



Purchasing family sheets — 26 buying departments served

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Procedure, documents, calendar and need statement form · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **No regulatory amount is given from memory:** the amount below which a contract may be awarded without prior advertising or competition appears **in the version in force, with the text beside it and its date of entry into force**, and it re-flags itself the day it moves.

The four sheets, sent on the first Monday of each month

Purchasing family	What the sheet carries
Works	Procedure by estimated amount, documents required, lead time, points of attention on lotting
Supplies	Same, with the thresholds proper to the family
Services	Same

Purchasing family	What the sheet carries
Intellectual services	Same, with the award criteria most used by the authority

The need statement form — the six questions that were missing

Question put to the department	What its absence cost
Quantities	Technical conditions with no quantity, therefore tenders that cannot be compared
Term of the contract	An improvised renewal
Whether variants are allowed	Tenders set aside for want of knowing
Site constraints	Prices revised during the works
Estimated budget	An estimate rebuilt after the event
Which department will follow performance	A service rendered nobody certifies

What the sheets changed, across 118 procurements

Measure	A year ago	Today
Need statements complete first time	39 %	84 %
Exchanges per procurement	3.2	0.7
Procurements launched late against the real need	22	4
Questions put to the procurement service	Reference	–41 % — the sheet answers before the call

The annual procurement calendar is published internally from January: the 26 departments know when their need must be stated, and the service's four officers stop discovering an urgent contract on the day it is already late.

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