

Book Supply Contract Tender Risk Register

Negative Risks that offer a threat to the Book Supply Contract Tender and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Tender value - the total value of our spend is not attractive to suppliers	Contraction of the library book supply market	Tender is not awarded	Open	An Effective Organisation	Medium	Kate Murray	Understanding the market where there are very few suppliers; procurement support with new frameworks; BCC purchasing power	Static	2	5	10		2	4	8	Feb-22
2	Disruption in the supply chain and service delivery if the new contract is not in place by October 2022	Tender takes longer than May to October 2022 window	A potential period of time without new books until the new contract starts	Open	An Effective Organisation	Medium	Kate Murray	Ensure the paperwork is prepared and ready for when the decision is taken; timeline of frameworks understood; procurement support	Static	2	4	8		1	3	3	Feb-22
3	Contract terms and discount is not as attractive as the current consortium contract	New contract under new terms	Book budget will be under pressure as we must limited book purchasing depending on the new discount	Open	An Effective Organisation	Medium	Kate Murray	BCC purchasing power is strong; very few suppliers in the market and interest already in our intentions; length of contract matches other consortiums so we can join a larger consortium after this contract if appropriate	Static	3	4	12		2	4	8	Feb - 22
4	New suppliers are different from Libraries West suppliers	BCC tender results in different suppliers	More complex invoicing and monitoring arrangements	Open	An Effective Organisation	Low	Kate Murray	Discussion about possibilities with Libraries West completed and confirmation that this can be managed; procurement route via frameworks	Static	2	3	6		1	2	2	Feb-22
5	Staff capacity to monitor new contracts	Single authority tender requires BCC to monitor contracts	Staff resources identified	Open	An Effective Organisation	Low	Kate Murray	Support from procurement and contract management systems	Static	1	3	3		1	2	2	Feb-22