

PAC: Procurement Review

No	Questions relating to Government Processes	Response
1	How often does your department utilise the central procurement system for acquiring goods and services?	Roughly 12 purchase orders a month.
2	At what levels in terms of monetary value (e.g., small, medium, large purchases) do you most regularly engage with the central procurement system most frequently?	Under £1k ~ 78% £1k-25K ~ 21% £25k-£100k ~ 1%
3	What aspects of the central procurement system work well and what challenges or issues does your department face when using the central procurement system?	<ul style="list-style-type: none"> • The process requires greater input from our side, but we now have reduced access to information. • We have an eclectic purchasing requirement which often requires setting up a new purchaser which may never be used again. • We have issues with some customers not receiving a PO and we are unaware of the issue causing delays to our service. • Transparency and communications with accounts payable could be improved. • “punchout” catalogues were promised, but this has been very limited. • No efficient way to set up order templates for regular suppliers.
4	How would you describe your department's relationship with suppliers when using the central procurement system and what feedback have you received from suppliers about their experiences with the central procurement system?	If there is an issue, we refer them to the central procurement.
5	Can you provide details on the number of engagements that have been extended above their original value over the past 5 years?	None
6	How do you evaluate the delivery and closure of individual procurements within your department?	Each purchaser is responsible for their own purchase.
7	Does the current level of autonomy provide work well for your procurement needs?	Generally, works well for recurring purchases, but we have many one-off purchases which makes the process inefficient. We also, on occasion require quick delivery which again is not an efficient way to operate; the system requires the setting up of a new purchaser for a single purchase and which delays what might be an urgent analysis. We try to use

		purchase cards when we can, but if they require an authorisation code they cannot be used.
8	Do you have any additional suggestions or recommendations in order to further enhance procurement processes?	A fast-track method of purchase would help greatly, at present we use a purchase card, but this is limited. We might have contract with some suppliers, but not all, and some may not even be on the system.

No	Questions relating to Non-Government Processes	Response
1	<p>How does the Official Analyst's Laboratory currently ensure that procurement processes align with government regulations and policies, and do you have any processes that sit separately to government regulations and policies?</p> <ul style="list-style-type: none"> • Can you please clarify what any additional processes that sit outside of Government processes relate to? • What is the decision-making process that you go through in order to decide whether to follow your own procurement processes of the central procurement process? 	We are subject to the same requirements and processes as other GOJ departments under the PFM.
2	What strategies are in place to enhance the transparency of your own procurement processes for suppliers and stakeholders?	N/A see above
3	How do you assess the effectiveness of your own procurement processes, and what key performance indicators do you use?	N/A see above
4	What feedback mechanisms do you have in place to gather input from suppliers about your procurement processes, and how do you act on this feedback?	Feedback is directed to central procurement.
5	How do you ensure that your procurement requirements are clear and well - communicated to all potential suppliers?	We direct all potential suppliers to central procurement.
6	What measures do you have in place to ensure the sustainability and social responsibility of your procurement decisions?	Our purchasers are always conscious of sustainability and social responsibility, but due to the nature of our purchases we usually have little scope for choice.
7	How do you handle disputes or grievances from suppliers regarding procurement decisions from your own processes, and what is your process for resolution?	Disputes or grievances is directed to central procurement.
8	What are the barriers to engagement that suppliers face in your procurement processes, and how can you work to eliminate these barriers?	We direct all potential suppliers to central procurement.
9	How do you ensure that procurement opportunities are widely communicated and accessible to all potential suppliers?	We direct all potential suppliers to central procurement.