

Procurement Toolkit

The Council's procedures, Contracts Procedure Rules, for buying new products and services apply to all Council staff and you need to use them whenever you want to make a new purchase for the Council.

The Procurement Toolkit will give you a detailed knowledge of every aspect of the procurement process and provide you with the information you need to make informed, efficient choices when making your purchase.

For an overall step by step view of the process take a look at our guides to buying products and services:

[Guide 1 - Contracts Procedure Rules](#)

[Guide 2 - Role of the Corporate Procurement](#)

[Guide 3 - Procurement Initiation Approval](#)

[Guide 4 - Low Value Sourcing Tool](#)

[Guide 5 - Roles and Responsibilities](#)

[Guide 6 - The Need to Purchase](#)

[Guide 7 - Specification](#)

[Guide 8 - Evaluation Criteria](#)

[Guide 9 - Consulting With Users and Suppliers](#)

[Guide 10 - Pre-Qualification Questionnaire](#)

[Guide 11 - Tenders](#)

[Guide 12 - EC Procurement Directives](#)

[Guide 13 - The Evaluation Process](#)

[Guide 14 - Completion of Projects](#)

[Guide 15 - Risk Management](#)

[Guide 16 - The Bribery Act](#)

[Guide 17 - TUPE and Staff Transfer Template](#)

Appendix 2

[Guide 18 - Delivering Social Value Through Procurement](#)

[Guide 19 - Equality in Procurement](#)

[Guide 20 - Project Management](#)

[Guide 21 - Guide to Project Management](#)

[Guide 22 - Performance Management and Targets](#)

[Guide 23 - Gateway Review](#)

[Guide 24 - Term Contracts](#)

[Guide 25 - Health and Safety](#)

[Guide 26 - e-Procurement](#)

[Guide 27 - iProcurement](#)

The Procurement Toolkit can be accessed through the following link:

<http://wbcnet.admin.ad.wirral.gov.uk/procurement/procurement-toolkit>