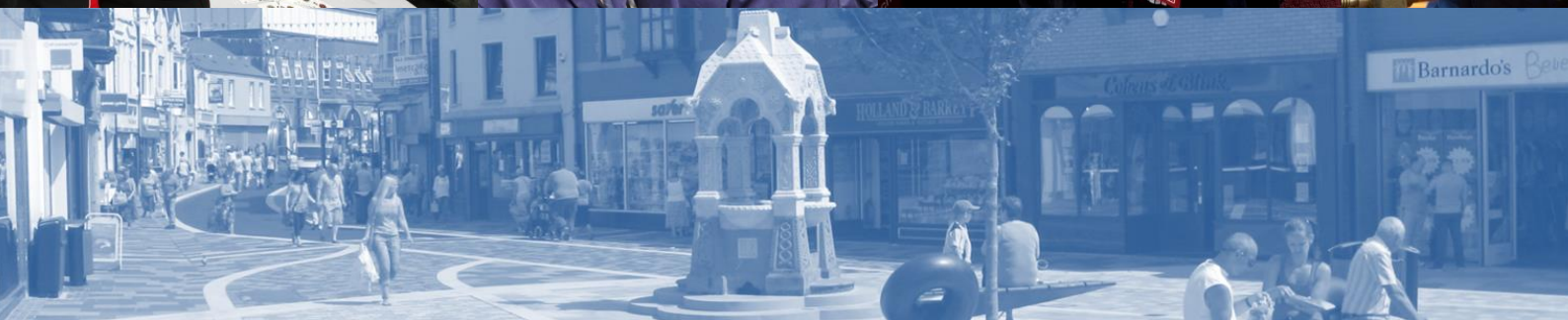




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How to record procurement contracts via WEFO Online

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Introduction

This note provides guidance on the requirement to provide WEFO with information on all procured contracts greater than or equal to £25,000 in value. All beneficiaries are required to provide this information to WEFO, including private/non-contracting authorities.

This note only covers the procedure for reporting the procurement information via WEFO online and does not cover procurement requirements themselves. Further guidance on this is set out in the Welsh National Eligibility Rules which can be found on the WEFO website.

How to record procurement contracts via WEFO Online

If your operation procures a contract or uses a pre-existing contract with the value greater than or equal to £25k, details of the procurement must be recorded on WEFO Online. The £25k value applies to the overall contract rather than Operations related expenditure.

The data will be captured in three areas:

- Delivery Profile
- Case
- Claim

This data is used to meet WEFO and EU reporting requirements on the level of procured activity.

Key points

- These reporting requirements only apply to contracts valued greater than or equal to £25,000;
- Data only needs to be captured where the Operation will use 'actual costs/ real costs' for making payment claims for those procured services/works/supplies. Where procurement costs are covered by a Simplified Costs Option, individual payments toward the contract are not claimed but covered in the SCO, there is no requirement to report procurement / contract data on WEFO online, however please see the notes at the end of this document;
- The same requirements apply where an existing contract/ existing framework agreement is used (i.e. awarded/ established before the start of the operation, organisation wide / sector wide contract or framework);
- Modifications to contracts must also be captured, irrespective of the value of the modification;
- Framework agreements:
 - Information about each contract greater than or equal to £25,000 awarded under a framework agreement must be captured. There is no requirement to record the framework agreement itself – just the contracts that arise from it.
 - Where a framework greater than or equal to £25,000 is established but none of the contracts let under the framework are valued greater than or equal to £25,000, nothing need be recorded on the Procurement tab or on the Procurement Expenditure Type.

Section 1: Delivery Profile

As part of the delivery profile the Lead Beneficiary is required to profile any spend identified by the Operation. Procurement is one of four expenditure types found under the expenditure screen on the delivery profile. The value of procurement included here should be the value of contracts that are expected to be greater than or equal to the £25k threshold.

Any Procurement planned, but where the value of the contract is expected to be below the £25k threshold, should be included under the Actual Expenditure Type.

Please note that this is different to the value for contracts added to the 'Case' tab - for further information see the following section.

Section 2: Case

The Procurement tab of the Case captures detail on the contract, contractor and type of procurement used. It is linked to both the delivery profile and claim and it is essential that the Contract Number used is consistent.

A key difference from the delivery profile / claim is that the total value associated to a contract is captured even if they are not fully related to the operation i.e. a large contract which covers multiple operations or non-EU funded activity (only in the case of contracts greater than or equal to £25k).

This means that if you are running multiple operations then Contract Numbers must be consistent across operations.

Within the Procurement Details section of WEFO online you need to complete the **Estimated Value**, i.e. the total amount of procurement that is expected within the operation. Once a contract has been awarded to a delivery agent (company/organisation) you will need to **Add** the details of that contract to the Contracts section of WEFO Online. If more than one contract has been awarded to a delivery agent (company/organisation) you will need to add the details of each contract separately.

