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

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**

Muncipality/city

Joint municipal authority

Parish

Government

Joint purchase unit

Municipally/state-owned company

**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 procurement

 Innovative procurement process

**Ecological sustainability**

 Circular economy / material efficiency

 Low-carbon / energy efficiency

 Sharing economy

 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