

FOI REF:	15865
RESPONSE SENT:	22/08/2025

Request

To whom it may concern

Under the Freedom of Information Act 2000, the Chartered Institute of Architectural Technologists (CIAT) requests the following information regarding the procurement of architectural design services by Winchester City Council.

1. Procurement policies

Please provide copies of any standard policies, procedures, or internal guidance documents which govern the selection or appointment of external suppliers of architectural design services.

2a. Procurement templates or exemplars

Please provide copies of any template or exemplar documents used by your organisation in the preparation or conduct of procurement exercises for architectural design services. This may include, but is not limited to:

- Pre-qualification questionnaires
- Tender notices and associated tender documents
- Professional competency frameworks
- Conditions of participation
- Tender scoring or evaluation criteria

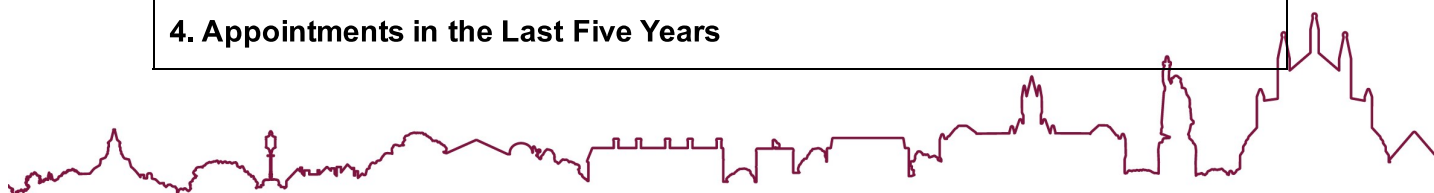
2b. Recent procurement documentation

If your organisation does not use standard templates or exemplar documents as described above, please provide copies of any equivalent specific documents used in your most recent completed procurement exercise for architectural design services. Any commercially sensitive supplier information may be redacted.

3. Procurement evaluations and reviews

Please provide copies of any documents relating to recent evaluations, reviews, or revisions of your organisation's procurement processes specifically related to architectural design services. Please consider as recent any evaluations which took place following the passage of the Procurement Act 2023, or any evaluations which were informed by the progress of that Act, even where they were undertaken prior its passage into law.

4. Appointments in the Last Five Years



Please provide a list of all companies or individuals appointed by your organisation to deliver architectural design services within the last five years.

Response

Q1. Procurement policies

Please provide copies of any standard policies, procedures, or internal guidance documents which govern the selection or appointment of external suppliers of architectural design services.

Response:

Winchester City Council does not have any specific policies or internal guidance documents that govern the selection or appointment of external suppliers for architectural design services. The appointment of any suppliers for goods, services or works contracts are carried out in accordance with the Council's Contract Procedure Rules, Procurement and Contract Management Strategy, and relevant external legislation.

Please use the followings links to access the councils:

Contract Procedure Rules:

<https://democracy.winchester.gov.uk/ieListDocuments.aspx?CId=352&MId=2032&info=1&Ver=4> – click 'Document Pack'

Procurement and Contract Management Strategy (to be updated during this financial year) :

<https://www.winchester.gov.uk/search?q=Procurement%20and%20contract%20management%20strategy&type=1>

Q2a. Procurement templates or exemplars

Please provide copies of any template or exemplar documents used by your organisation in the preparation or conduct of procurement exercises for architectural design services. This may include, but is not limited to:

- Pre-qualification questionnaires
- Tender notices and associated tender documents
- Professional competency frameworks
- Conditions of participation
- Tender scoring or evaluation criteria



Response:

The templates used by the Council are aligned with the procurement procedures as outlined in the Council's Contract Procedure Rules. Contracts for architectural design services are typically valued below £100,000 and therefore, a quotation process or a suitable Framework is generally used.

Where a Framework is utilised, the template provided by the Framework provider is often adopted. I have attached a quotation template for reference; however, please note that this template is used for the procurement of all goods, services, and works valued up to the quotation threshold and is not specific to architectural design services.

