

How to do Business



with

**High Peak Borough Council and
Staffordshire Moorlands District Council**

Find available opportunities on our website at

www.staffsmoorlands.gov.uk and or www.highpeak.gov.uk

and select Business / Tenders and Contracts

Background

High Peak Borough Council and Staffordshire Moorlands District Council formed and entered into a Strategic Alliance in February 2008. The Strategic Alliance's vision and aim is;

'The Alliance will operate under the management of a single Chief Executive, to establish joint working arrangements and a shared approach to the delivery of key services that will improve the quality of people's lives in the two authorities and deliver greater value for money'.

The procurement of goods, services and works for both Authorities is a combined function and the majority of contracts will be procured under a joint approach.

Staffordshire Moorlands District Council

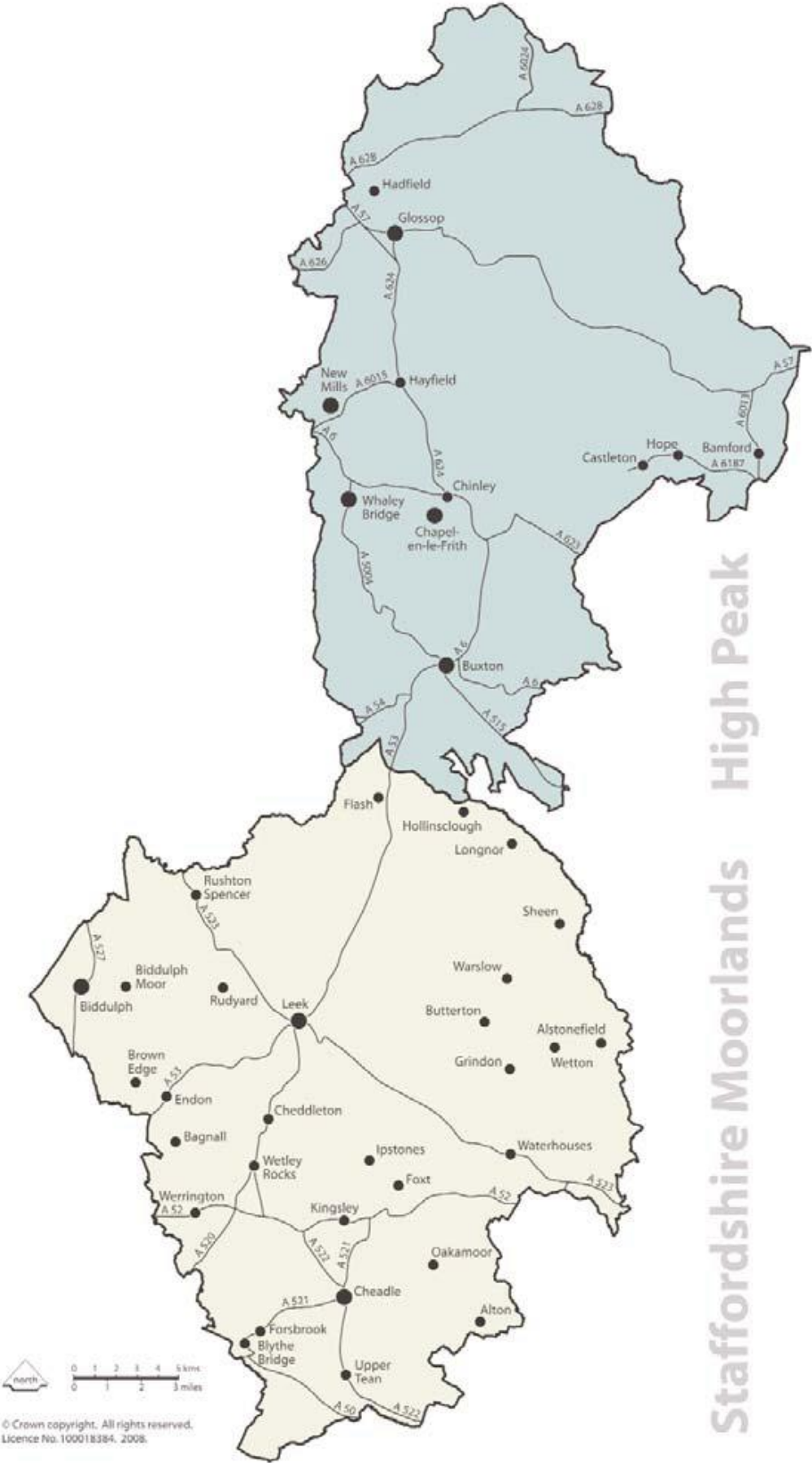
The Staffordshire Moorlands District Council covers the whole northern part of the Staffordshire County. It has a population of around 94,500 and covers 220 sq miles. Much of the northern part of the district is within the Peak District National Park and is in an area of great natural beauty.

