

## Useful Information & Links

### Online guides

ACEVO has produced a range of factsheets and publications on Commissioning and Procurement:

#### An Introduction To Procurement and Commissioning

A basic introduction to the issues raised by the governmental procurement processes and what this means for the third sector.

#### Private Sector Commissioning

A guide to how some third sector organisations could market services to the private sector and avoid local authority procurement processes altogether

#### Really Intelligent Commissioning

This thinkpiece on really intelligent commissioning was written by Hilary Barnard of HBMC for participants in the Leadership Enhancement Programme for Integrated Youth Support Services.

#### Involving small groups in public service delivery and engaging with procurement and commissioning opportunities

There are a number of barriers which make it difficult for smaller third sector organisations to win contracts and get involved in public service delivery. This factsheet examines what actions smaller groups can take to overcome those barriers and looks at some opportunities which are open to them.

The Compact in Suffolk has a practical code relating to Funding and Procurement:

[www.savo.co.uk/files/Compact/Compact%20in%20Suffolk%20Funding%20and%20Procurement%201\\_2.doc](http://www.savo.co.uk/files/Compact/Compact%20in%20Suffolk%20Funding%20and%20Procurement%201_2.doc)

NAVCA and NCVO have jointly published Pathways Through the Maze, the first comprehensive guide to procurement regulations written for voluntary organisations and community groups. This is a recommended read for any organisation looking to start tendering!

The Guide answers the most common questions voluntary and community organisations have about procurement processes and explains the legal requirements applying to public bodies' procurement exercises

Pathways Through the Maze is essential reading for:

Anyone in an infrastructure organisation who works with commissioning, procurement and public services.

All voluntary organisations, community groups and social enterprises interest or involved in delivering public services.

Public Sector commissioners wanting to improve their engagement with third sector organisations.

NAVCA have also published a leaflet on Challenging the Tender Processes, explaining what to do if you think a tender process is unfair:

[www.navca.org.uk/NR/rdonlyres/F14CA007-7DB9-46A8-BD0C-C5C24B7BB47B/0/5tenderingremedies.doc](http://www.navca.org.uk/NR/rdonlyres/F14CA007-7DB9-46A8-BD0C-C5C24B7BB47B/0/5tenderingremedies.doc)

Public Procurement A Guide for Social Enterprises:

[www.s-p-i-n.co.uk/assets/dttoolkitforsocialenterprise.pdf](http://www.s-p-i-n.co.uk/assets/dttoolkitforsocialenterprise.pdf)

Tendering for government contracts – a Guide for small businesses:

[www.is4profit.com/business-advice/sales-marketing/government-contract-tendering.html](http://www.is4profit.com/business-advice/sales-marketing/government-contract-tendering.html)

Supply2Gov's Tendering Guide: [www.supply2.gov.uk/tenderingAdvice.shtml](http://www.supply2.gov.uk/tenderingAdvice.shtml)

Office of Government Commerce (OGC) website:

[www.ogc.gov.uk](http://www.ogc.gov.uk)

The tender subject of tendering: Research into the effects of competitive tendering on the service delivery voluntary sector in Oxfordshire:

[www.oxnet.org.uk/sites/ocva.org.uk/files/resourcesdoc7.pdf](http://www.oxnet.org.uk/sites/ocva.org.uk/files/resourcesdoc7.pdf)

This briefing summarises the different kinds of tender process, and explains how best to manage each:  
Tendering & Bidding Briefing: Give Your Tender a Winning Chance

Many voluntary and community organisations provide services to the public sector. If you have decided to join them, then this guide will explain how to go about engaging with purchasers and becoming a successful service provider: Before Signing on the Dotted Line: All you need to know about Procuring Public Sector Contracts

#### Advice Hotlines

ACEVO has collaboratively arranged with specialist charity and social enterprise solicitors, Bates Wells and Braithwaite, a procurement advice service that includes a free initial consultation. The advice line is only available to ACEVO members. Find out more: [www.acevo.org.uk/Page.aspx?pid=1454](http://www.acevo.org.uk/Page.aspx?pid=1454)

ACEVO also runs a commissioning support service aims to meet VCS needs in engaging with the full range of government commissioners. E:[commissioning.support@acevo.org.uk](mailto:commissioning.support@acevo.org.uk)  
T: 020 7280 4937

#### Topics Covered

- Changes to policy and regulations and the impact this will have on commissioning
- How to engage with commissioners
- How to engage with prime contractors
- Finding partners to bid with
- For advice on a specific procurement process and how to submit the tender
- Your training needs
- Impact measurement and performance management
- Budgets and targets
- The legal implications of the procurement process
- Personalisation and Individual Budgets
- World Class Commissioning in the Health Service

NAVCA's enquiry service is open for enquiries on commissioning and procurement from workers in third sector Local Infrastructure Organisations (LIOs). Find out more at: [www.navca.org.uk/localvs/lcp/advice/](http://www.navca.org.uk/localvs/lcp/advice/)

Enquiries to date have ranged from 'what is commissioning?' to information on new EU procurement regulations. If you are struggling with providing support to a front line organisation or wondering what something means, get in touch and they will point you in the right direction.

The contact details are:  
E: [lcpc@navca.org.uk](mailto:lcpc@navca.org.uk)  
T: 0114 289 3989