- Research
- Decorating
- Highways maintenance
- Protective equipment
- Landscaping
- Social Care services
- Grounds maintenance equipment

The buying is devolved across the Council which means that each service is responsible for placing their own orders and arranging their own quotations and tenders.

When expenditure exceeds £15,000, a quotation process must be undertaken which involves the opportunity being placed on the SCMS (see below). For any requirement exceeding £75,000, a full tender process should be undertaken, which will also be advertised on the SCMS.

Where can you find out about tender and quotation opportunities?

All quotations and tenders undertaken by the council, and the other 21 local authorities in the Yorkshire and Humberside region, are advertised on a joint supplier and contract management system which can be accessed at: <http://scms.alito.co.uk>

Adverts may also be placed in local press and trade journals relevant to the goods or service being bought. All tenders which exceed the threshold for undertaking a tender in Europe (refer to page 4 for thresholds) will also be placed in the Official Journal of the European Union. Details of these entries can be accessed through tenders electronic daily at the following link: <http://ted.europa.eu/>

Business Events

The Council holds a range of events for business over the year including workshops for Small & Medium Enterprises, Voluntary & Community Sector Organisations, Black and Minority Ethnic organisations. The pinnacle of the year has to be the annual Meet the Buyer event which attracted in excess of 750 businesses in 2007. The Meet the Buyer is held in the autumn of each year and is a fantastic opportunity for business to meet buyers from across the council and from other public sector organisations in the region. All of our business events are free of charge to attend and further details can be found at www.wakefield.gov.uk/procurement

Use of Consortia and other buying organisations

Wakefield Council is one of 13 member authorities of the Yorkshire Purchasing Organisation (YPO). YPO provide a whole range of stock items to the public sector including stationery, school supplies, cleaning products etc and also put into place contracts on behalf of public sector organizations for them to buy from. Contact details for YPO can be found on page 17 if you are interested in potentially supplying through YPO.

Wakefield Council also makes use of arrangements put into place by the Office of Government Commerce (OGC). Again, if you are interested in potentially supplying through the OGC, contact details are on page 17.

Further Information

The Wakefield Council web pages contain a vast amount of information in relation to procurement. We take the view that unless something is commercially confidential, if it can be of benefit to businesses, it is published. Information on the site includes: Procurement strategy, Contracts Procedure Rules (part of the Constitution). www.wakefield.gov.uk/procurement

Contact details for the Strategic Procurement Team are as follows:

Address:

Wakefield Council

Strategic Procurement Team

Newton Bar, Leeds Road, Wakefield WF1 1XS

Tel: 01924 306781

Email: procurement@wakefield.gov.uk

Working with West Yorkshire Police



West Yorkshire Police spend in the region of £50 million per annum on goods and services ranging from stationery through to helicopters.

Some examples include:

- Furniture and fittings
- Clothing and equipment
- Vehicles
- Construction
- Agency Staff
- IT Hardware and Software
- Catering
- Cleaning

For expenditure between £10,000 and £50,000, three quotations are obtained and for expenditure exceeding £50,000, a full tender process is undertaken. Details of quotation and tender opportunities are advertised in the local press, relevant trade journals and, where expenditure exceeds the EU thresholds, in OJEU.

West Yorkshire Police use electronic tendering through Bluelight Database, details which can be found at www.bluelight.gov.uk

Use of Consortia and other buying organisations

The West Yorkshire Police make use of a variety of different contracts awarded by consortia and other buying organisations including OGC and YPO. Some contracts are awarded on a national basis for use by all police forces in the UK.

Further Information

Procurement related information can be found at

www.westyorkshire.police.uk - follow the links to department profiles and procurement.

Contact details for the Procurement Team are as follows:

Address:

West Yorkshire Police

Procurement Department

Unit D, Wakefield 41 Industrial Estate, Wakefield WF2 0XH

Tel: 01924 294914

Fax: 01924 294910

Email: www.procomments@westyorkshire.pnn.police.uk

Working with Wakefield and District Housing (WDH)



Wakefield and District Housing (WDH) became the largest single housing stock transfer organisation in 2005, taking responsibility for over 31,000 homes in the Wakefield District. WDH is a registered charity however, in relation to procurement, is subject to the same rules and regulations as the council.

The largest area of spend for WDH by far is on property maintenance and refurbishment. The company has a programme to bring all of its houses up to an improved standard which is potentially opening up a whole range of opportunities for businesses.

WDH spends in the region of £20 million per annum on goods and services which include:

- Utilities
- Food
- IT equipment & software
- Cleaning services
- Maintenance materials
- Clothing
- Stationery
- Consultancy
- Professional services
- Transport
- Furniture

When expenditure exceeds £15,000, a quotation process is undertaken and for any requirement exceeding £75,000, a full tender process should be undertaken. Tender and quotation opportunities are placed on the WDH web site at <http://www.wdh.co.uk>

WDH also use Yorkshire Purchasing Organisation (YPO) and the Office of Government Commerce (OGC) and in addition use arrangements put into place by the Northern Housing Consortium and Procurement for Housing.

WDH attend the annual Meet the Buyer event organised by the council, see page five for further details.

