Workshop on
“Reorganization of the Secretariat General of Commerce: Enhancing SGC’s Function as CPB”

Session 4
Revision of the UPP Programme

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Revision of Unified Purchasing Plan

Analysing the Proposal for reform of the UPP and relation with Greek Central Procurement Bodies (CPBs)

Major proposed changes in the UPP

NEED FOR PRE-REQUIREMENT STATEMENT

THE UPP IS AN INTERNAL DEPARTMENT OF THE CPB DEVOTED TO DEMAND AGGREGATION AND ANALYSIS
## Revision of UPP

### Major proposed changes in the UPP

<table>
<thead>
<tr>
<th>Procurement Policy and Planning Committee (PPPC), which decides regarding which requests should be included in the UPP</th>
<th>Decrease the size of the PPPC and change its structure. Include the - Secretary General of Commerce, the Director General of Commerce, all Directors from the Directorates of Procurement (takes decision) - Single Public Procurement Authority - SPPA (provides opinion) - Experts (provide opinion) ... instead of including representatives from all political parties and productive classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Committee for the tenders</td>
<td>Define a single evaluation committee per tender ... instead of having one static committee for all the year, for all tenders of the same product category</td>
</tr>
</tbody>
</table>
## Revision of UPP

### Major proposed changes in the UPP

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<tr>
<th>Checking of the technical specs of the procurement requests</th>
<th>Check the specs after including a procurement request in the UPP. I.e. include all items that fall into the predefined categories for UPP and then check the specs and possibly adjust them ... instead of checking the specs before the inclusion in the UPP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product categories included in the UPP</td>
<td>Define the product categories to include in the UPP dynamically once a year depending on the available information ... instead of once forever</td>
</tr>
<tr>
<td>Exceptions from the UPP</td>
<td>Revise the rules for Authorities, procurement types and specific cases excluded from the UPP and include as much as possible. Reduce the exceptions list to a minimum ... instead of having a large number of exceptions</td>
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**Not CPB activity**

**Effect of centralization**
**Revision of UPP**

**Major proposed changes in the UPP**

| Services          | Include certain types of Services (e.g. security and cleaning) in the UPP, apart from Products  
                  | ... instead of having only Products in the UPP |
|-------------------|-------------------------------------------------------------------------------------------------|
| Ministry of Finance | Exclude the MinFin from the UPP approvals procedure, as all authorities insert information about the planning of their procurement into an electronic system of MinFin  
                      | ... instead of necessarily having the MinFin in the UPP approval procedure |
Revision of UPP

Major proposed changes in the UPP

<table>
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<tr>
<th>Mini CPBs</th>
<th>Introduce the mini CPBs concept, i.e. create a middle layer of procurement requests collection, filtering, consolidation and management, between the 7,000 requesting authorities and the CPB (Secretariat General of Commerce – SGC, Health Procurement Committee - EPY)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>... instead of having the CPB manage the requests of all 7,000 public authorities</td>
</tr>
</tbody>
</table>

620 still a big number of entities
Need to be translated into a concrete reality, a physical entity
Mainly at regional level?
Problem of resources and skills!!
Who controls them?
Who tracks their purchasing activity?
| General Directorate of Public Contracts for Procurement of Goods and Services |
|---|---|---|---|
| Department of Goods Procurement Requests Control and Planning (Unified Procurement Program) | Department of Food Products, Paper, Chemicals, Textiles, Plastics and Leather | Department of ESHDHS (National System for Electronic Public Contracts) and KHMDHS (Central Electronic Registry of Public Contracts) Operation Support | Department of Market Research and Economical/technical Analysis |
| Department of Legal Support for the Compilation of Calls for Tender and Contracts | Department of Transportation Media, Mechanical, Medical, Electronic Equipment and Scientific Instruments | Department of Support and Technical Training of ESHDHS users, KHMDHS users and Suppliers | Department of Development and Coordination of Framework Agreements |
| Department of Communication and Training of Contracting Authorities and Suppliers | Department of Provision of Services | Department of Suppliers Registry, Statistics, Reporting and Administration Support | Department of Technical Specifications of Electrical, Mechanical and Electronic Equipment and Services |
| Department of Contracting Authorities Support | | | Department of Technical Specifications of Food, Chemicals, Textile Goods and Services |
COMPARISON BETWEEN 2nd COUNTER PROPOSAL AND LATEST GREEK CHART

MINISTRY OF DEVELOPMENT

GDPP as a CPB

MANAGEMENT BOARD

CUSTOMER SUPPORT & PLANNING

DEMAND AGGREGATION (UPP ACTIVITY MANAGEMENT)

ACCOUNT MANAGEMENT

COMMUNICATION & TRAINING

LEGAL SUPPORT TO TENDER AND CONTRACT DRAFTING

FA MANAGEMENT

CATEGORY MANAGEMENT 1

CATEGORY MANAGEMENT 2

CATEGORY MANAGEMENT 3

CATEGORY MANAGEMENT 4

OPERATIONS SUPPORT

FA DEVELOPMENT AND COORDINATION

MARKET ANALYSIS

TECHNICAL SPECIFICATIONS

SUSTAINABLE PROCUREMENT SPECIFICATIONS (GPP, SME...)

EPROCUREMENT (NEPPS)

ESHDHS & KHMDHS SUPPORT

EPROCUREMENT TRAINING

E-REGISTRY
Revision of UPP: Evolution Remarks

DEPARTMENT OF GOODS PROCUREMENT REQUEST AND PLANNING (that incorporates UPP) NEEDS SUPPORT FROM

• ACCOUNT MANAGERS (department of CA support)

• COMMUNICATION AND MARKETING (department of communication and training)

THERE IS A NEED TO FORMALIZE THIS RELATIONSHIP AND SUPPORT BY DEFINING THE PROCESS AND THE WORKFLOW
Account Manager Profile

The Account Manager creates, develops and manages relationship with Administration’s users

- Constant relation management with Administration’s users, including top managers, intermediate and collaborators
- Promotion of Consip’s services offer: frame contracts agreement and market place
- Identify specific user’s requirements and special needs
- Training and user’s support about purchasing process
- Consultancy for special projects
- Monitoring of user’s feeling about quality provided by Consip services
- New development opportunity identification
Coordinated Team Working

FA DEVELOPMENT & COORDINATION

1. FA pre award steps
   - Demand analysis and market analysis
   - Opportunity identification
   - Feasibility study deliverable
   - Procurement strategy definition
   - Operations support + Customer support & planning + FA management

2. Supplier selection and contract award
   - Tender documentation preparation
   - Authority opinion acquisition
   - Tender documentation publication
   - Framework Agreement signing
   - Operations support + Customer support & planning + FA management + eProcurement

3. FA management
   - Support to CAs during purchasing phase
   - Tracking of orders issued and remaining product/service availability
   - Contract unit extension
   - Contract time extension
   - Operations support + Customer support & planning + FA management

4. FA post award activities
   - Service level monitoring
   - Customer satisfaction campaigns
   - Collection of Complaints
   - Analysis of complaints and corrective measures
   - Promotion + Legal + Sourcing + Planning + eProcurement

Consip public