

March 2012

Annual Corporate Procurement Review 2011



European Bank
for Reconstruction and Development

ANNUAL CORPORATE PROCUREMENT REVIEW

2011

Corporate Procurement Unit
Consultancy and Corporate Procurement Department
March 2012

EXECUTIVE SUMMARY

- The number of contracts and extensions awarded by the Corporate Procurement Unit in 2011 increased by almost 23% compared to 2010 and more than doubled when compared to 2009 figures. There were 343 contracts and extensions issued in 2011, compared to 278 in 2010 and 104 in 2009. The value of the 2011 contracts and extensions amounted to £24,831,366, almost double the value of contracts issued in 2010 (£12,655,895).
- In 2011, 31 major contracts were awarded with a value of £18,970,505, compared to 21 major contracts worth £7,988,374 in 2010.
- In 2011, competitive procurement was used to award 111 contracts with an aggregate value of £14,805,405 (60%). Extensions to competitively awarded contracts had an aggregate value of £4,049,159 (16%) with direct contracting accounting for 173 contracts and extensions with a combined value of £5,976,802 (24%).
- There are three reasons for the increase in the number and value of contracts awarded in 2011: (i) a significant number of contracts for the Bank's on-going needs required retendering in 2011; (ii) the Bank invested in significant works and enhancements to its IT infrastructure as part of an on-going programme; and (iii) CPU continued to work closely with the User Departments in the Bank to ensure that specific contracts, rather than Purchase Orders, are placed for the purchase of more complex and/or strategically important goods.
- In 2011 the use of contracts continued to increase. The number and aggregate value of purchase orders linked to a contract in 2011 increased by 35% and 17% respectively compared to 2010. Almost half of all purchase orders raised in 2011 were linked to a contract and represented 92% of the total value of all purchase orders raised in 2011. This represents a significant reduction in the proportion of expenditure made using standalone purchase orders from almost 39% in 2009 and 18.5% in 2010 to 8% in 2011.
- In 2011, 9% fewer purchase orders were placed below the threshold for competitive procurement (£5,000) when compared to the same figures for 2010. The cumulative value of purchase orders with a value below £5,000 in 2011 was almost 8% lower than in 2010, despite the 4% increase in the total value of all purchase orders from 2010 to 2011.

Abbreviations

| | |
|------|--|
| CCPD | Consultancy and Corporate Procurement Department |
| CPP | Corporate Procurement Policy |
| CPPP | Corporate Procurement Policy and Procedures |
| CPRC | Corporate Procurement Review Committee |
| CPU | Corporate Procurement Unit |
| CSU | Consultancy Services Unit |
| OCCO | Office of the Chief Compliance Officer |
| OCE | Office of the Chief Economist |
| OGC | Office of the General Counsel |
| OSG | Office of the Secretary General |
| MRO | Maintenance, repair and operations |
| PCC | Procurement Complaints Committee |
| PO | Purchase Order |
| RO | Resident Office of the Bank |
| SAP | Electronic purchasing system used by the Bank |

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1. Introduction

The Annual Corporate Procurement Review (the “Report”) provides an overview of the activities of the European Bank for Reconstruction and Development (the “EBRD” or the “Bank”) in obtaining goods, works and services required for the satisfactory operation of the Bank’s Headquarters and network of Resident Offices across its countries of operations, and funded by its own administrative budget during 2011.

The Bank’s corporate procurement is carried out in accordance with the Corporate Procurement Policy (“CPP”) approved by the Board of Directors in May 2009¹.

The Report was prepared by the Corporate Procurement Unit (“CPU”), which operates as part of the Consultancy and Corporate Procurement Department (“CCPD”) and is responsible for the corporate procurement function in the Bank and ensuring compliance with the Bank’s Corporate Procurement Policy and Procedures (“CPPP”).

