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 Se Procuremen Exercise (Y/
Leadership and Governance		
N	Corporate Strategy	N
Y	Procurement Strategy	N
Y	Procurement Annual Report	N
Development & Tender		
N	**Any** end to end Procurement Exercise Information	Y
N	End to end **High Risk** Procurement Exercise Information	Y
N	End to end **High Value** 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	**Any** 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 **Regulated** 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 **High Risk** Procurement Exercise Information	N
N	Organisation/Procurement Improvement Action Plan	N
N	End to end **Medium to Low Risk** 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.	