The District has three major towns, Biddulph, Cheadle, and Leek. Leek, a market town of 20,000 inhabitants is the administrative centre of the District. Cheadle the most southerly town has a population of about 10,000 and Biddulph, in the North West and close to the Cheshire border, has approximately 20,000 inhabitants.

High Peak Borough Council

The High Peak is situated within the Peak District at the north-western tip of Derbyshire and the East Midlands Region. Two-thirds of the Borough lies in the Peak District National Park and is an area of outstanding natural beauty. 93% of its population lives outside the Park, with the major population centres being around Glossop to the north and Buxton to the south.

The borough has a population of around 90,600 and covers 54,000 hectares.



Introduction

This guide has been produced to assist suppliers and contractors who wish to supply to High Peak Borough Council and Staffordshire Moorlands District Council (the Alliance) for goods, services or works. It helps in the following ways:

- It outlines the rules that the councils must follow
- It details how to find the available opportunities
- It explains how to bid for Council work
- It provides useful contacts if you require further support

The Alliance has a dedicated procurement team working under the commissioning service area that encourages competition and welcomes quotations from both new and established suppliers. The procurement team are available to advise and support businesses in the tendering process and are always keen to explore new and innovative solutions to improve costs and efficiencies. The Procurement team contact details can be found at the end of this leaflet.

Achieving Best Value

The aim of the Alliance is to provide the highest level of quality in all of the services it provides. All expenditure has to be shown to be obtaining value for money in order to achieve the aims of the council's. One way the Alliance achieves this is by applying a rigorous procedure in the selection and management of its suppliers.

Corporate Social Responsibility

The Alliance expects our suppliers to be reliable and provide a dependable service, promoting open transparent communication within a commercial relationship. Suppliers should be proactive in suggesting innovative solutions to reduce cost or wastage, whilst maintaining or improving overall quality of the product / service. In addition, conduct of any business is expected to be performed ethically, honestly and professionally, whilst conforming to any regulations, such as health and safety, equality and environmental considerations.

Procurement

The Procurement Act 2023

Effective from 24 February 2025, the Procurement Act 2023 replaces previous regulations including:

- Public Contracts Regulations 2015
- Utilities Contracts Regulations 2016
- Concession Contracts Regulations 2016
- Defence and Security Public Contracts Regulations 2011

This Act introduces a simplified, unified framework for public sector procurement across England, Wales, and Northern Ireland.

To Learn more about the Procurement Act 2023:

<https://www.gov.uk/government/publications/procurement-act-2023-short-guides>

A new platform, called the Central Digital Platform, has been launched for advertising tender opportunities, this is similar to the previous “Find a Tender” service, it allows suppliers to:

- Register for free
- Upload and save details for applications
- Easily share key information
- Access live opportunities
- Submit bids more efficiently
- Improve access for SME's

To Learn more about how to register our business on the platform:

Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps (HTML) - GOV.UK

The councils' have both revenue and Capital Budgets, which vary each year according to the requirements and resources available.

