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.** **Subject 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 ITC solutions

Labour force

Societal security

Other

**2. Region of procurement**

Whole of Finland

Foreign countries

Uusimaa

Southwest Finland

Satakunta

Kanta-Häme

Pirkanmaa

Päijät-Häme

Kymenlaakso

South Karelia

South Savo

North Karelia

North Savo

Central Finland

South Ostrobothnia

North Ostrobothnia

Kainuu

Lapland

The Åland Islands

**3. Type of procurement**

Goods or technology
Service
Public works contract

**4. Procurement value**

 < 50 000

50 000 100 000

100 000 - 500 000

500 000 - 1M

1M - 50M

50M - 100M

> 100 M

**5. Procurement procedure**

Open procedure
Dynamic purchasing system
Innovation partnership
Negotiated procedure
Competitive negotiated procedure
Framework agreement
Restricted procedure
Design contest
Electronic auction
Direct procurement
Other

**6. Type of organization**

Association

Muncipality/city

Region

Other

Educational establishment

Parish

Government

Joint purchase unit

Enterprise

**7. Procurement is exemplary in terms of...** (Select terms below the bold heading, for example, End-user involvement)

**Effective procurement process**

 End-user involvement

 Market mapping/dialogue

 Effective tendering

 Effectiveness/result-based procurement

 Cooperation between buyers

 Monitoring of contracts and suppliers

 **Innovations**

 Innovation for buyers

 Platform and interface

 AR/VR

 IoT

 Artificial intelligence

 Robotics

**Ecological sustainability**

 Circular/sharing economy

 Low-carbon / energy efficiency

 Material efficiency

 Pursuit of a clean/safe/diverse environment

 Animal welfare

**Social sustainability**

 Promotion of employment

 code of conduct (ethical production/supply chain)

 Respect for human and labor rights

 Equality and non-discrimination

 **Economic sustainability**

 Gray market prevention

 Life-cycle calculation / economical advantageousness