

DURHAM COUNTY COUNCIL

CORPORATE PROCUREMENT

AGREEMENT FOR THE PROVISION OF SERVICES TO <NAME> PARISH COUNCIL

Introduction

Outlined in this Service Level Agreement (SLA) are details of a range of services, which will be made available to <PARISH> with effect from <DATE>. Durham County Council Corporate Procurement is equipped to provide, at local level, specialist resources in the form of advice and support to meet the needs of the <PARISH>. In order to ensure high standards of service provision and to establish clear lines of communication and accountability, it is proposed that the <PARISH> will be allocated a specialist officer nominated as 'Account Holder' responsible for ensuring that services are received in relation to appropriate quality standards and timeliness of delivery.

CORPORATE PROCUREMENT

Account Holder: Jamie Thomas
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A key function of Corporate Procurement is the establishment of contracts to which you have unlimited access, offering direct delivery to your sites. Corporate Procurement provide access to a range of County Council contracts, which are let to suppliers after detailed evaluation and appraisal by specialist Durham County Council Procurement Officers.

Critical in the award of these contracts is value for money and as a result consideration is given to the following during the evaluation process:

- **Quality** of product or service offered
- **Security** of supply and business continuity
- **Price** competitiveness
- **Efficiencies** in product or service delivery
- **Sustainability** – addressing sustainable procurement and social value issues including environmental impacts, and suppliers' commitment to delivering local social and economic benefit.

Services Available

1. Use of Contracts

Unlimited access to and use of contracts arranged by Corporate Procurement.

2. Access to Purchasing Help Line

The purchasing help line's prime function is to assist in the sourcing and purchasing of goods and services, including queries with supplier catalogues and order placing. The Purchasing team can also deal with any problems or complaints with corporate suppliers.

3. Access to Corporate Procurement Advice Help Line

Corporate Procurement can also offer telephone help and advice with non-purchasing issues such as procurement law, contract terms and conditions, procurement planning, and engaging with potential suppliers.

4. Sourcing of products from extensive library of catalogues, regional and government routes of supply.

In addition to Corporate Procurement's own contract resources, the SLA also provides access to contracts and frameworks let via national and regional organisations such as Government Procurement, North East Procurement Organisation (NEPO), Eastern Shires Purchasing Organisation (ESPO), YPO and other Pro5 members, covering a wide range of goods and services.

5. Conformity with Rules and Regulations

All Council contracts are let in accordance with UK procurement regulations and EU Treaty principles, where these apply, providing you with confidence that your contract arrangements are legally robust.

6. Sustainable Procurement

Incorporation of sustainable products and services into contracts where possible, and added social value outcomes from contractors, including:

- Enhancing opportunities for local suppliers
- Environmental considerations, such as sustainable timber and paper purchasing and environmentally-friendly janitorial products
- Fairly traded options including vending machine and food contracts

7. Training and Support

A range of training modules can be provided to support your staff and councillors, covering issues such as:

- Contract management
- Risk assessment in the procurement process
- Specification writing.

Additional Services

In addition to the services described above, Corporate Procurement can undertake bespoke procurement exercises to meet any additional needs specific to <PARISH>, where these are not already provided for in our corporate contracts.

Depending on availability of staffing resource, Corporate Procurement can also provide qualified procurement officers to take part in the evaluation of tenders, where the client has decided to undertake a quotation / tender process directly.

These services carry an additional fee, based on the complexity of the procurement process required and the amount of Corporate Procurement officer time likely to be involved.

Duration and Cost of Service

The service described in the section headed "Services Available" above, is available for a total fee of £xxxx for a 12-month period commencing <DATE>.

Services available from Corporate Procurement but not covered in the SLA fee are to be charged as detailed in the "Additional Services" section.

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AGREEMENT

I the undersigned, on behalf of <PARISH>, agree to enter into a Service Level Agreement with Durham County Council Corporate Procurement for a period of XXX.

Signature

Date

Designation

On behalf of Durham County Council Corporate Procurement, I the undersigned accept to undertake this Service Level Agreement with <PARISH>.

Signature

Date

Designation