



Reference: FOI1312

Request:

- What procurement system do you use? And is this also where you publish tenders?
- Do you publish tenders anywhere else, if so where?

a) For example, your website, Contracts Finder etc

Proactis. Yes we use this system to publish tenders. We also advertise on the Authority's website, Twitter, Contracts Finder where the value is above £25,000 and the opportunity has been advertised on Proactis and the Official Journal of the European Union if the value exceeds £181,302.

- How much do you pay per annum for your procurement software?

The total cost for the procurement software is £104,849.50 per annum. This cost of this is equally shared between 14 organisations.

- What are the contract start and end dates with the provider and when will the next tender become available?

The current contract started on 01/01/2012 and ends 31/12/2021. The North East Procurement Organisation (NEPO) are currently reviewing and researching their requirements for an integrated system to meet commissioning and procurement needs and a procurement process will commence later this year.

- How long have you used this software for in total?

We have used variations of the system since 2004.

- What are the purchasing rules of your organisation?

a) For example - £0-£10,000 (3 quotes), £10,000+ public notification etc.

Below £5,000 – One quote required

£5,001 to £10,000 – 3 Quotes issued & 1 returned

Over £10,000 Service Areas must contact Strategic Procurement who will manage the following:-

£10,001 to £20,000 - 3 Quotes issued & 1 returned

£20,001 to £50,000 – 5 quotes issued & 3 returned

Over £50,000 - Open tender process advertised via Proactis

Over £181,302 - Tender process advertised via Proactis and the Official Journal of the European Union

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The [Contract Standing Orders](<https://my.northtyneside.gov.uk/sites/default/files/web-page-related-files/Part%207%20-%20Contract%20Standing%20Orders.pdf>) are available on the Authority's website.

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