

Qualification Unit

This unit forms part of a regulated qualification and is only available for delivery in Wales.

Unit Title: Engaging in the Sourcing Process within Procurement and Supply

Open Awards Unit Reference Number: CBL508

Level: 4

Credit Value: 6

Minimum Guided Learning Hours: 15

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to explain the purpose of information and documents used in the procurement process by own organisation	1.1 Give four examples of documents drafted in the procurement process
	1.2 Compare the types of contractual agreements made between customer and supplier in own organisation
	1.3 Justify the selection criteria which own organisation may apply when sourcing works/goods/services
	1.4 Justify award criteria that has been applied, and rationale for its use
2. Be able to comply with legislative, regulatory and organisational requirements when sourcing works/goods/services.	2.1 Apply relevant legislative, regulatory and own organisational requirements to be complied with when sourcing.
	2.2 Reflect on the impact of non-compliant procurement for own organisation
	2.3 Evaluate socially responsible sourcing methods within own organisation
3. Apply the selection and award criteria	3.1 Justify the use of the evaluation approach defined by own organisation
	3.2 Prepare for and co-ordinate evaluation <ul style="list-style-type: none"> • Assess completeness of bidder responses • Management of identified issues and risks

	3.3	Co-ordinate resources required for evaluation
	3.4	Apply the evaluation methodology defined by own organisation for the bids/tenders received
	3.5	Identify risks that arise during evaluation
	3.6	Address any issues that require clarification with the bidders/tendeers
4. Apply Award and Sign Off procedures defined by own organisation	4.1	Recommend successful supplier
	4.2	Reflect how organisation provides feedback to successful/unsuccessful bidders
	4.3	Follow organisational procedures for signing off award of contract.
	4.4	Support the assembly of relevant contract documentation
	4.5	Reflect on the process, identifying areas of improvement

Indicative Content	
LO1	<p>1.1 The Learner is required to review and select items from their organisational procurement packs. Contents may include (but are not restricted to): Contract Notice, Introduction to Tenderers, SPD, Award Criteria Weightings, Subcontracting, Extensions, Further Tender Notices, Delivery of Supplies, Awarding Details, Commercial and Technical Information, The Form of the Contract, Hard Copy Details, Tendering and Evaluation Process, Terms and Conditions, Specification and Technical Requirements, Community Benefit Requirements, Sustainable Procurement Requirements, Fair Work Practices, Quality Questionnaire, Pricing Schedule, Form of Tender, Acceptance of Terms and Conditions, Mechanism for Return of Tender, Mini-competition call off guidance, Modifications, Covering Letter, Acknowledgment Letter for Tenderers to Return, Technical Guidance for use with Systems, etc.</p> <p>1.2 The Learner must be able to provide full explanation of chosen examples. Examples of contractual agreements may include (but are not restricted to); Purchase Agreement, Outsourcing Agreement, Maintenance Agreement, Licensing Agreement, Service Level Agreement, Distribution Agreement, Framework Agreement, Joint Venture, etc.</p> <p>1.3 The Learner is required to justify the selection (conditions of participation) using Carter's 10 C's or other models. There may be different selection criteria for different goods/works/services being purchased.</p> <p>1.4 The Learner is required to present a full and logical explanation of the use</p>

	<p>of the award criteria. Typically, reasons may include pricing, quality of goods, work and services.</p>
LO2	<p>2.1 The Learner is required to identify all elements of legislation, regulation and organisational requirements for sourcing goods/services/works and demonstrate that these elements have all been accounted for. This may be demonstrated by referring to a recent sourcing activity and by sign-posting evidence of compliance, to the documentation which states those requirements. For example, the organisation's Manual of Governance, Standing Orders, COSHH, Employment Law, Environmental, Anti-corruption, Anti-bribery, Anti-Slavery. For the public sector this may also include the Wellbeing of Future Generations Act, Social Partnership and Public Procurement Act, The Procurement Act.</p> <p>2.2 The Learner is required to explain how non-compliance creates adverse consequences for the organisation. The learner must be able to give at least three examples of these impacts, which may be hypothetical, or from real work instances.</p> <p>2.3 The Learner is required to present an evidenced overview of own organisation's performance in terms of ethical sourcing, reflecting on what methods have been chosen and why, how they are performing, any suggestions for improvement, etc.</p>
LO3	<p>3.1 The Learner is required to demonstrate a clear understanding of the organisation's evaluation methodology, including systems and data utilized, explaining why it has been chosen and how it produces reliable and positive outcomes.</p> <p>3.2 The Learner is required to demonstrate the process they have followed to prepare for an evaluation. This will include gathering and utilizing the resources specified by the organization within the Invitation/Request to Quote/Tender (Request for Quote/Proposal) to evaluate bids to supply goods/works/services. Within his, the Learner should demonstrate a standard approach to addressing identified risks, which may include dealing with incomplete submissions, ahead of the evaluation.</p> <p>3.3 The Learner must demonstrate they are able to co-ordinate the evaluation process. This may include preparing documentation, communicating with the evaluation members, diarising meetings, pre-evaluation training (for evaluation panel members), maintaining accurate records prior, during and after the evaluation.</p> <p>3.4 The Learner must show consistent and correct application of the defined methodologies for evaluating bids. The Learner should be able to show clearly that they are following organisational guidance by referring to agreed methods, systems, processes and procedures developed and formalised by the organization for the procurement activities.</p> <p>3.5 The Learner is required to identify risks working alongside panel members and demonstrate how these risks are captured, reported, and mitigated. Examples of this may include, but are not restricted to: conflicts of interest, security and safeguarding.</p>

	<p>3.6 The Learner is required to identify areas for clarification, by reference to the organisational methodologies and processes. Deviations identified should be investigated in accordance with organisational guidelines and evidence may include correspondence with bidders, notifications to Supervisors and Line Managers, etc.</p>
LO4	<p>4.1 The Learner is required to follow the organisational procedures and requirements within legislation, to advise of the successful bidder and produce evidence to that effect, which is consistent with previous organisational procurement activity.</p> <p>4.2 The Learner must be able to show how the organisation notifies successful bidders and offers constructive comments to unsuccessful bidders that will inform and assist future submissions.</p> <p>4.3 The Learner must be able to demonstrate their own participation in the organisation's formal process. Evidence of this may include documentation required in accordance with own organisational internal governance, minutes of any debriefing meeting or governance checks, associated with the award of the example contract.</p> <p>4.4 The Learner is required to lead or participate in assembling the prescribed information that will be shared to the supplier(s) to whom the contract has been awarded. This should include Terms and Conditions.</p> <p>4.5 Learners are required to present at least two ideas for improvement of the process, based on the findings of their reflections.</p>