

Appendix 2

Yorkshire & Humberside RIEP – Best Practice – Consultant Procurement
Full MI available and is analysed and the outputs used to help inform the organisations approach to the use of consultants.
Full use is made of frameworks to engage consultants and this is the norm.
Procurement is mainly a strategic function driving added value for the business. All individuals within the organisation who have responsibility for engaging and managing consultants have been trained appropriately in management techniques and understand how to gain value for money from these engagements.
The organisation uses alternative payment mechanisms to incentivise suppliers as a matter of course and suppliers are always encouraged to offer innovative solutions.
Organisation fully understands the benefits to be gained from regional and national collaborative activity and this is now treated as business as usual activity.
Input into specifications for collaborative deals, working with regional and national partners to deliver quality solutions and frameworks which reflect the requirements and provide cost effective support. The organisation is seen as a beacon for its work on collaborative activity.
Most of the contractual arrangements meet the category compliance definition.
Most of the arrangements for consultancy spend have been taken to market, (minimum 95%). Most of the spend is through an EU compliant route. All OJEU advertisements for consultancy frameworks or contracts fully reflect the requirements for enabled deals relating to nominal value and correct descriptors, so allowing other organisations to use them collaboratively.
Full contract management in place with dedicated officers who have been appropriately trained and hold relevant qualifications.
Contract end dates are known and the business engages with procurement before any decision is taken to extend, to allow consideration of best options etc.
Full Strategic Supplier Relationship Management techniques are implemented and suppliers fully and willingly contribute to the process, seeing the full benefit for both themselves and the organisation.
Full supplier performance information is shared with other organisations locally and regionally to inform future procurements. Payment mechanism is tied to supplier performance to encourage incentivisation.
Organisations have a strategy and policy in place when governing the use of consultants, which is tied into plans for training and recruitment. The strategy is regularly reviewed and training and recruitment plans are regularly updated to reflect the strategy. Compliance is monitored and findings acted upon where necessary.
The use of consultants is fully embedded within the workforce plan.
MI is collected from over 75% of engagements, this is sufficiently robust to enable the organisation to fully understand how it spends its money and directs its approach to the use of consultants, only making use of them if all other options have been fully considered.
Robust Business cases are produced for over 75% of all engagements and these are captured and reviewed by the team to inform KPI's. They are part of a designated process.
An approval/challenge process is embedded for agreeing use of consultants. The use of alternative resources can be demonstrated and measured and savings made can be captured.
Mechanisms exist to ensure consultants are only procured if there are no relevantly skilled internal staff. Alternative ways to meet the requirement are always considered, when appropriate, eg the use of interim managers etc..
The organisation considers skills transfer to be a key opportunity to improve internal capability and skills and ensures staff always consider this option.