Public Sector Corporate Services VfM Indicators

Procurement 2015/16

If you have any questions please contact Andreas Voigt, andreas.voigt@cipfa.org on 020 7543 5707.

You can also email us at VfMIndicators@cipfa.org

Please note that there is a white question mark in the heading for each section.
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.

IMPORTANT GENERAL GUIDANCE.

Guidance and definitions for this questionnaire can be found on the "Guidance" sheet. Please read this before completing the questionnaire.

Throughout the questionnaire, you can link to the associated definitions and guidance by clicking on the white '?' in the top right corner of each section. To return to the questionnaire please click on the 'Questionnaire' tab at the bottom of the window.

In order to try and reduce the problem we have of identifying zeros from missing data, this year we have entered '..' in all data entry cells and you will notice that formulae e.g. totals and carry-forwards all show '..' before any data is entered. Only by overwriting all of the '..' in a table will the total be generated so please do not leave any cells as they are. If the genuine figure is zero then please replace '..' with 0. If the figure is not known/not available, please replace the '..' with na.

Please do not enter any comments or data outside the cells provided or within the return email, as these are processed automatically and your comment will not be seen. If you wish to make any comments, please enter these in the boxes below.
Change of contact details should be e-mailed separately to Benchmarking@cipfa.org.
If you do not have figures for the exact categories on the questionnaire, you should make an attempt to estimate the split, as we cannot use figures that are bracketed together and cut across two or more boxes.

Example Questionnaire

Key Data

Key Data	
Please ensure that the figures you return here are the same for all Streams that you have joined	
Organisational running costs (expenditure)	..
Organisational FTE	..
Total third-party spend	..

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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:	..
PP1(a) Cost of the Procurement function as % organisational running costs	..
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	..
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	..
% of third-party spend that is actively managed by procurement professionals	..

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	..
% third-party spend channelled through other collaborative arrangements	..

Example Questionnaire

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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	..

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

PP6 Commissioner/User Satisfaction indices ?

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.	..

Example Questionnaire

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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**

Example Questionnaire

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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	..

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	..

PS4 Not in use

PS5 Management of supplier base ?

	£'000
Third party spend categorised, understood and fully reported	..
Total third-party spend	..
PS5 (a) % third party spend categorised, understood and fully reported (to UNSPSC Level 2 or equivalent) in the OGC Public Sector Procurement Expenditure Survey (PSPES) return	..
Third party spend subject to supplier relationship management (SRM)	..
Total third-party spend	..
PS5 (b) % third party spend subject to supplier relationship management (SRM)	..
Third party spend managed via structured category management	..
Total third-party spend	..
PS5 (c) % third party spend managed via structured category management	..

PS6 The use of technology within Procurement ?

	£'000
Value of third-party spend placed using eSourcing	..
PS6 (a) The percentage of third-party spend that is sourced electronically	..
Value of third-party spend managed using ePurchasing	..
PS6 (b) The percentage of third-party spend managed through ePurchasing	..

General Comments

Example Questionnaire

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