

Public Sector Corporate Services VfM Indicators

Procurement 2008/09

Please complete this survey form and return it by **23 October 2009**

If you have any questions please telephone **Simon Allsop** on
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CONTACT INFORMATION

Name of Organisation
Contact name
Title/dept
Telephone no
Email

You need to return the membership form to register.

Once we receive your membership form, we will email you a personalised Excel questionnaire to complete in line with the timetable for this stream.

Please enter your data into the **turquoise** cells.

For the Management Practice indicators, please select yes or no from the drop down menus.

It is vital that you read the **Audit Agency guidance/definitions** both before and during completion of the form. Use the link below to get the guidance document.

<http://www.public-audit-forum.gov.uk/Procurementindicators2008-09.pdf>

If for any reason you cannot fill in an indicator or you have a comment about a specific indicator, please complete the comments box at the end of the questionnaire.

Primary Indicators

PP1 Cost of the Procurement function:		£'000
	Employee costs including employers NI, pension and recruitment costs	
	IT costs	
	Accommodation costs	
	Supplies / consumables	
	Outsourcing costs	
	Other costs	
	Total cost of the Procurement function:	0 k
	Organisational running costs (expenditure)	
PP1(a) Cost of the Procurement function as a percentage of organisational running costs (expenditure).		
	Total third-party spend	
PP1(b) Cost of the Procurement function as a percentage of third-party spend		

PP2 Actual spend through pre-established contract arrangements as a % of third-party spend		£'000
	Actual spend through pre-established contract arrangements	
	Total third-party spend	0 k
	Actual spend through pre-established contract arrangements as a % of third-party spend	

PP3 % of third-party spend that is actively managed by procurement professionals		£'000
	Third-party spend that is actively managed by procurement professionals	
	Total third-party spend	0 k
	% of third-party spend that is actively managed by procurement professionals	

PP4	Average (weighted) savings achieved through procurement for the 5 largest procurement projects delivered in the previous financial year	£'000
	Project 1 Annual spend on relevant goods/services prior to retendering	
	Project 1 Annual spend based on the new contract	
	Project 1 saving	
	Project 2 Annual spend on relevant goods/services prior to retendering	
	Project 2 Annual spend based on the new contract	
	Project 2 saving	
	Project 3 Annual spend on relevant goods/services prior to retendering	
	Project 3 Annual spend based on the new contract	
	Project 3 saving	
	Project 4 Annual spend on relevant goods/services prior to retendering	
	Project 4 Annual spend based on the new contract	
	Project 4 saving	
	Project 5 Annual spend on relevant goods/services prior to retendering	
	Project 5 Annual spend based on the new contract	
	Project 5 saving	
	Average (weighted) savings achieved through procurement	

Where you are using our on-line user and commissioner surveys we will receive your results automatically and you can leave this section blank.

Where you are using your own surveys you will have to feed back your average scores using the table below. Report to one decimal place. For the purpose of calculating average scores please use the following scoring system.

strongly disagree = 1
disagree = 2
neither agree nor disagree = 3
agree = 4
strongly agree = 5

Commissioner Survey Average Scores

- The Procurement function supports the overall objectives of the organisation.
- The Procurement function is proactive in sourcing goods and supplies which represent best value.
- The Procurement function provides appropriate advice and support on major strategic procurement projects.
- The Procurement function is responsive to my ad hoc needs.
- The Procurement function provides value for money.

User Survey Average Scores

- There is a consistent and easy to follow process for ordering goods and supplies.
- The goods and supplies that we are given are of appropriate quality.
- Technology is used to make the process of ordering and paying for goods easy and efficient.
- The Procurement function is responsive when I need help in sourcing or ordering goods and supplies.
- The Procurement Function is helping staff to develop their skills in relation to the procurement process.

PP6 Management Practice Indicators		
PMP1	The individual with lead responsibility for procurement is a member of, or reports directly to, the Organisation's Senior Management Team, and there is a Board / Cabinet member with responsibility for procurement	Please Select
PMP2	Customer satisfaction surveys are undertaken at least annually to understand user views on the added value brought about by the professional procurement function, with the results published internally and fed into an improvement plan which is regularly monitored.	Please Select
PMP3	Future demand for goods and services is forecast on at least an annual basis alongside analysis of new technology and commodities, and emerging market developments, both of which inform the organisation's procurement strategy and results in a prioritised work-plan for the next 12 months	Please Select
PMP4	Specific and measurable targets have been set in relation to the cashable and non-cashable benefits to be delivered by procurement, and the organisation can demonstrate that at least 85% of targets were met for the previous financial year	Please Select
PMP5	Specifications for high value purchasing decisions are made based on a detailed understanding of the total cost of ownership (TCO) (also known as whole life costs)	Please Select
PMP6	The organisation keeps a comprehensive and cross referenced record of all contracts worth over £10,000, which can be sorted (at least) by supplier and by contract end date	Please Select
PMP7	Benchmarking data from both public and private sector sources is actively used to undertake price comparisons on key goods and services	Please Select
PMP8	The organisation has identified and developed strategic partners for collaborative procurement and can demonstrate measurable cashable benefits over the previous 12 months from this collaboration (in larger organisations this will include having facilitated collaborative procurement with smaller organisations)	Please Select
PMP9	The organisation has clearly defined ethical procurement standards in place which are in line with the CIPS Ethical Code and which are actively applied and monitored across the organisation, with any breaches recorded and acted upon	Please Select
PMP10	A rolling programme is in place to develop procurement skills and capabilities across the organisation at all levels	Please Select

Score **0**

Secondary Indicators

PS1	Professionally qualified procurement employees (FTEs) as a percentage of total procurement employees (FTEs)	
	Number of Professionally Qualified Procurement employees	
	Total procurement employees	
	Professionally qualified procurement employees (FTEs) as a percentage of total procurement employees (FTEs)	

PS2	Average invoice value	
	Total third-party spend	0 k
	Total number of invoices	
	Average invoice value	

PS3	Number of the organisation's top 10 suppliers (by spend value) who have a formal partnership / framework agreement with the organisation	na
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PS4	The percentage of third-party spend channelled directly through SMEs (Small and Medium sized Enterprises)	£'000
	Amount of third-party spend channelled directly through SMEs	
	Total third-party spend	0 k
	The percentage of third-party spend channelled directly through SMEs (Small and Medium sized Enterprises)	

PS5	The percentage of total third-party spend channelled through other collaborative arrangements	£'000
	Amount of third-party spend channelled through other collaborative arrangements	
	Total third-party spend	0 k
	The percentage of total third-party spend channelled through other collaborative arrangements	

PS6 Management of supplier base:	
Total spend with accredited suppliers £'000	
Total number of accredited suppliers	
PS6 (a) Average spend per accredited supplier	
Spend (£'000) with top 20 per cent of suppliers (by value)	
Total third-party spend £'000	0 k
PS6 (b) Percentage of total third-party spend represented by the top 20 per cent of suppliers (by value)	
Suppliers on an accredited list with no orders in the previous 12 months	
Total number of accredited suppliers	0
PS6 (c) Percentage of suppliers on an accredited list with no orders in the previous 12 months	
	na

PS7 The use of technology within Procurement:		£'000
Value of contracts placed using e-sourcing		
Total third-party spend		0 k
PS7 (a) The percentage of third-party spend that is sourced electronically		
Non pay spend managed using ePurchasing		
Total third-party spend		0 k
PS7 (b) The percentage of third-party spend managed through ePurchasing		

General Comments