

AGENDA ITEM

CORPORATE AFFAIRS COMMITTEE

DATE OF MEETING 27th September 2010

E Quotations - Change to Standing orders

CMT MEMBER: Paul Slocombe, Director of Strategic Resources

PURPOSE OF THE REPORT

1. To request approval to a change to standing orders to allow the seeking of Electronic Quotations.

BACKGROUND AND EXTERNAL CONSULTATION

2. In the past the seeking of quotations via Fax or other electronic means has been prohibited because of possible probity and transparency issues. Where ordinary Fax or e-mail is used then the Council would be unable to prevent the potential fraudulent disclosure or one supplier's information to another provider.

RISK ASSESSMENT

3. With the development of IT systems it is now possible to introduce a vaulting system, which will rectify and prevent this possible issue from occurring. The proposed system has been developed and tested in consultation with Internal Audit, to ensure it meets with all of Audits requirements.
4. A simple flow chart outlining the process is appended to this report at Appendix a.

FINANCIAL, LEGAL AND WARD IMPLICATIONS

5. **Financial** – there are no additional costs associated with this system which has been developed in house and is supported using the existing Lotus notes e mail

system. Therefore any supplier with access to e-mail can respond to the council request without the need for access of software supporting a specialist system.

6. **Ward Implications** - no ward implications.
7. The proposal has been discussed with the Executive Member for Resources and supports the request from the Mayor at a recent informal executive meeting to make procurement easier and faster for both managers and suppliers.
8. **Legal Implications** – the system will ensure both transparency and probity by using a vaulting system, which prevents access to the supplier's quotation information until after the specified closing time. After the given time the service are advised automatically that they can now access the quotations. It also records an audit trail for each request using an individual quotation number.

RECOMMENDATIONS

9. That standing orders are changed to allow the seeking of electronic quotations via the corporate quotation system only.

Revised wording - A stipulation that any Tenders / Quotations submitted by fax or e mail will be rejected unless they have been sought in accordance with an electronic tendering / quotation or e auction approved by the Director of Strategic Resources.

REASONS

10. The development of IT systems in recent years means it is now possible to maintain all probity and transparency requirements, and at the same time make the seeking of quotations both easier and faster.

BACKGROUND PAPERS

The following background papers were used in the preparation of this report:
Constitution of the Council - Part 4 Rules of Procedure

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Electronic Quotation System (EQS)