The Report includes statistics on: (i) the Bank’s Corporate Procurement expenditure categorised by the type of goods, works and services procured; (ii) contract awards by CPU for the procurement of complex, high value and / or strategically important goods, works or services; and (iii) purchasing activity by the User Departments accounted for through electronic purchase orders committed in the SAP system of the Bank². Also included is the summary of the 2011 activities of the Bank’s Corporate Procurement Review Committee (“CPRC”), including the details of exceptions to competitive procurement and retroactive contracts reviewed by the CPRC.

It is intended, that upon consideration by the Executive Committee and the Audit Committee of the Bank and in accordance with the Bank’s Public Information Policy, this Report will be published on the Bank’s website. The 2010 Annual Corporate Procurement Review was published on the EBRD’s website in 2011³.

2. Corporate Procurement Expenditure in 2011

The Bank’s enhanced IT systems enable categorisation of corporate procurement expenditure⁴. Table 1 (overleaf) lists the categories in order of the amount paid by the Bank in 2011. A summary of the type of goods, works and services that each category contains is provided below the table.

IT software and hardware, information services, building maintenance, telecommunications and hospitality accounted for almost 50% of the Headquarters’ Corporate Procurement expenditure in 2011.

¹ <http://www.ebrd.com/downloads/procurement/cppp.pdf>

² Excluding purchases made by the Resident Offices. The IT system used by Resident Offices does not issue electronic purchase orders. Section 4 of the report provides details of Resident Office corporate procurement expenditure.

³ <http://www.ebrd.com/downloads/procurement/cpr10.pdf>

⁴ RO expenditure made locally, not using centrally managed budget is described in section 4.

Table 1: Headquarters' Expenditure in 2011 by category of goods, works and services

| Category of Goods, Works or Services | Amount Paid (£) | Percentage |
|---|----------------------|---------------|
| IT software | 4,342,287.30 | 11.0 |
| Information Services | 4,338,000.22 | 11.0 |
| IT Hardware | 3,487,795.51 | 9.0 |
| Building Maintenance | 2,627,049.60 | 7.0 |
| Hospitality | 2,180,557.39 | 6.0 |
| Telecommunications | 2,034,166.43 | 5.0 |
| IT services | 1,973,414.08 | 5.0 |
| Building Refurbishment | 1,845,900.67 | 5.0 |
| Utilities | 1,617,369.29 | 4.0 |
| Freight and Removals | 1,526,905.25 | 4.0 |
| Security | 1,322,941.58 | 4.0 |
| Insurance | 1,230,227.06 | 3.0 |
| Recruitment Services | 1,129,707.33 | 3.0 |
| Employee Benefits | 1,123,606.76 | 3.0 |
| Reprographics and Document Recording | 1,097,906.91 | 3.0 |
| Auditing Services | 795,163.00 | 2.0 |
| Events | 705,832.78 | 2.0 |
| Furniture and Building Equipment | 674,740.27 | 2.0 |
| Transport Services | 482,015.39 | 1.0 |
| Travel Agency | 478,857.50 | 1.0 |
| Other Outsourced Services | 468,652.34 | 1.0 |
| Health and Safety | 448,742.37 | 1.0 |
| Mail and Courier | 405,976.10 | 1.0 |
| Stationery | 353,745.11 | <1 |
| Audiovisual | 343,826.51 | <1 |
| Financial Services in support of the Retirement Plan and Treasury | 338,544.23 | <1 |
| Training Courses | 293,583.94 | <1 |
| Consultancy (as part of a Corporate Procurement contract) | 254,047.06 | <1 |
| Translation and Interpretation | 185,330.45 | <1 |
| Accommodation | 128,686.45 | <1 |
| Total | 38,235,578.88 | 100.00 |

The **IT Software** category consists of software licences and the associated on-going maintenance costs. Software licences made-up 43% of the total category expenditure in 2011 with software maintenance and support accounting for the balance. In order to undertake the planned upgrade to Windows 7 and Office 2010 in the most cost effective manner, the Bank

negotiated and signed an Enterprise Agreement⁵ In 2011 (a framework contract with an estimated value of £683,267).