Businesses are welcome to send details to the WDH procurement team at the address below.

Contact details for the Procurement Team are as follows:

Address:

Corporate Procurement

Wakefield and District Housing, Merefield House, Whistler Drive, Castleford WF10 5HX

Tel: 01977 724492

Fax: 01977 724596

Email: procurement@wdh.co.uk

Working with South West Yorkshire Mental Health Trust

South West Yorkshire
Mental Health NHS Trust



South West Yorkshire Mental Health Trust (SWYMHT) spends in the region of £29 million per annum on goods and services which include:

- Provisions
- Office equipment & supplies
- Furniture & fittings
- Pharmaceuticals
- Building & engineering products and services
- Staff clothing
- Dressings
- Hardware & crockery
- Telecommunications
- Medical equipment and consumables
- Patients clothing
- Transport
- Hotel services
- Bedding & linen
- Agency staff

SWYMHT make extensive use of arrangements put into place by the NHS Purchasing & Supply Agency and OGC.

Quotation processes are undertaken for all expenditure exceeding £5,000 and suppliers are often selected from the approved lists on the Supplier and Contract Management System <http://scms.alito.co.uk>

Contact details for the Procurement Team are as follows:

Address:

South West Yorkshire Mental Health Trust

Fieldhead Hospital, Ouchthorpe Lane, Wakefield WF1 3SP

Tel: 01924 327667 - Head of Procurement

Tel: 01924 327158 - Purchasing Manager

Fax: 01924 327159

Email: Head of Procurement - Tony.cooper@swyt.nhs.uk

Email: Purchasing Manager - Denise.daykin@swyt.nhs.uk

Working with Wakefield College



...transforming lives, building prosperous communities

Wakefield College spends in the region of £6.2 million per annum on goods and services which includes the purchase of:

- Catering
- Advertising & publicity
- Text books
- Estates related
- Staff development courses
- Stationery
- Part time teaching
- Printing
- Software & IT related equipment

For expenditure up to £20,000, quotations are obtained and for expenditure exceeding £20,000, a full tender process is undertaken. Details of opportunities are advertised in the general media, relevant trade journals and, where expenditure exceeds the EU thresholds, in OJEU.

Use of Consortia and other buying organisations

Wakefield College makes use of some contracts awarded by consortia and other buying organisations including OGC and the Crescent Purchasing Consortium (CPC)

Further information can be obtained from the Procurement Team:

Address:

Finance Department

Wakefield College, Margaret Street, Wakefield WF1 2DH

Tel: 01924 789321

Fax: 01924 789140

Email: J.Andrews@wakefield.ac.uk

Working with Wakefield District Primary Care Trust



Wakefield District Primary Care Trust (PCT) spends in the region of £8 million per annum on goods and services which includes the purchase of:

- Provisions
- Office equipment & supplies
- Dressings
- Bedding & linen
- Agency staff
- Staff clothing
- Transport
- Furniture & fittings
- Pharmaceuticals
- Building & engineering products and services
- Patients clothing
- Hotel services
- Hardware & crockery
- Telecommunications
- Medical & surgical equipment and consumables

Wakefield PCT makes extensive use of arrangements put into place by the NHS Purchasing & Supply Agency and OGC.

Quotation processes are undertaken for all expenditure exceeding £15,000 and suppliers are often selected from the approved lists on the Supplier and Contract Management System <http://scms.alito.co.uk>

Further information can be obtained from the Procurement Team:

Address:

Wakefield District PCT

Castleford, Normanton & District Hospital

Lumley Street, Hightown, Castleford WF10 5LT

Tel: 01977 665816

Top Ten Tips on how to Tender

1. Read the documentation carefully and understand what is required of you
2. Provide all of the information requested. If you cannot provide some of the information, for whatever reason, ask for advice
3. Don't include publicity material in your submission unless you have specifically been asked to
4. Don't be put off by the tender documentation - you can always ask for help
5. You must complete and return the documents by the given time and date & make sure to sign anything that should be signed.
6. Where relevant, cross reference the answers or responses in your tender to the questions in the invitation to tender. This will make it easier to evaluate.
7. Be clear on your pricing model and state any assumptions you have made when pricing (for example, resources required by you and/or the Council, timetables, etc.).
8. If you are unsuccessful, make sure you ask for a debrief, you are entitled to one and it will help you to understand where you went wrong.
9. Read the questions carefully and answer them accurately and precisely.
10. Register with the Supplier and Contract Management System (<http://scms.alito.co.uk>); it will provide you with information about tendering opportunities, and also tell you the company that won previous tenders.

Business Support in the District

ACAS

ACAS aims to improve organisations through better employment relations. It provides up-to-date information, independent advice, high quality training and works with employers and employees to solve problems and improve performance.

Further information can be obtained from:

Tel: 0113 205 3800

or visit: <http://www.acas.org.uk>

ATL

ATL promotes accessible, quality, and inclusive services with a specific focus on the Black and Minority Ethnic (BME) communities. ATL wants to ensure that opportunities for enterprise are open to all: young or old, disabled, male or female, whether in business or the community, regardless of ethnic origin or where people live.

