

EU Sensitive Using of Purchasing Power

Beginner's roadmap

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Introduction

Beginner's RoadMap is primary intended for beginners in making decisions on efficient use and support public procurement processes in the organization.

The individual steps assume basic theoretical knowledge of public procurement, legal regulation, related EU policies and the current developments in this area.

The RoadMap contains steps and questions which can support effort to use the potential of public procurement more effectively.

The intention is to support effective and efficient implementation of public processes procurement also for the purpose of achievement of its secondary objectives in the field of social economy, environment or innovation.

Modern concepts in public procurement are promoted by the European Union especially for its secondary benefits when implementing and using public procurement as a tool in public administration.

Define your organisation status

In the first phase, it is necessary to define the status of the organization for the purposes of using public procurement.

It is important to identify whether the organization is a contracting authority.

Based on the definition of status, the organization decides whether it can use public procurement in the market on the supply or demand side, or on both sides.

At the beginning, it is necessary and important to have theoretical knowledge about public procurement, to know the relevant legislation and development trends in this area.



1.

Define the status of the organization. Take into account in particular its legal regulation, financing, profit and non-profit activities, legally related organizations.

What type of organization is it?

Is it necessary for me to deal with the issue of public procurement?

Do I want to deal with public procurement beyond what is absolutely necessary? Why?

What are the sources of my funding?

Can I be a contracting authority only for a transitional period?

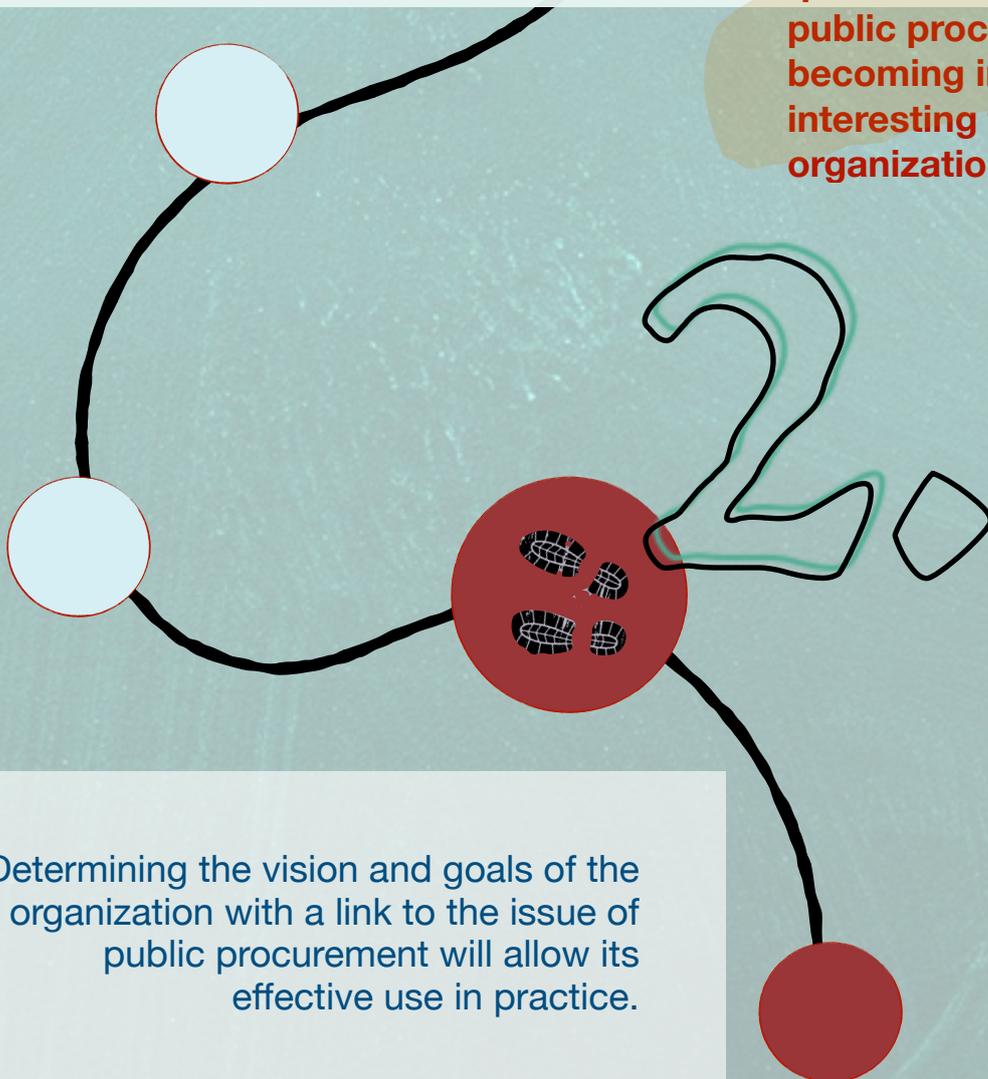
Reconsider your vision and goals

Evaluate the vision and strategic goals of the organization. Consider the overlap of public procurement issues to meet the objectives.