The levels of purchasing at the councils are:

- **Under £5,000**– No requirement for written quotations, best value should be obtained, quotations may be requested by the service area lead officer. Local Suppliers should be preferred where practical.
- **£5,001 - £10,000**– Informal Quotes. Request for Quotations sourced by service area, A minimum of one local supplier should be invited if practicable.
- **£10,001 - £30,000** – RFQ. Open advertisement via E tendering for Quotes, should be open to local suppliers.
- **£30,001 – £214,903** (Public Contract threshold) ITT, Invitation to tender, advertised through E Tendering system

- **Over £214,904** (Public Contract threshold) for Supplies and Services or **£5,372,609** for Works are advertised in accordance with Procurement regulations (values set until 31/12/2025, at which point they may increase/decrease)

Examples of the types of goods and services the Alliance procures are:

Services

- Advertising
- Building Cleaning & Facilities Management
- Commercial Vehicle Hire
- Consultancy
- External Printing
- Grounds Maintenance Equipment
- Payment Collection and Internal Mail Services
- External Mail Services
- Insurance
- Mechanical and Electrical Maintenance
- IT & Telecommunications
- Temporary Agency Staff
- Recycling Disposal
- Security Services

Utilities

- Electricity
- Gas
- Water

Goods

- Books & Publications
- Cleaning Materials
- Computer Equipment & Consumables
- Plants & Bulbs
- Office Furniture
- Office Stationery & Equipment
- Protective Clothing & Footwear
- Signage
- Street Furniture
- Telephones
- Vehicles
- Vending Machines
- Water Dispensers

Works

- Maintenance and Refurbishment of Council Premises
- Miscellaneous Construction Contracts

Both Councils publish a Joint Contracts Register on their websites this is record of activity and contracts awarded, and this is updated each quarter. The start and end dates of each contract are clearly displayed along with the key contract information and Headline CVP codes.

Procurement Strategy 2022-2025

In 2022, the Alliance formally approved its Procurement Strategy, which outlines five key themes that form the foundation of its strategic vision and objectives. These themes are closely aligned with the Corporate Plan priorities of both Councils and support the overarching goals of the current National Procurement Strategy for Public Sector Contracting Authorities.

A clear and consistent 'golden thread' connects each theme, guiding the approach to implementation and ensuring effective delivery of the associated key actions.



The Alliance is committed to supporting and encouraging **smaller and locally based organisations** to compete for business and to improve their ability to meet the Alliance requirements whilst complying with the requirements of UK Regulations, and the Procurement Procedure Rules.

Effective sustainable procurement practices can contribute to reducing environmental and social impact for our future generations, by maintaining ethical and responsible sourcing approaches, controls, and influences with our Supply chain. This is a key priority area for procurement activities to achieve positive outcomes, we wish to engage and support current and future suppliers in their environmental considerations of their businesses to reduce carbon emissions through supply chain.

Prompt Payment

The Alliance recognises the importance of cash flow to all businesses, The Alliance policy for the payment of invoices is to pay all invoices promptly in accordance with the government guidelines. Where there is no contractual provision, the aim is to pay compliant supplier Invoices within 30 days of receipt of a compliant invoice.

The Alliance will not accept liability for the payment of any invoice for goods and/or services where an official order is not quoted on any invoice submitted. An Order number is essential

requirement for any invoice submitted to the council for payment. Any request for goods or services MUST be accompanied by a purchase order number, which should be clearly shown, on the invoice. Non-compliance will result in the invoice being rejected and returned to the supplier.

The councils also have a responsibility for CIS deductions and reporting to HMRC for Sub Contracting, if your business operates in the construction Industry or is registered for CIS deductions may be paid to HMRC on your behalf.

