

RE: MGLA200315-1955 Freedom of Information requests

Mayor of London (mayor@london.gov.uk)

To: [REDACTED]

Dear [REDACTED]

Thank you for your request for information which the GLA received on 20 March 2015. Your request has been dealt with under the Freedom of Information Act 2000.

You asked:

- 1. Do you have a procurement compliance function (department or respons ble person)? Yes.
- 2. How do you undertake analysis of the Council's spend - using your financial management system or third party spend analytical tool?

The Authority uses SAP and Business Intelligence Software.

- 3. How often do you use that

- a. Monthly

- 4. How many suppliers did you make a payment to within the periods;

- a. 2012/13 1263
 - b. 2013/14 1164
 - c. 2014/15 1306 as at 23/03/15

- 5. What % of suppliers accounts for 80% of your spend (period covering 1 Apr 13 to 31 Mar 14)

In the period 1 April 2013 to 31 March 2014, 43 suppliers accounted for 80% of the Authority's expenditure.

- 6. Does this spend analysis form part of Management Information presented / considered by a formal management group / procurement board?

Expenditure above £250 per supplier is presented to the Budget Monitoring Sub-committee on a quarterly basis.

- 7. What's the approval mechanism for spend;

- a. above £500

- i. budget holder

- b. £10,000

- i. budget holder

- c. £25,000

- i. budget holder

- d. £100,000

- i. budget holder - Director

- e. £1,000,000

- iii, Mayor

- 8. What is the level of early market engagement undertaken by your organisation? Is it carried out based on;

- c. Value and Risk

d. Other, please specify
Additional comments - As part of our procurement strategy for each project we consider whether early market engagement is required and adds value. Alongside value & risk, there may be multiple factors that may influence our approach to early market engagement. These include the complexity of the requirement, the market and its maturity, supply chain capability and technologies.

9. Approximately, as a % of all procurements undertaken, what % involve early market engagement?

e. don't know
Additional comments: Details of our early market engagement approach are detailed in each individual procurement strategy. We do not hold a central register holding this information and therefore are unable to provide % details.

10. On what basis are you engaging with the market, as part of your early market engagement activity; tick all that apply

- a. Pricing models
- b. length of contracts
- c. service specification
- d. outcomes
- e. new technology / products
- f. contract packaging / lots

Additional comments: Please note that the basis for Market Engagement varies depending on the individual project and procurement.

11. Do you have a formal process for the consideration of the following procurement processes and can you evidence this i.e. sample reports, documents, minutes etc.?

- a. Use of in-house service
- b. Use of existing contract
- c. Use of wider frameworks / collaborative arrangements
- d. Shared services with another body
- e. other delivery model
- i. Joint Ventures
- ii. Local Authority owned Company
- iii. Teckel arrangement
- iv. Social Enterprise
- f. Decommissioning
- g. Demand management
- h. Facilitating sub-contract / consortium / partnerships

Additional comments: Our procurement strategies hold a requirement to consider the above. Relevant sections of our procurement strategies include: Introduction, Business Context, Key Considerations, Delivery Model, Work Packaging Route to Market, and Summary of Estimates.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this email.

Yours sincerely

[Redacted Signature]

Transport for London | 16th Floor Windsor House, 42-50 Victoria Street, London SW1H 0TL

[Redacted Contact Information]

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at <http://www.london.gov.uk/mayor-assembly/gla/governing-organisation/freedom-information>

Dear Sirs,

I have enclosed some questions i would like to be considered under Freedom of Information act;

1.
Do you have a procurement compliance function (department or responsible person)?

2.
How do you undertake analysis of the Council's spend - using your financial management system or third party spend analytical tool?

3.
How often do you use that

- a.
Monthly
- b.
Quarterly
- c.
Annually
- d.
Other, please specify

4.
How many suppliers did you make a payment to within the periods;

- a.
2012/13
- b.
2013/14
- c.
2014/15

5.
What % of suppliers accounts for 80% of your spend (period covering 1 Apr 13 to 31 Mar 14)

6.
Does this spend analysis form part of Management Information presented / considered by a formal management group / procurement board?

7.
What's the approval mechanism for spend;

- a.
above £500
 - i.
budget holder
 - ii.
specific board
- b.
£10,000
 - i.
budget holder
 - ii.
specific board
- c.
£25,000
 - i.
budget holder
 - ii.
specific board
- d.
£100,000
 - i.
budget holder
 - ii.
specific board

e.
£1,000,000

i.
budget holder

ii.
specific board

8.
What is the level of early market engagement undertaken by your organisation. Is it carried out based on;

a.
Value threshold, if so what

b.
Risk

c.
Value and Risk

d.
Other, please specify

9.
Approximately, as a % of all procurements undertaken, what % involve early market engagement?

a.
less than 25%,

b.
25%

c.
50%

d.
75%

e.
don't know

10.
On what basis are you engaging with the market, as part of your early market engagement activitiy; tick all that apply

a.
Pricing models

b.
length of contracts

c.
service specification

d.
outcomes

e.
new technology / products

f.
contract packaging / lots

g.
other, please specify

11.
Do you have a formal process for the consideration of the following procurement processes and can you evidence this i.e. sample reports, documents, minutes etc.?

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Kind Regards




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