

# Procurement Guidance note January 2006

## Information Memorandum (IM)

### Background

The National procurement strategy details that Procurement processes for partnerships should include:

***'Issuing an information of memorandum to prospective bidders setting out the background to the project, the councils objectives and an outline of the procurement process and timetable, with roles and responsibilities made clear'***

### What is an Information Memorandum? And what is its purpose?

An IM is a document to be issued to potential suppliers as part of the procurement process at the Pre Qualification stage.

The purpose of the IM is to give potential suppliers sufficient information to enable them to more clearly identify the requirements of the authority and to establish whether they are capable to provide a solution and provide additional information to the authority to support their application for inclusion in the exercise.

### Which procurement does this apply to?

All procurement where the estimated contract value exceeds £50,000 and as such requires an invitation to tender (ITT) must now include an Information Memorandum.

### Information to be given to suppliers.

If not included in the Pre Qualification Documentation, the IM should be a separate section within the ITT and should summarize the key elements of the requirement. If the IM gives insufficient detail suppliers may not have adequate information on which to decide whether to propose a solution or not.

The content and style of the IM will vary between procurements but some key points to be included are given below:

- The Background to and reasons for the procurement should always be summarised including relevant history and future developments.
- A summary of the requirement including the expected benefits and the Councils objectives to which the procurement relates.
- A broad outline of the evaluation criteria.
- The procurement timetable detailing key dates within the procurement process including tender return date, evaluation period (including any dates for site/ visits / presentation dates), anticipated contract award date and contract start date.

- An indication of any additional / related procurement
- Contact details for the procurement exercise detailing clear roles and responsibilities (procurement contact, client contact, technical contact etc).