**Procurement Journey**

**Options Appraisal**

**Options appraisal**

Information gathered during the ‘‘Shaping the Requirement’’ stage should inform the organisation’s appraisal of the options for service delivery, including:

* + in-house provision;
	+ shared services; and
	+ procurement.

Although consideration of other methods of securing services is outwith the scope of this guidance, it is worth noting that:

* + Local policies and procedures for the procurement for care and support services should set out the principles and rationale for selecting providers, including in-house provision. Provision of a service by

an arm’s length body may be deemed to be ‘in-house’ in certain circumstances.

* + Contracts between an organisation and other public bodies (including shared service delivery vehicles) for the provision of services are, in certain circumstances, exempt from the procurement rules.
	+ An organisation should seek legal advice/consider [regulation 13 of the](http://www.legislation.gov.uk/ssi/2015/446/regulation/13/made) [Public Contracts (Scotland) Regulations 2015](http://www.legislation.gov.uk/ssi/2015/446/regulation/13/made) to establish whether an exemption from the public procurement rules may apply.

In appraising the options for service delivery, an organisation should take into account:

* + the timing, cost and nature of the requirement;

* + geographic location and/or rurality;
	+ whether relevant expertise exists within the public body or another public body;
	+ the potential for innovation;
	+ whether there is a market of capable service providers;
	+ the views of people who use services and their carers;
	+ the views of service providers, their staff and trade unions;
	+ the benefits and risks to people who use services and service delivery; and
	+ regulatory requirements relating to services and workforce.