Where We Advertise opportunities

This list is not exhaustive but generally the Councils use the following publications for opportunity listings:

- HPBC/SMDC Council Websites
- www.highpeak.gov.uk and www.staffsmoorlands.gov.uk
- Pro Contract : <https://supplystokeandstaffs.proactishosting.com/>
- Central Digital Platform
- Councils own E-Business News updates – register on High Peak and Staffordshire Moorlands Websites, under Council Services / Business and Licensing / Business Support and advice
- Specialist journals – Where appropriate

Council Control Companies

Tender opportunities will also be advertised by our Controlled companies:

These companies undertake some of the works and services that are linked to the councils services

Alliance Norse Limited

(Capital Programme, Repairs, Housing Voids, Planned Maintenance, Cleaning & Caretaking)

🔗 Delta eSourcing <https://www.delta-esourcing.com/>

Alliance Environmental Services

(Waste Management, Fleet, Streets, Parks Services)

🔗 The Chest – ProContract <https://procontract.due-north.com/>

Stay Updated

To receive alerts and notifications about new opportunities:

- Register on **Central Digital Platform**
- Register on **Proactis Supplier Portal**
- Register on **Delta eSourcing**
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These platforms are free to use and register on, the systems allow you to set up tailored alerts based on your business interests.

How to apply

For High Peak borough council and Staffordshire Moorlands District council Contracts using E-tendering System

High Peak BC and Staffordshire Moorlands DC complete all tendering and formal requests for quotes using an electronic tendering system, we no longer accept paper submissions for contracts over £5,000

Register on **Proactis Supplier Portal**

<https://supplystokeandstaffs.proactishosting.com/>

E-tendering: E Vendor Management

By Registering and creating your own profile on the E-tendering system Pro Actis, you can manage and maintain your company data. The site offers a helpline you can contact for support, alternatively the procurement team are available to support you in setting up an E tendering account contact details can be found at the end of this leaflet.

The site will enable you to register for automated alerts under the specific areas of your business operations.

Things to remember:

- In completing a Invitation to tender (ITT), make sure that you provide all the information requested and answer all questions accurately. The questions will be used to evaluate your suitability for the contract, this will be based on a scoring mechanism
- Submit the tender response by the closing date and time specified. Late tenders will not be considered.
- If you experience any issues and for any reason are unable to submit the tender application by the deadline please contact the procurement team promptly
- Respond to any requests for further information promptly or by the specified date, failure to do so may result in your tender being invalid.

The tender documents contain details of the requirements. You should read these documents and make sure that you fully understand all requirements. If you do not understand any part of the specification, contract or requirement you should contact the procurement team via the E tendering messaging portal by the stated date and request further information.

Information which may be required in a response to an opportunity:

Qualification:

This section is not scored, if your tender submission is successful an evaluation on suitability will be undertaken.

Organisation Details:

You are asked basic information about your company. The answers to this section indicate the type of company you are and the history behind your organisation (e.g. details of your employees, quality standards, capabilities, and professional associations).

Compliance / Litigation:

You may be asked to provide declarations to any offence including, fraud, corruption, bribery, outstanding claims, or historic claims involving your company. Please ensure you read the questions carefully and answer honestly, if your company is considered for the contract these declarations will then be verified.

Financial:

You may be asked to include audited accounts and annual reports, Group or Holding Company accounts are not acceptable. If your company's bid is successful this data along with credit referencing may be used to complete an assessment of financial suitability, appropriate to the contract value.

Insurance:

The council stand requirements for insurance are £5 million Employers liability, £10m public and product liability and if applicable £2 million in professional indemnity. Depending on the nature of the contract the level of insurance requirements may be higher /lower details will be included within the tender specification and supporting documents.

Experience:

References may be requested as part of the tender application to demonstrate your experience in the area of work.

Equal Opportunities:

The Council is committed to providing equal opportunities for all members of the community. It is important therefore that companies tendering for Council work can demonstrate a similar commitment to providing equality of opportunity and that they do not discriminate against anyone on grounds of age, religion or religious beliefs, race, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, and sexual orientation, and any other characteristic where less favourable treatment is prohibited by applicable law

Health and Safety:

You are asked questions relating to your Health and Safety arrangements, including safeguarding and requested to submit your policy for review. The requirements for the contract will determined the level of detail requested.

Prime and Sub Contractors:

If you intend to use sub contractors this must be documented in the tender submission, details on the sub contractors suitability may be required and assessed if successful.

Environmental Matters:

If your company has an environmental policy or an environmental management system, you may be asked to submit it with your application. If you do not have such a policy, it will not prevent your bid from being accepted.

