

## Step 3(c): Assessment Preparation

To help an organisation prepare for the advance information that may be requested the below table:

- lists the advance information
- states whether this advance information is a legal requirement
- states whether this advance information is selected by the PCIP assessor or not

| Legal Requirements (Y/N)         | Evidence Requested in Advance of Assessment Day   | Assessor Selects Procurement Exercise (Y/N) |
|----------------------------------|---|---|
| <b>Leadership and Governance</b> |   |   |
| N                                | Corporate Strategy  | N   |
| Y                                | Procurement Strategy  | N   |
| Y                                | Procurement Annual Report   | N   |
| <b>Development &amp; Tender</b>  |   |   |
| N                                | <b>Any</b> end to end Procurement Exercise Information  | Y   |
| N                                | End to end <b>High Risk</b> Procurement Exercise Information                                      | Y   |
| N                                | End to end <b>High Value</b> Procurement Exercise Information                                     | Y   |
| N                                | Documentation seeking external expertise through collaboration or otherwise to develop strategies | N   |
| N                                | Evidence of innovation/improvement activity implementation  | N   |
| N                                | <b>Any</b> end to end Procurement Exercise Information  | N   |
| N                                | End to end re-let Procurement Exercise Information  | Y   |
| N                                | Business Critical end to end Procurement Exercise   | Y   |
| N                                | Implementation & Exit Plans Procedure   | N   |
| N                                | Documentation of sharing implementation plans and exit strategies with other organisations.       | N   |
| N                                | End to end <b>Regulated</b> Procurement Exercise  | Y   |

| Contract |   |   |
|----------|---|---|
| N        | Procurement Job descriptions (incl. Delegated Purchasing Agreement) | N |
| N        | Procurement Training Register & Development Plan                    | N |
| N        | Contract and Supplier Management Process/Procedure                  | N |
| Y        | Contracts Register (e.g. Access, PCS, etc.)                         | N |
| N        | Segmentation Exercise Output  | N |
| N        | Evidence of Supplier Review Meetings (minutes)                      | N |
| N        | Report on contract performance for CoE/SG                           | N |
| N        | Supplier Performance Reports; CAT C                                 | N |
| N        | Evidence of Contract Management                                     | N |
| N        | Supplier Performance Tracker such as a Supplier League Table        | N |
| N        | Training Record of CSM Roles Training                               | N |
| N        | Evidence of Supplier Events / Meet the Buyer                        | N |
| N        | Key Supplier Record   | N |
| N        | CSM Savings Tracker   | N |
| N        | Evidence of benchmarking CSM process - reports, emails              | N |
| N        | Example of T&Cs (anonymous)   | N |
| N        | Audit Strategy/Plan   | N |
| N        | SLA/KPIs Tracker  | N |
| N        | Supplier Failure Dispute Process                                    | N |
| N        | Contract Variation Procedure  | N |
| N        | Contract Review Meeting Minutes                                     | N |
| N        | Consumption Reports and follow on action plans                      | N |
| N        | Supplier Development Objectives example                             | N |
| N        | Supplier Feedback example   | N |
| N        | Spend/benefit report  | N |
| N        | Supplier Innovation Tracker   | N |
| N        | End to end High Value Procurement Exercise Information              | N |
| N        | End to end <b>High Risk</b> Procurement Exercise Information        | N |
| N        | Organisation/Procurement Improvement Action Plan                    | N |
| N        | End to end <b>Medium to Low Risk</b> Procurement Exercise           | Y |

|   |   |   |
|---|---|---|
| N   | End to end Medium to Low Value Procurement Exercise   | Y |
| N   | Lessons Learned Process   | N |
| N   | Lessons Learned Report/repository   | N |
| Legal Requirements to be assessed using information above |   |   |
| Y   | Contracting Authority must publicise its intention to seek offers as part of a regulated procurement on the Public Contracts Scotland website               |   |
| Y   | Evidence that the Contracting Authority publicises above threshold tenders via the Find a Tender Service (FTS).   |   |
| Y   | Evidence that the Contracting Authority publicises regulated procurement Contract Award Notices via PCS (and therefore FTS)                                 |   |
| Y   | Evidence that Most Economically Advantageous Tender is used when assessing bids.  |   |
| Y   | Evidence that PINs are published where appropriate  |   |
| Y   | Evidence that lotting is being used/given consideration in the commodity/service strategy.  |   |
| Y   | Evidence that the website covers how to engage with the Contracting Authority   |   |
| Y   | Evidence that requirements issued via an SPPN, and any other legislative changes, are implemented through processes and outputs and monitored where needed. |   |