Information Services covers all forms of business and technical data purchased from vendors. The Library Information Services Governance Committee (LISGC)⁶ meets quarterly to provide guidance to the Business Information Service (BIS) on the acquisition of published information services. The committee enables the key users of information services to engage with other Bank units to identify and prioritise spending plans. The committee makes recommendations to the Director of the Communications Department as line manager of the BIS.

IT Hardware includes the cost of purchasing hardware and its maintenance. The most significant contract award in 2011 was for hardware to support enhanced data storage at the Bank.

Building Maintenance includes all forms of maintenance for the Headquarters including mechanical/electrical and fabric maintenance.

Almost the entire **Hospitality** category (97%) is covered by the contract to provide catering services at the Bank. The contract was tendered in 2011 and a new caterer engaged as a result in December of 2011. The contract covers the cost of operating the Mozart Restaurant, the Executive Dining Room and Coffee Bar including the cost of food, beverages and necessary supplies.

Telecommunications covers data network services, mobile and landline telecommunications. Over 50% of this category expenditure in 2011 related to mobile and landline telephony costs. In 2011 the Bank changed supplier of mobile telephony services following a competitive procurement process.

IT Services contains significant contracts for the provision of specific technical support for the Bank's main IT infrastructure and business continuity services.

Building Refurbishment includes works required at both Headquarters and Resident Offices. The most notable works contracts completed in 2011 are the Fit-out of the Headquarters extension into 155 Bishopsgate, the restack of the Headquarters building and the refurbishment of the Auditorium.

Utilities expenditure for 2011 was as follows: electricity for the Headquarters £1,474,804 and gas for Headquarters £142,566.

Freight and Removals services are provided for almost entirely (over 97%) by three competitively awarded contracts with providers of relocation and removal services.

Security expenditure is predominantly made-up of manned guarding services (over 75%) with the balance relating to CCTV and fire detection systems.

⁵ A volume licensing programme for large organisations.

⁶ LISGC current membership: Jonathan Charles, Director of Communications (Chair); Larry Sherwin, Head of Internal Communications; Holger Muent, Director, Operations Committee Secretariat (Banking); Allan Popoff, Director, Financial Institutions (Banking); Istvan Ipper, Deputy Director, TEECCA Front Office (Banking); Philip Lam, Senior Banker, Power and Energy (Banking); Franto Rika, Economist, Research Pillar (OCE); Andrea Leon, Director, Credit, Portfolio Review; Janet Smith, Manager, Market Data Administration (Treasury); Michel Nussbaumer, Chief Counsel, Legal Transition (OGC); Paul Byfield, Legal Information Specialist (OGC); Tom Husband, Deputy Director, CCPD; Bharvi Raghvani, Principal Manager, Budgeting; Alun Davies, Head, Business Information Services; Penny Leach, Information Specialist, Business Information Services.

Insurance includes commercial, vehicle, medical, personal and travel insurance with over 70% of the category total paid via the Bank's contract with its competitively selected broker.

Recruitment Services are provided via a range of framework contracts for recruitment services for permanent and temporary staff at both the support and professional level.

Employee Benefits expenditure in 2011 related to specialised services required to operate the Retirement Plan (45%) and the preferential corporate gym membership (40%).

Reprographics and Document Recording include the services of design agencies, printing firms and the in-house print room facilities which are predominantly provided via competitively awarded contracts.

Auditing Services are provided by the Bank's external auditor, selected following a competitive procurement process.

The **Events** category includes the cost of venues for the Annual Meeting, training courses and team retreats.

Furniture and Building Equipment includes expenditure for Headquarters and Resident Offices. Headquarters furniture is purchased via a framework agreement and similar frameworks were put in place in early 2012 for Resident Offices.

