

Public Sector Corporate Services VfM Indicators

Procurement 2011/12

If you have any questions please telephone Amanda Griffin on 020 3117 1863 or another member of the Benchmarking team on 020 3117 1840.

You can also email us at VfMIndicators@cipfa.org.uk

Please note that there is a red question mark next to each question - this is a hyperlink to the guidance for that Indicator.

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.

SAMPLE 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)		
Please ensure that the figure you return here is the same for all Streams that you have joined		
? PP1(a) Cost of the Procurement function as % organisational running costs		
Total third-party spend		
? PP1(b) Cost of the Procurement function as a percentage of third-party spend		

PP2 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
? 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		na
Total third-party spend		0 k
? % of third-party spend that is actively managed by procurement professionals		na

PP4 % total third-party spend channelled through other collaborative arrangements with other organisations or Professional Buying Organisations		£'000
Amount of third-party spend channelled through other collaborative arrangements		na
Total third-party spend		0 k
? % third-party spend channelled through other collaborative arrangements		na

PP5 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 for the 5 largest procurement projects delivered in the previous financial year

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Please ensure that you have entered at least 3 projects, then the average will auto-complete

SAMPLE QUESTIONNAIRE

? 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. **If you have surveyed enough staff and have had enough returns, an average score which rounds up to a whole number is unlikely.** 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.

SAMPLE QUESTIONNAIRE

PP7 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 FTEs as % total procurement FTEs

Number of Professionally Qualified Procurement employees

Total procurement employees

? Professionally qualified procurement FTEs as % total procurement FTEs

PS2 Average invoice value

Total third-party spend

Total number of invoices (not in 000s)

? Average invoice value

	0 k

PS3 Number of the organisation's top 10 suppliers (by spend value) who have a formal partnership / framework agreement with the organisation

? 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

Amount of third-party spend channelled directly through SMEs

Total third-party spend

? The percentage of third-party spend channelled directly through SMEs

£'000

	na
	0 k
	na

PS5 Management of supplier base:

£'000

Third party spend categorised, understood and fully reported

na

Total third-party spend

0 k

? PS5 (a) % third party spend categorised, understood and fully reported (to UNSPSC level two or equivalent) in the current year Public Sector Procurement Expenditure Survey (PSPES)

na

Third party spend subject to supplier relationship management (SRM)

na

Total third-party spend

0 k

? PS5 (b) % third party spend subject to supplier relationship management (SRM)

na

Third party spend managed via structured category management

na

Total third-party spend

0 k

? PS5 (c) % third party spend managed via structured category management

na

PS6 The use of technology within Procurement:

£'000

Value of contracts placed using e-sourcing

na

Total third-party spend

0 k

? PS6 (a) The percentage of third-party spend that is sourced electronically

na

Non pay spend managed using ePurchasing

na

Total third-party spend

0 k

? PS6 (b) The percentage of third-party spend managed through ePurchasing

na

General Comments

SAMPLE QUESTIONNAIRE