If necessary, update the vision and strategic goals of the organization in connection with the procurement processes.

Know the answer to the question why the issue of public procurement is or is becoming important and interesting for the organization.

Determining the vision and goals of the organization with a link to the issue of public procurement will allow its effective use in practice.



Connect the vision of the organization and its strategic goals with the issue of public procurement.

How can public procurement contribute to fulfilling the vision and achieving the goals of the organization?

Why should I address this topic?

Can public procurement affect me in the future?

Who determines my direction?

Is the issue of public procurement linked directly or indirectly to my goals?

Examine and evaluate the current state, practice and knowledge of the organization in the field of public procurement, the relevant legal framework and modern concepts in public procurement.

Analyze the current state

The assessment must be carried out comprehensively on the basis of all available data.

On the basis of the actually established objective situation, further steps can be planned and responsible decisions made.

Remember to identify current problems in relation to public procurement.

3.

Comprehensively evaluate the current state of knowledge and implemented activities in the field of public procurement.

Use available quantitative and qualitative data from the organization's internal and external environment.

Do I have experience with public procurement processes?

What is the current status?

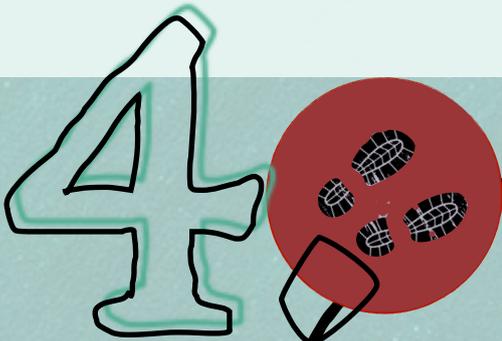
Why is the current situation like this?

What conclusions can I draw from the evaluation of the current situation and the results obtained?

Can I transform these conclusions into future goals?

Also consider in-house procurement or award contract options.

Identify the added value



Evaluate what you can gain by changing your approach to public procurement and what added value it will bring to you.

Consider the impact on the organization's internal environment, its employees, as well as the impact on society and the environment.

Carefully consider all the options that can be used in public procurement processes.

Don't forget modern concepts in public procurement - green aspects, social aspects, innovative aspects and others.

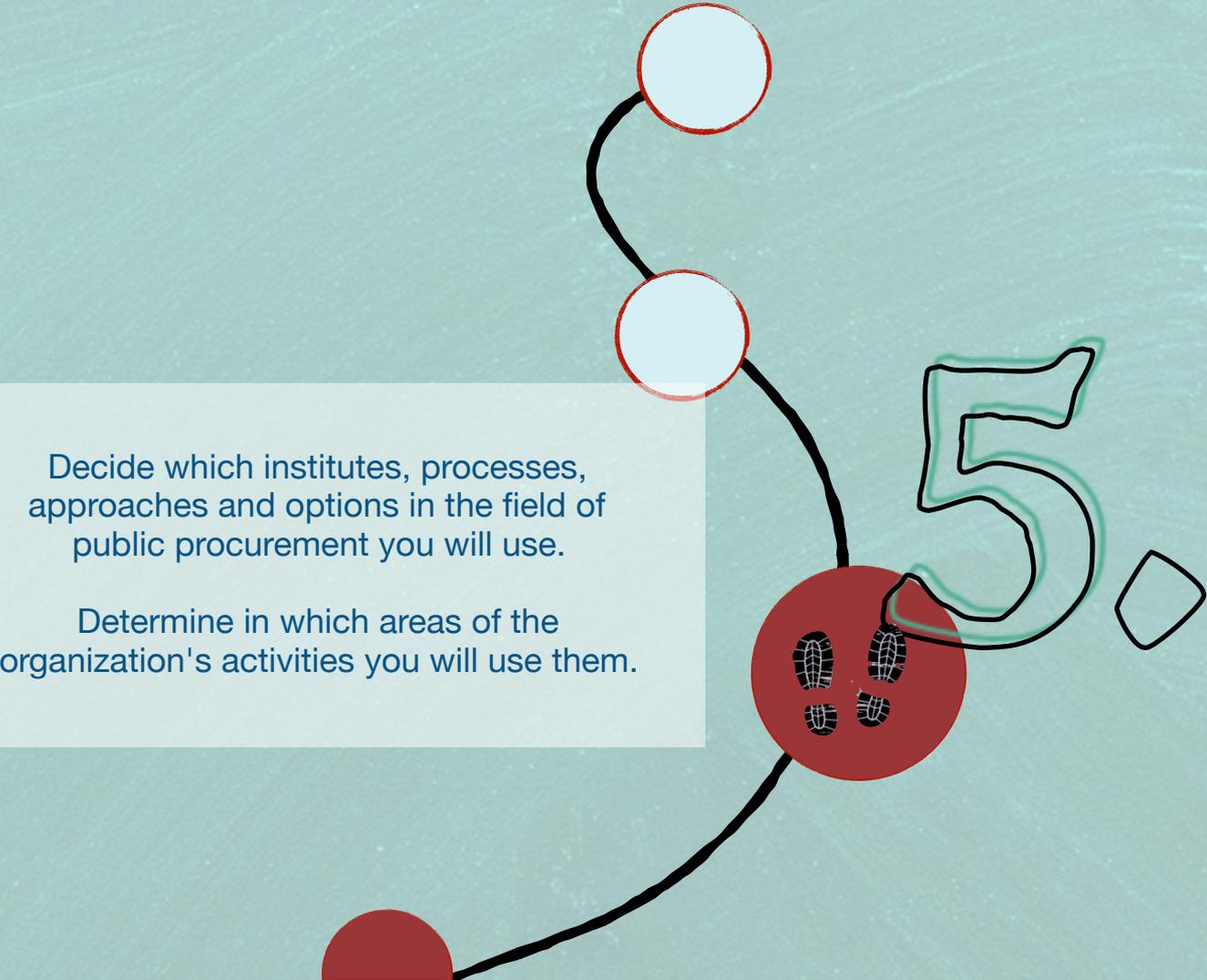
Clearly identify the added value that efficient use of public procurement would bring you.