Transport Services consist mainly of taxi services making-up more than 70% of the total expenditure in 2011. The contract for taxi services was competitively awarded for five years in 2008 with prices per journey fixed for its duration.

Travel Agency services are provided exclusively via a contract with a single agency.

Other Outsourced Services includes specialised logistical services for the Annual Meeting and HR support services making-up 65% of the costs. The balance of the expenditure was via purchase orders or contracts with "one-off" service providers.

Health and Safety consists of medical services and protective clothing and ergonomic equipment. Approximately 60% of the expenditure was made for medical services via a competitively awarded contract.

Mail and Courier services are bought from an international courier company, with 75% of the category total, the balance relates to the Royal Mail and local couriers.

Stationery provision was tendered in 2011. Substantial price reductions were achieved using an on-line "reverse auction" process for a rationalised list of regularly used items.

3. Contracts awarded in 2011

3.1 Overall Results

In 2011 a total of 343 contracts and extensions⁷ were awarded through CPU which resulted in contractual commitments of £24,831,366. Compared to the previous year, the number of contracts awarded rose by 23% and the value almost doubled (in 2010, CPU reported 278 corporate procurement contracts and extensions with a total value of £12,655,895).

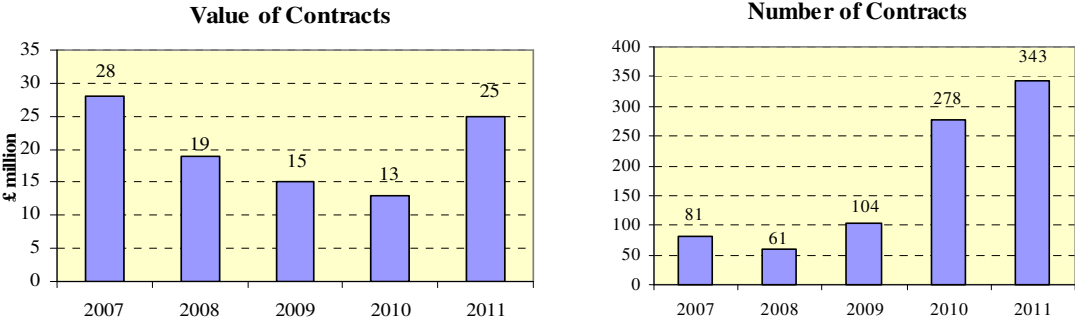
There are three reasons for the increase in the number and value of contracts awarded in 2011.

⁷ "Contract" means an agreement between the Bank and a Supplier which contains details of the particular terms and conditions for provision of goods, works and services but does not necessarily constitute a financial commitment. Financial commitments are recorded through purchase orders created in the SAP system of the Bank, including those raised against contracts (each contract may have one or multiple corresponding purchase orders).

Firstly, a significant number of contracts for the Bank’s on-going needs required retendering in 2011; secondly the Bank invested in significant refurbishment works at the Headquarters and in enhancements to its IT infrastructure as part of an on-going programme; and finally CPU continued to work closely with the User Departments in the Bank to ensure that specific contracts, rather than POs, are placed for the purchase of more complex and/or strategically important goods.

Within the 343 contracts awarded in 2011, there were 31 major contracts including extensions⁸, with an aggregate value of £18,970,505. The list of the major contracts awarded in 2011 is provided in Table 1 of the Annex. In 2010, there were 21 major contracts totalling £7,988,374⁹.

Table 2: Overview of Corporate Procurement Contract Awards in 2007-2011



3.2 Contracts by EBRD Department

Table 3 below provides the distribution of contract awards by EBRD User Department in 2011 in comparison to 2010.

In 2011 the value of contracts awarded to support the Administrative Services, Information Technology Departments and the Finance Vice-Presidency was significantly higher than in 2010. In the case of the Administrative Services Department the increase is the result of the major contracts awarded to the Bank’s new caterer and for the Fit-out of the Headquarters extension into 155 Bishopsgate and the restack of the Headquarters building.

