



Top 5 Procurement Tips

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Don't break the law!

- Speak to your procurement department or people who have written tenders before
- You **must** be able to demonstrate fair and open competition
- If not, you leave yourself open to legal action


Know what your priorities are...

- Is it:
 - Low initial purchase price
 - Low Total Cost of Ownership
 - Cutting edge technology
 - High quality support
- There are no free rides!
- Pick a top 3



...and make sure they do too

- If you are spending over £100k, vendors will come and talk to you
- Take the opportunity to build a relationship and understand each other
- Make sure they bring a technical colleague
- Make sure you tell them your top 3!



Don't tell them this!

Define clear selection criteria...

- You must have written these down before you see the tender responses
- You should design them to favour what you want
- They must be based on facts
- Vendors can request to see your scoring and contest the decision

...but leave yourself some room

- *Always* put in “discretionary points”
- Make sure they can be justified!
 - Key requirement (3); demonstrable high quality support
 - Only vendor to offer NBD response or on-site engineer
- Use carefully; in a close tender they will determine the winner

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Write a clear tender document...

- If you've never done one, get a copy of someone else's and copy it
- Put in a brief introduction that includes your 3 key priorities
- Make it absolutely clear where the tender starts
- “Compliant” is not good enough – put this in the document!

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...but don't be too restrictive

- It is possible to write a completely legal tender which effectively specifies the exact hardware you want
- If you do this:
 - Be careful what you wish for...
 - You leave no room for the vendors to show how good they are
 - You may get limited responses

Get recommendations you can use, and use them

- Good vendors are like gold dust
 - They make everything easier
 - They make sure you get what you need
 - You're going to be working together for the next 3-5 years
- “Demonstrable ability to satisfy similar tenders in the public or academic sector in the past 2 years”

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Summary

- Find good vendors
- Tell them what you want
- Trust them to do their job
- The tender document is there to help
- Good evaluation criteria make things much easier
- The final decision should not be hard





Any questions?