

FOI 157/2015

REQUEST AND RESPONSE

Please provide the name of and provider of your e-procurement / e-tendering system?

EGS Marketplace
BiP Deltal Portal

Of the modules you have purchased this, which are you actively using? 'Purchase to pay' on the EGS Marketplace system and Contract Notices on the BiP portal

What do you see as the limitations to the current system; - None as this suits our needs at the current time

- a. Does the current system meet your needs
- b. User friendliness / intuitiveness
- c. Workflows / processes unclear
- d. Hard to navigate
- e. Pages have too much information on them
- f. No user guide available
- g. No on-demand / immediate support
- h. Terminology / wording not suited to all types and levels of staff within the organisation
- i. Not efficient
- j. Other, please specify

Does your organisation have clearly defined and documented processes in relation to contract management?

Yes

No

If yes, approximately what % of Council staff use this;

- a) Below 25%
- b) 25%
- c) 50%
- d) 75%
- e) Over 75%

Do you have a dedicated contract management or monitoring function within the Council? No

If Yes, where does this function sit within the organisation i.e. Procurement, Audit. Please provide a copy of Terms of Reference / Strategy for this function.

In response to questions below regarding Contract Register please may we refer you to our Contracts Register which is published on our website. <http://www.tendringdc.gov.uk/business/doing-business-council>

Do you have a central contracts register for all third party contracts and agreements entered in to by the Council? Please note, 'Central' refers to all contract data being held in one place i.e. within a legal or procurement function.

If yes, what is the lower limit of contracts placed on the register?

If yes, is the contract register;

- a. Own, bespoke - Excel, access type database
- b. Third party system / e-procurement solution - the Contracts Register Service, JCAD

How many current / active contracts do you have on your contracts register?

Of those current / active contracts on your register, how many do you have physical contact for (whether as a soft or hard copy)? **unknown**

- a) less than 25%,
- b) 25%
- c) 50%
- d) 75%
- e) don't know

Of those current / active contracts on your register, what is their combined total contract value

Of those current / active contracts on your register, what is their combined annual value

Of those current / active contracts, how many have you successfully renegotiated, varied or engaged and what was the saving you achieved in the last financial year from this activity in the last full financial year (2014/15)?

- a) Answer -
- b) **Don't know**