The IT Department total includes the contract for the provision of mobile telephony hardware and services, the purchase of hardware, software and support for servers & storage and the provision of managed firewall services.

⁸ Major contracts are defined as those with value of £150,000 and above
⁹ Details of the major contracts awarded in 2010 are included in the 2010 Annual Corporate Procurement Review

Table 3: Contracts by EBRD Department / Vice-Presidency in 2011 and 2010

| Department / Vice Presidency | 2011 | | | 2010 | | |
|--|-------------------|------------------|------------|-------------------|------------------|------------|
| | Value, £ | % of Total Value | No | Value, £ | % of Total Value | No |
| Administrative Services - Headquarters | 8,258,177 | 33% | 51 | 5,076,664 | 40% | 48 |
| Information Technology | 7,065,864 | 28% | 42 | 3,578,419 | 28% | 33 |
| Finance | 4,962,826 | 20% | 24 | 302,563 | 2% | 11 |
| Communications | 1,717,261 | 7% | 66 | 1,112,322 | 9% | 61 |
| Human Resources | 1,158,381 | 5% | 65 | 1,596,999 | 13% | 59 |
| Administrative Services - Resident Offices | 826,328 | 3% | 27 | 291,711 | 2% | 20 |
| Office of the Secretary General | 264,565 | 1% | 11 | 375,061 | 3% | 7 |
| Office of the General Counsel | 293,521 | 1% | 17 | 111,923 | <1% | 9 |
| Banking | 162,662 | <1% | 24 | 172,500 | 1% | 25 |
| Risk Management | 61,787 | <1% | 3 | 0 | 0% | 0 |
| Operational Policies | 34,995 | <1% | 11 | 12,734 | <1% | 4 |
| Office of the Chief Compliance Officer | 25,000 | <1% | 1 | 0 | 0% | 0 |
| Office of the Chief Economist | 0 | 0% | 1 | 25,000 | <1% | 1 |
| Total | 24,831,366 | 100% | 343 | 12,655,895 | 100% | 278 |

The contract with the Bank's external auditor is included in the Finance Vice-Presidency's contracts.

3.3 Contracts by Procurement Thresholds

The CPP stipulate that the most competitive selection process applicable to the procurement of goods, works and services required for the satisfactory operation of the Bank and its ROs is tendering, including pre-qualification, which is applied to contracts in excess of £150,000. For contracts costing £5,000 or more but less than £150,000 a minimum of three competitive offers should be requested. Corporate procurement for contracts costing £20,000 and above is done through CPU¹⁰. For contracts costing less than £5,000 direct contracting by the User Departments is permitted¹¹.

The value and number of the 2011 contracts within the thresholds described overleaf and comparison of the number and value of contracts in 2010 are provided in Table 4 below.

¹⁰ Contracts estimated to cost £5,000 and above but less than £20,000 are normally awarded as a result of competition with minimum of 3 competitive offers being requested by User Departments with CPU's approval

¹¹ See Section 6 Procurement Methods and Thresholds of the Corporate Procurement Policy
<http://intranet.ebrd.com/ebdnet/depts/purunit/cppp.pdf>

Table 4: Contracts by Procurement Thresholds in 2011 and 2010

| | 2011 | | | 2010 | | |
|--------------|-------------------|------------------|------------|-------------------|------------------|------------|
| | Value, £ | % of Total Value | Number | Value, £ | % of Total Value | Number |
| £150K+ | 18,970,505 | 77% | 31 | 8,003,905 | 63% | 26 |
| £50K-£150K | 3,191,590 | 13% | 51 | 2,037,177 | 16% | 43 |
| £20K-£50K | 1,322,875 | 5% | 51 | 1,561,052 | 13% | 63 |
| £5K-£20K | 1,158,039 | 4% | 134 | 933,725 | 7% | 93 |
| £0-£5K | 188,356 | 1% | 76 | 120,036 | 1% | 53 |
| Total | 24,831,366 | 100% | 343 | 15,299,565 | 100% | 104 |

