# Public procurement — 340 contracts, four purchasing family sheets

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Thresholds kept up to date, splitting reconciled, service rendered checked · fictional document

**Fictional document — demonstration example**

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**Fictional document**, produced for the demonstration. **No amount is given from memory:** every threshold is handed over **in the consolidated version applicable at the authority's date, with its date of entry into force**, and it re-flags itself the day it moves.

## The four purchasing family sheets, handed to the 14 departments

| Purchasing family | What the sheet carries | Update |
|---|---|---|
| **Works** | **Procedure applicable to the estimated amount, documents required, points of attention on lotting** | **First Monday of each month** |
| Supplies | Same, with the thresholds proper to the family | First Monday of each month |

| Purchasing family | What the sheet carries | Update |
|---|---|---|
| Services | Same | First Monday of each month |
| Intellectual services | Same, with the award criteria most used by the council | First Monday of each month |

## Reconciling the 340 contracts of the year

| Finding | Number | What is handed over |
|---|---|---|
| **Series of orders on the same subject, placed by two departments** | **7** | **The file for each and the grouping available for next year** |
| **What the grouping brings** | — | **A safer procedure and a better price for public spending** |
| **Award criteria reviewed** | **22 consultations** | **The wordings that drew a question from a candidate, and the wording proposed** |

## The file handed to the public accountant

| Document checked before payment | What is checked | Result over the quarter |
|---|---|---|
| **Certification of service rendered** | **The written attestation that the service has actually been performed** | **Present on 100 % of files** |
| Contract documents | Form of undertaking, contractual documents, amendments | Complete |
| **Payment orders returned for a missing document** | — | **0, against 11 last year** |



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**Across the 340 contracts of last year, the monthly purchasing family sheet would have avoided the 7 missed groupings and the 11 returned payment orders. The four sheets are written: they go to the 14 departments on the first Monday following the director's agreement.**

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> This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.
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