

# Procurement Support for Bespoke Print Suppliers Risk Register

## Negative Risks that offer a threat to Procurement Support for Display Suppliers 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
DP1	<b>That a formal procurement process may not attract or procure quality suppliers</b>	1. A smaller supplier may not be experienced or confident completing tender documentation 2. A supplier may choose not to respond or may not be aware of opportunity 3. Reduction in partners utilising the contract lowers contract value, making it less desirable to bidders	1. Quality and consistency of service may be impacted 2. Potential requirement to re-tender	Open	Effective Development Organisation	Resources	Director: Policy, Strategy and Digital	1. Engagement with suppliers prior to procurement process 2. Consideration when creating documentation to make it as simple for suppliers to respond whilst still retaining detail to ensure the most appropriate suppliers are successful 3. Advertise widely 4. Try and engage partners for collaboration or reduce numbers of suppliers on framework to make value more desirable	New	1	4	4	n/a	1	4	4	07.11.22
DP2	<b>Procurement isn't delivered on time</b>	1. Inadequate resource in Service (External Communications) and Procurement teams	1. Reputational impact 2. Non compliance with Internal Procurement Rules and PCR2015 3. Service delivery is impacted 4. Potential suppliers are deterred	Open	Effective Development Organisation	Resources, Reputation, Legal	Director: Policy, Strategy and Digital	1. Ensure project is prioritised as part of Service Plans 2. Appoint informed delegates for delivery of Procurement, in case of absentee	New	3	3	9	N/A	2	3	6	07.11.22
DP3	<b>Specifications do not reflect requirements of service</b>	1. Inadequate resource to sufficiently create documentation 2. Not drawing upon experience of services reliant upon suppliers	1. Specification and suppliers don't meet needs of Service 2. Requirement to source supplies outside of Framework or re-tender	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	1. Ensure project is prioritised as part of Service Plans 2. Work closely with relevant Services	New	1	4	4	N/A	2	4	8	07.11.22
DP4	<b>A collaborative agreement impacts schedules of delivery of Framework</b>	1. Delays in other organisations providing necessary documentation or approval	1. Reputational impact 2. Non compliance with Internal Procurement Rules and PCR2015 3. Service delivery is impacted 4. Potential suppliers are deterred	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	1. Early engagement with partners to ensure plans, processes, deliverables and resources are agreed 2. Regular meetings with partners to check against progress	New	2	3	6	N/A	2	3	6	07.11.22

DP5	<b>Specifications do not meet BCC's environmental or equality policies</b>	<ol style="list-style-type: none"> <li>Inadequate resource to sufficiently create documentation</li> <li>Not drawing upon experience of relevant services</li> </ol>	<ol style="list-style-type: none"> <li>Specification and suppliers don't meet BCC or national policies</li> <li>Requirement to re-tender</li> </ol>	Open	Environment and Sustainability	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> <li>Ensure project is prioritised as part of Service Plans</li> <li>Work closely with relevant Services</li> </ol>	New	1	5	5	N/A	1	5	5	07.11.22
DP6	<b>That a formal procurement process is not approved</b>	<ol style="list-style-type: none"> <li>Insufficient details on decision pathway documentation</li> <li>Unforeseen circumstances</li> </ol>	<ol style="list-style-type: none"> <li>No compliant process in place to cover notable spend</li> </ol>	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> <li>Ensure Decision Pathway process is a PSP priority and supported by key stakeholders</li> </ol>	New	1	5	5	N/A	1	5	5	07.11.22
DP7	<b>Costs of services could exceed thresholds</b>	<ol style="list-style-type: none"> <li>Increased demand</li> <li>Increased supply chain costs</li> </ol>	<ol style="list-style-type: none"> <li>Framework needs amending or re-tendering</li> <li>Non-compliance with internal policies</li> </ol>	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> <li>Careful spend review against future work</li> <li>Contingency in maximum figures</li> </ol>	New	1	4	5	N/A	1	5	5	07.11.22
DP8	<b>Supplier is removed from application or Framework</b>	<ol style="list-style-type: none"> <li>Supplier change in business operations, ownership or business dissolved</li> <li>Supplier doesn't meet contractual obligations</li> </ol>	<ol style="list-style-type: none"> <li>More dependency on fewer suppliers</li> <li>Potential for re-tender (if multiple)</li> </ol>	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> <li>Selection criteria reduces risk of procuring unstable supplier</li> <li>A high number of suppliers on each lot to ensure contingency</li> <li>Supportive documentation to ensure suppliers know how to complete application</li> </ol>	New	2	4	8	N/A	2	4	8	07.11.22