TITLE = What was procured and for who?

**BACKGROUND INFORMATION**

**Supplier\***

Municipality, State or Church

**Object of Procurement \***

Sector + service, product or contract

**Procurement Value/Budget**

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**Goal of the Procurement \***

What was the aim of the procurement (eg emission reduction, more environmentally friendly products, reduction of CO2 emissions, animal welfare, social benefits, food safety, innovation… or the like)?

**Participants and actors involved in the procurement**

What kind of experts, collaborates and units were involved?

**Procurement procedure**

Open, restricted, competitive negotiation or innovation partnership?

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**PROCESS**

**Procurement background**

Possible background of the procurement that is not related to its goals.

**Procurement preparation and market dialogue**

Describe what kind of event was organized and what was learned from it?

**Procurement requirements and benchmarks**

What criteria were used & how were these verified?

**Terms and Conditions**

Describe the terms specified in the agreement.

**Possible challenges**

Describe challenges and bottlenecks of process, if there were any.

**Benefits / Results / Effects**

Describe…

I. What was achieved?

II. Did you reach your goals?

III. What were the effects of the procurement (environment, regional economy, etc.)?

IV. How has it been monitored during the contract?

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**LESSONS LEARNED AND NEXT STEPS**

**Possible further action steps**

Decribe planned / actual follow-up measures, eg what kind of monitoring has been done or planned and / or which future new procurements, inquiries, etc. may have resulted from the the procurement in question.

**Procurer’s Comment**

Describe the lessons learned from the procurement or other key / highlighted issues or key success factors and / or bottlenecks.

**Scalability**

Can the used tools, benchmarks etc. be utilized and transferred to other procurements?

**Additional Information**

Fill in any other information about the procurement if it doesn't fit under the previous headings.

Keywords

From the following groups of keywords please select the lines that best suit the procurement in question by highlighting the selected rows in yellow:

**1.** **Industry/Object of procurement**

Energy production

Waste management

Transport, mobility and logistics

Construction and infrastructure

Food systems and food products

Education and culture

Healthcare and social welfare

Technology and ICT solutions

Labour force

Societal security

Other

**2 Region of procurement**

Åland

South Karelia

South Ostrobothnia

South Savo

Häme

Kainuu

Central Ostrobothnia

Central Finland

Kymenlaakso

Lapland

Pirkanmaa

Ostrobothnia

North Karelia

North Ostrobothnia

North Savo

Päijät-Häme

Satakunta

Uusimaa

Southwest Finland

**3. Type of procurement**

Goods or technology

Service

Public works contract​

**4. Procurement procedure**

Open

Limited

Competitive negotiated procedure

Else, what?

**5. Value of procurement**

 < 50 000

50 000 100 000

100 000 - 500 000

500 000 - 1M

1M - 50M

50M - 100M

> 100 M

**6. Goal of procurement**

Digitalisation

Life cycle thinking

Energy efficiency

Well-being or equality

Innovation

Sharing (= sharing economy)

Recyclability or reuse

Servitization

Financial responsibility

Impact measurability

Employment

Low carbon footprint

**7. Roles concerned/involved**

Directors

Executive Vice Presidents

Purchasing Director / Manager

Purchasing Specialist

Industry substance expert

Sustainability specialist

**8. Type of organization**

Municipality / City

Province

School

Parish

State

Collaborative Procurement Unit

Enterprise

Other