

Unit: CPC 419 Purchase goods and services to meet the continual development and the changing needs of the provision (Commissioning, Procurement and Contracting)

Key Purpose

The key purpose identified for those working in commissioning, procurement and contracting is to: "Specify, shape and secure quality services, responses and projects that deliver improving outcomes for individuals, families and communities within the strategic objectives of the organisation"

Elements of competence

CPC 419 A Plan the purchase of goods or services
CPC 419 B Purchase goods or services
CPC 419 C Evaluate the purchase of goods or services

About this unit

This unit is for people whose main job is not in commissioning, procurement or contracting, but who do need to purchase goods and services from time to time.

Scope

The scope helps to make sure that you provide evidence related to the work you do. Terms in this section give you options related to the words highlighted in bold in the performance criteria. Your evidence for this unit should cover any option that is part of your work.

Values

The values underpinning this unit have been derived from the key purpose statement, the values and principles statement, relevant service standards and codes of practice for health and social care in the four UK countries. The values and principles statement is at the start of these units:

Key words and concepts

This section provides explanations of the key words and concepts used in this unit. In occupational standards it is quite common to find familiar words or phrases used, which, in the detail of the standards, may be used in a very particular way. **Therefore we**

would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.

Preferred suppliers: suppliers who have already been approved by your organisation as being suitable sources of supply

Criteria: factors that can be used to measure and make a judgement about: whether or not an outcome has been achieved; how much progress has been made; or how well something has been done

Sustainable: an activity/intervention and/or service able to meet current needs without damaging the ability of future generations to meet their needs. This means thinking about what you do and making sure that you are not damaging the environment

Organisation: the organisation/company/local authority for whom you work or volunteer; the organisation/company you own or run; if you receive direct payments or fund your own services, it means you and the people who work for you

CPC 419 A Plan the purchase of goods or services

Performance Criteria

You must show that you:

1. Identify the goods or services you wish to purchase
2. Identify and record the justification for the purchase in line with organisational requirements
3. Find out if the cost, or nature, of your purchase requires a formal process
4. Find out if your purchase complies with your organisation's procurement policies and sustainability framework
5. Speak to a commissioning specialist in your organisation to find out if there are **preferred suppliers** available for your purchase
6. Find out if your organisation has an e-procurement system available for you to use
7. Decide the **criteria** you will use to judge the effectiveness of the purchasing process

CPC 419 B Purchase goods or services

1. Compare the costs of your purchase from a range of suitable suppliers
2. Take into account whole-life costs and the extent to which the purchase or the supplier meets your organisation's **sustainability** policy
3. Compare the quality of goods or services offered by different suppliers
4. Determine which supplier is providing best value for money and which most closely meets your needs
5. Ask advice from commissioning specialists in your **organisation** if suppliers are unfamiliar
6. Complete the transaction in the most appropriate way:
 - a. through your organisation's procurement process
 - b. through a local retail/wholesale facility
 - c. directly from a supplier

CPC 419 C Evaluate the purchase of goods or services

Performance Criteria

You must show that you:

1. Use the identified criteria to measure the effectiveness of the process of purchasing goods or services
2. Decide if the process was effective or if there were aspects that were unsatisfactory
3. Share the evaluation with commissioning specialists in your organisation
4. Discuss and agree any proposals to change the process for future purchases
5. Evaluate whether or not the purchase provided good value for money and benefited the individuals, families and communities that use services

Knowledge specification for the whole of this unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to the expectations and requirements of your job role.**

You need to show that you know, understand and can apply in practice:

Values

1. Legal and organisational requirements on equality, diversity, discrimination, rights, confidentiality and sharing of information when purchasing goods and services
2. How to ensure that you and others for whom you are responsible protect the rights and the interests of individuals, taking account of any limitations on the individuals' rights
3. How to manage ethical dilemmas and conflicts for individuals, those who use services, partners, providers and staff
4. How to ensure that purchasing results in best value for the services
5. Methods and ways of working that:
 - a. support equality and diversity
 - b. support the rights of people to communicate in their preferred way, media and language
 - c. support the development of sustainable new ideas
 - d. are ethical and adhere to any codes of practice relevant to your work
 - e. respect other people's ideas, values and principles
6. Legal and organisational requirements about safeguarding children and vulnerable adults
7. Why it is important to reflect on your own practice and identify areas for further development and how to do so

Legislation and organisational policy and procedures

8. Codes of practice and conduct, and standards and guidance relevant to your setting and the roles, responsibilities, accountability and duties of others when purchasing goods and services
9. Current local, UK and European legislation and organisational requirements, procedures and practices for purchasing goods and services
10. Key government initiatives which affect the organisational practices about purchasing
11. How to access, evaluate and influence organisational and workplace policies, procedures and systems for purchasing

Theory and practice

12. How and where to obtain specialist advice about local suppliers of goods and services
13. How and where to obtain specialist advice about the legal and regulatory requirements for purchasing goods and services
14. Why it is important to have advice from specialists who understand the local market for supply
15. E-procurement systems and how they work
16. The importance of monitoring and maintaining costs following an agreement to purchase goods or services
17. Quality assurance systems and why they are a positive indicator when considering suppliers
18. Different types of purchase and contracts that can be used
19. How to proceed if your purchase requires a formal tendering process