Pre-Qualification questionnaire and Conditions of Participation are only used for contracts valued above the relevant Public Procurement Threshold. The council uses the Procurement Specific Questionnaire issued by the Cabinet Office <https://www.procurementpathway.civilservice.gov.uk/documents/template/pa-2023-procurement-specific-questionnaire>

Tender scoring or evaluation criteria where 'quality' is a factor is based on most advantageous tender (MAT) as described in the councils Contract Procedure Rules. The standard evaluation criteria is:

Lowest price (or highest bid in contracts where payment is to be made to the Council) alone; or

Most Advantageous Tender (MAT) - a combination of price and up to and including 40% for quality, technical capability, environmental and social value and other similar criteria. Where a MAT evaluation model is used, a minimum of 10% must be allocated to environmental and social value.

Further details can be found in the Councils Contract Procedure Rules.

Tender notices are issued in accordance with the relevant legislation.

With regards to professional competency, the contract manager will identify suitable competencies according to the requirements of the project brief such as relevant track record and qualifications. These requirements will be set out in the procurement documentation.

2b. Recent procurement documentation

If your organisation does not use standard templates or exemplar documents as described above, please provide copies of any equivalent specific documents used in your most recent completed procurement exercise for architectural design services. Any commercially sensitive supplier information may be redacted.

Response: N/A - response provide to Q2a.



Q3 Procurement evaluations and reviews

Please provide copies of any documents relating to recent evaluations, reviews, or revisions of your organisation's procurement processes specifically related to architectural design services. Please consider as recent any evaluations which took place following the passage of the Procurement Act 2023, or any evaluations which were informed by the progress of that Act, even where they were undertaken prior its passage into law.

Response: As outlined in our previous responses, any evaluations or reviews of procurement processes undertaken by the Council apply broadly across all categories of procurement: goods, services, and works—and are not specific to architectural design services.

Following the enactment of the Procurement Act 2023, the Council revised its Contract Procedure Rules to ensure alignment with the Act's requirements. This included adopting the principle of Most Advantageous Tender (MAT) and updating Procurement and Contract outcomes as listed below:

'All procurement activity and contract management activity should:

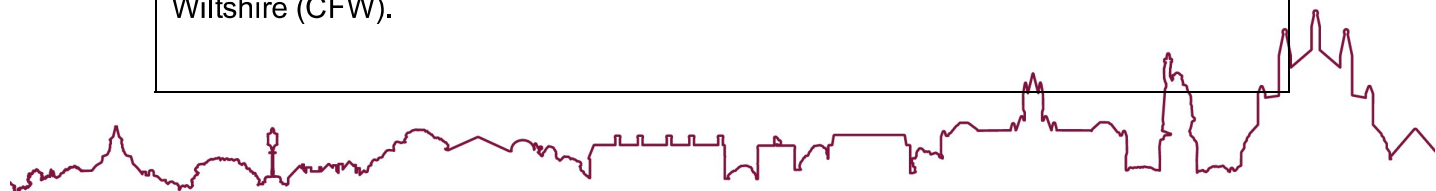
- a. secure best value.
- b. maximise public benefit whilst delivering sustainability and social value.
- c. act and be seen to act with integrity.
- d. not put a supplier at an unfair advantage or disadvantage.
- e. have regard to small and medium enterprises who may face barriers to participation and consider whether such barriers can be removed or reduced
- f. have due regard to the National Procurement Policy Statement (NPPS).
- g. comply with applicable legal requirements.
- h. comply with the Council's statutory duties with the objective of eliminating unlawful discrimination and promoting equality of opportunity.
- i. consider and implement the overriding public procurement principles of acting and be seen to act with integrity and transparency. '

Q4. Appointments in the Last Five Years

Please provide a list of all companies or individuals appointed by your organisation to deliver architectural design services within the last five years

Response:

New Homes Appointments in the last 5 years – T2 Architects, PDP Architecture, Architecture PLB, Snug Architects, Re-Format, UBU Design & Chaplin Farrant Wiltshire (CFW).



Station Approach Appointments in the last 5 years – Hawarth Tompkins, Design Engine Architects.