Identify any areas where a positive effect may occur.

Remember to evaluate the risks involved. Knowing them will allow you to take preventive measures to minimize them.

What does the issue of public procurement offer me?

What are the risks involved?



Decide which institutes, processes, approaches and options in the field of public procurement you will use.

Determine in which areas of the organization's activities you will use them.

What will you use ?

Be inspired by examples of good practice and the experience of comparable

Depending on the status of the organization, define whether you will use public procurement to influence the offer, to obtain benefits for the organization, or to promote positive social or environmental benefits for society.

Use as great potential of public procurement as possible.

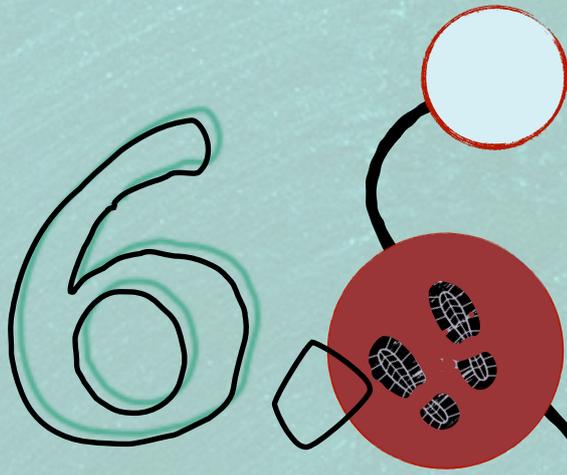
Carefully evaluate what is possible and could be used for the benefit of the organization, society or the environment.

Identify priorities based on the organization's vision and goals. Determine whether the issue of public procurement is a short-term, medium-term or long-term topic of interest for you.

You will answer: why?

Do I know all the modern concepts of public procurement?

Which concept can be beneficial for me and why?



Remember to take into account the legislation and the restrictions that may be regulated in it when making

Choose the appropriate and possible procedure.

Create the preconditions for the effective use of the public procurement potential that you have decided to use.

Take actions

Identify which prerequisites need to be met before the first activities can begin.

In particular, creation of the personnel, material and organizational prerequisites is needed for the effective use of the potential of public procurement, which you have decided to use.

The question is: how?

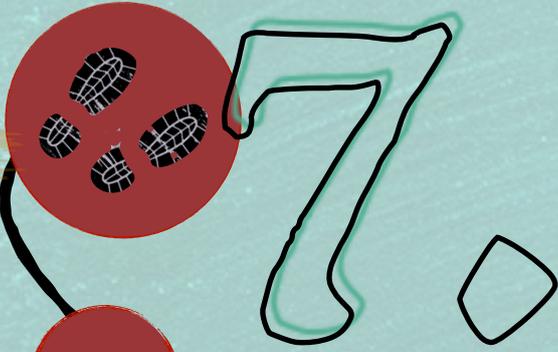
Prepare a proposal for pilot activities that you would like to test. On the basis of pilot activities, broader concepts of further action can be adopted.

What do I start with?

Can I follow examples of good practice?

Which activity is a priority for me and why?

At this stage, it is important to plan the indicators that you will evaluate and on the basis of which you will decide on the outcome of the pilot activities.



**Pass on your experience
and inspire others.
Present yourself.**

Plan the goals you want to achieve appropriately and realistically. Remember to design available measurable indicators.

Specify the period in which you will monitor the fulfillment of the goals.

An important part is regular monitoring and evaluation of the progress.

From the results of the evaluation, measures can be taken for future improvement and further progress.

Set up your goals

Setting realistic and measurable goals is an important component of the process.

Goals allow you to focus on tasks over time. It is necessary to design measurable indicators and a system of mid-term and final evaluation of the objectives achievement.

What goals do I want to achieve?

In what time period do I want to achieve them?

How will I evaluate the achievement of goals?

Who will be responsible for this?

Do I have the necessary data?

How do I use the results of the mid-term and final evaluations?

Notes