Technical:

The technical section is a scored section, the number of points or percentage available will be clear in the tender documents. The technical assessment will be project and contract specific. A range of questions may be asked in relation to experience, project planning, quality, delivery,

Commercial:

The Commercial section is a scored section, the number of points or percentage available will be clear in the tender documents. The commercial section relates to the financial element of your bid and may require a fixed price or schedule of rates, or a combination depending on the contract requirement.

The Evaluation of Tenders:**Evaluation**

Evaluation will focus on examining how the tender proposals will deliver the service (quality) and the cost of the service (price). This is basically an assessment of the total acquisition cost, which examines combinations of sustainability, quality, ability and not just the lowest price. The Council will award contracts to the most advantageous tender (MAT) i.e. the tender that offers the best value to the Council. A clear evaluation criteria on scoring is included within the Tender documents.

Presentations

At any time during the tender evaluation process you may be invited to give a presentation or attend meetings as part of your submission if this is applicable to the selection process.

Samples and Documentation

You may be asked to supply samples or other documentation for any item for which a tender has been submitted. The samples should be supplied free of charge to the stated delivery address, by the due time and date. Failure to supply samples or documents by the date requested could result in your tender not being accepted.

Contract Award

Notification of evaluation outcome and debriefs will be issued to participants upon conclusion of the evaluation and award procedure. If your submission is successful, you will be notified and receive a purchase order.

Variations to the contract

Variations may be needed during the contract life. Variations will be in writing, except in an emergency where instructions may be made orally or by purchase order

Post Contract Evaluation

General performance of a contract is monitored and recorded for future reference. These records, known as contractor performance reports. Contract performance reports are completed by the contract manager.

What will be expected of you when working or supplying us?

There are procedures in place for monitoring the performance of all companies carrying out contracts for Staffordshire Moorlands District Council and /or High Peak Borough Council. You will be monitored to assess your compliance with pre-defined performance criteria.

You should be aware that these are strictly applied, especially with regard to health and safety, quality and general performance.

The Councils are continuously striving to improve its own performance and it expects companies working for it to do the same. The Council will look seriously at the position of any company that fails to perform to the levels required.

You will be asked to comment on any adverse performance that is reported but you should be aware that serious instances of poor performance could lead to your suspension or contract termination. The Council is not responsible for the consequences this may have on a company's business.

Examples of adverse performance would include areas such as:-

- Poor quality of work
- Poor adherence to work programme
- Poor health and safety practices
- Poor employee relations
- Poor environmental performance
- Poor site supervision
- Poor control of sub-contractors
- Missed deadlines / failures

Discrimination

Business Support

The Council's have a webpage dedicated to advising and supporting businesses within the regions, it helps identify if there are any grant opportunities, provides practical advice on starting up your own business and available training.

For further information visit the High Peak BC and Staffordshire Moorlands DC websites and search under Business and Licensing

<https://www.highpeak.gov.uk/article/230/Business-support-and-advice>

<https://www.staffsmoorlands.gov.uk/article/426/Business-support-and-advice>

Support agencies and organisations within the areas include:

Visit Peak District Derbyshire and Derby
industry@visitpeakdistrict.com

East Midlands Chamber:
<https://www.emc-dnl.co.uk/>

Stoke-on-Trent & Staffordshire Growth hub
<https://stokestaffsgrowthhub.co.uk/>

Staffordshire chamber of Commerce
<https://staffordshirechambers.co.uk/about/staffordshire-moorlands-chamber/>

Contact the Procurement team:

For help and support the procurement team can be contacted via the council websites, there is a contact us button on both High Peak Borough Council and Staffordshire Moorlands District Councils Web sites which can be found here:

<https://www.highpeak.gov.uk/article/1088/Tenders-and-contracts>

<https://www.staffsmoorlands.gov.uk/article/430/Tenders-and-contracts>

This booklet has been produced by the Councils' Procurement Unit. Its role is to develop and implement the councils procurement strategy and policy across the Alliance.
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