Further information can be obtained from:

Freephone: 0800 587 5874

Fax: 01274 735944

Email: info@atlenterprise.co.uk

or visit: www.atlenterprise.co.uk

Business Link Yorkshire

Business Link Yorkshire is your first point of contact if you want to start or grow your business. Whether you are just starting a business or an established company looking to grow, you can get access to expert independent advice and support on a comprehensive range of business issues. Business Link Yorkshire understands how important it is to get all the help you can when starting a business. We offer a comprehensive range of workshops and seminars, advice over the telephone, via our website and you can arrange to meet one of our business advisers on a one to-one basis. Access free and impartial business advice from our team of experienced advisors who are available to assist your business whether it is for a specific project or simply guidance on how to grow your business.

For further details:

Tel: 08456 048 048

or visit: <http://www.businesslink.gov.uk/yorkshire>

Fit4Funding (The Charities Information Bureau)

A registered charity with a role to support: Voluntary and community groups to receive funding for their work; disadvantaged groups to gain fair access to funding; funding advisors and agencies to give effective funding support and advice to groups; members of grants panels responsible for distributing funds.

Fit4Funding can also provide access to training for volunteers involved in seeking funds, bookable meeting/training space, training, funding information, one-to-one support offering advice around planning funding and guidance on completing application forms, support for groups wishing to develop the contracting side of their work.

Further information can be obtained from:

Address: 93 Lawefield Lane, Wakefield, WF2 8SU

Telephone: 01924 239063 Fax: 01924 239431

E-mail: info@fit4funding.org.uk

Website: www.fit4funding.org.uk

Euro Information Centre

West Yorkshire Euro Information Centre is dedicated to helping firms get the information they need to do business effectively in Europe's single market. The services offered includes a full library service of OJEU entries and an alerting service for Tenders Electronic Daily where all OJEU entries are published <http://ted.europa.eu>

Further information can be obtained from:

Tel: 01274 434 262

Fax: 01274 432 136

Email: eic@bradford.gov.uk

or visit: <http://www.bradford.gov.uk/euroinfocentre>

Federation of Small Businesses

The FSB is the largest campaigning pressure group promoting and protecting the interests of the self-employed and owners of small firms.

Further information can be obtained from the local branch:

Tel: 01924 283548

Email: secretary.westridding@fsb.org.uk

Or visit: <http://www.fsb.org.uk/>

Mid Yorkshire Chamber of Commerce

The Mid Yorkshire Chamber of Commerce (**MYCCI**) is a dedicated business support organisation covering the metropolitan districts of Wakefield, Kirklees and Calderdale. As one of the most proactive Chambers in the country, **MYCCI** provides a comprehensive range of services including workforce development; export documentation and related international trade services; recruitment of temporary and permanent staff; health and safety training and advice; business seminars; and much more.

MYCCI encourages its members to do business with one another and facilitates this by organising regular networking events where members can explore potential business opportunities. A structured membership package allows businesses to tailor the range of benefits they receive to help their business thrive and prosper - they simply choose the level of membership which suits them best.

For further details contact:

Tel: 01484 438800

Fax: 01484 514199

Email: info@mycci.co.uk

or visit: www.mycci.co.uk

Social Enterprise Support Centre

Provides specialist support to the social enterprise sector. In particular, we provide advice on enterprise development, market development, tendering for contracts, marketing, sales, branding. We are currently running the Healthy Business programme funded by Yorkshire Forward, specifically aimed at Social Enterprises with the Health and Social Care. We also have a very busy schedule of events and online industry specific networks. SESC is also the home of the social business bookshop and selling added value.

Further information:

visit: www.sesc.info

or ring Paula Denison on 07714 097 544

Voluntary Action Wakefield District

Voluntary Action Wakefield District exists to provide support, growth, development and sustainability within the voluntary and community sector. Working in a number of ways including: **Development work** identifying gaps in service provision and developing new, innovative services to meet needs, **Liaison work** acting as a focus point for the local voluntary and community sector, encouraging networking between voluntary and community organisations and between the statutory and private sectors, **Strategic partnerships** working in partnership with local government and other statutory agencies, directly involved in a wide range of regeneration, neighbourhood renewal, health and social care and learning initiatives and **Support services** providing access to basic facilities such as meeting rooms or specialised services such as ICT support.

Further Information:

Post: 11 Upper York Street, Wakefield WF1 3LQ

Tel: 01924 367418

Email: ask@vawd.org.uk

or visit: www.vawd.org.uk

Other Useful Contacts

Crescent Purchasing Consortium (CPC)

Tel: 0161 295 5354

Fax: 0161 295 5599

Email: K.Allen@salford.ac.uk

NHS Purchasing & Supply Agency (PASA)

Tel: 0118 980 8841

Email: pasa@pasa.nhs.uk

Office of Government Commerce (OGC)

Tel: 0845 410 2222

Fax: 0151 227 3315

Email: custcare@ogcbs.gsi.gov.uk

Yorkshire Purchasing Organisation (YPO)

Tel: 01924 824477

Fax: 01924 834805

Email: ypo@ypo.co.uk