Estimated Value should be completed on an ongoing basis once your Operation has been approved. It is the estimate of the **Total Operation** cost that will be subject to procurement processes of £25,000 and over.

You should enter a value in the currency of approval.

As soon as you become aware of any changes to the total estimated value, you should update this field by using the Edit Estimated button.

To add a contract to your details, click the **Add** button. This will take you to a separate screen where you must fill in the following mandatory fields.

Procurement - Contract Level

Sector: choose the sector from where the contractor operates, i.e. Public sector, Private sector or Third sector.

Contract Title: the name of the contract awarded to the contractor.

Contractor Name: the name of the delivery agent (company/organisation) awarded the contract. If more than one contract is awarded to the same delivery agent (company/organisation) please ensure that the name used is consistent when adding each separate contract.

Contract Number: the unique number or reference of the contract assigned to the contractor.

If a contract is made up of a consortium with more than one contractor, each contractor's details must be recorded separately using the same contract number, contract title and contract value. Similarly, if two or more Operations utilise the same contract, the contract details should be added under each Operation using the same contract number, contract title and contract value, and contractor details.

Contract Value: the value in the currency of approval of the contract awarded to the relevant delivery agent. This is the total value of the contract that has been procured and is not limited to the proportion of the contract delivering products or services for the Operation.

Postcode: the postcode of the delivery agent (company/organisation) that has been awarded the contract.

Status: enter the current status of the contract, according to the following:

On-going: contracts which are current and where products or services are still being carried out within the defined timescale.

Completed: contracts which are financially complete and have finished delivering or have incurred some expenditure but have been terminated early.

Cancelled: contracts which are awarded and then cancelled prior to incurring any expenditure.

Contract Type: Please select the relevant contract type from those available - Public Service, Supply or Works. For further information see EU Directive 2014/24/EU on public procurement or contact your procurement expert.

Contractor Name/Unique Identifier: the Operation's unique identifier for the delivery agent (company/organisation) awarded the contract. If the delivery agent has a Sell2Wales ID you must use this here. If more than one contract is awarded to the same delivery agent (company/organisation) please ensure that the unique identifier used is consistent when adding each separate contract.

Contractor Invoice Issuer Name/Unique Identifier: the name or unique identifier of the person within the delivery agent (company/organisation) responsible for issuing contract invoices.

Where Advertised: please select where the contract was advertised from the options, below:

- Sell2Wales
- OJEU
- Other

Where Advertised Reference: this is a reference which will enable the advert to be identified e.g. the OJEU / Sell2Wales reference.

Procurement Procedure Used: please select the type of procurement procedure used:

- Negotiated / Competitive Dialogue
- Open
- Restricted

See EU Directive 2004/17/EC, EU Directive 2004/18/EC and EU Directive 2014/23/EU for further information.

Last Updated: this is the date when either the details of the contract are added or details of an existing contract are updated.

Under 'Procurement Details' the number and value of your contracts will automatically change as you continue to add contracts. The following six fields will update automatically according to how you categorise your contractors:

Number of Public / Private / Third Sector Contracts

Value of Public / Private / Third Sector Contracts

Accessing and editing your information

When you re-visit the Contracts tab you will see displayed a summary of all of your contracts followed by a list of your contractors. To amend any of the details you need to click on the Contract Number which will then allow you to amend any of the details above.

Section 3: Claim

As part of the claims process the Lead Beneficiary is required to submit transaction lists on expenditure. Within the transaction list, any expenditure lines relating to Contracts over £25k should be identified as 'Procurement' under the 'Expenditure Type' column and by including the 'Contract Number' from the 'Procurement' tab of the Case - for further information see the previous section.

For Procurement transactions for contracts less than £25k, transactions should be entered as an Actual Expenditure Type. For procurement exercises >£25k please include the contract reference on the Transaction list to assist any future testing / amendments to the contract.

For further information on how to add expenditure data to a transaction list see 2014-2020 Claiming Arrangements – Instructions for Lead Beneficiaries.

Please Note:

This document only relates to the Procurement **Reporting requirements**. The processes and requirements for Performing procurement exercises (advertising and letting contracts etc.) as described in WEFO's "Eligibility rules and conditions for support from the European Structural Funds 2014-2020." are **unchanged**.

Procurement Exercises reimbursed via Simplified Cost Options (see Key point 2, bullet point 2 above) must still be undertaken in line with WEFO's "Eligibility rules and conditions for support from the European Structural Funds 2014-2020." Whilst the costs do not need to be reported, the procurement exercise itself will be subject to review by the Audit Authority, WEFO's MVT and the European Commission.



For more information:

www.gov.wales/eu-funding

@wefowales / @wefocymru

Enquiries Helpdesk 0845 010 3355

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