Table 5 below provides a summary of the contracts by procurement method in 2011 and 2010

| | 2011 | | | 2010 | | | |
|---|-------------------|------------------|------------|--------------------|-------------------|-------------|------------|
| | Value, £ | % of Total Value | Number | Value, £ | % of Total Value | Number | |
| Competitively Awarded Contracts | 14,805,405 | 60% | 111 | Competitive | 3,694,878 | 29% | 142 |
| Extensions to Competitively Awarded Contracts | 4,049,159 | 16% | 59 | Extensions | 6,434,827 | 51% | 40 |
| Directly Awarded Contracts | 3,585,672 | 14% | 120 | Direct Contracting | 2,526,190 | 20% | 96 |
| Directly Awarded Extensions | 2,391,130 | 10% | 53 | | | | |
| Total | 24,831,366 | 100% | 343 | Total | 12,655,895 | 100% | 278 |

Competitively Awarded Contracts refers to a written solicitation used as formal competitive purchasing request issued to prospective suppliers, including formal tendering with pre-qualifications.

In 2011, 14 contracts with a total cumulative value of £12,559,334 were estimated to have a value of £150K or more and awarded following a formal tendering process. Included in this number are the contracts for the EBRD Headquarters' Catering, the Bank's External Auditor, Provision of Mobile Telephony Hardware and Services, Provision of Managed Firewall Services and Headquarters' Fit-Out and Re-Stack Works. The 14 major contracts issued competitively in 2011 also include four framework agreements each with an anticipated value of £150K or more were issued for the provision of: Recruitment Advertising Media & related services, Printing Services, Security Response Services and for stationery. Please refer to Annex 1 for further details on these contracts.

Included in the 111 contracts awarded following a competitive process were 90 contracts totalling £2,230,326.00 with a value anticipated to be greater than £5,000 but less than £150,000.

The remaining seven contracts totalling £15,745 were below the £5,000 threshold for competitive selection, but for various reasons competitive offers were obtained prior to contract award.

Extensions to Competitively Awarded Contracts Competitively awarded contracts often provide for an extension subject to the performance of the supplier and the Bank's requirements. The competitive procurement process followed at the outset to award all such contracts assumes the maximum contract duration and value including all potential extensions.

In this category there were seven contract extensions with a value of £150K or more. They consisted of: Manned Guarding & Reception Services, Provision of the IT Helpdesk, Building & Engineering Maintenance, Provision of Travel Services (UK), HQ Catering Services, Annual Meeting Conference Management Services and the Provision of Small Works.

Included in the remaining 52 contract extensions there are 27 extensions to framework contracts with a list of preferred recruitment agencies regularly used by the Human Resources Department to competitively source candidates for both temporary and permanent positions. The remaining 25 include five extensions with a value of between £50K and £150K for the Provision of Waste Management Services, Insurance Brokerage Services, Cashless Payment System, Printed Stationery, and Provision of Relocation Services.

Directly Awarded Contracts and Contract Extensions are permitted for contracts estimated to cost less than £5,000. For contracts estimated to cost more than £5,000 competitive procurement is required unless an exception to the competitive procurement is approved in accordance with the CPPP.

In 2011 Direct Contracting was used for 173 contracts and extensions with a combined value of £5,976,802. Of these contracts 63 totalling £158,809 were in the value range of contracts less than £5,000 and did not require competitive procurement.

15 of the contracts totalling £1,923,822 related to Treasury activities and were awarded directly in accordance with section 5.7 of the CPP which does not require the application of the rules of the CPPP to areas that fall under the authority of Treasury and Treasury Risk Management. These contracts include agreements with the ratings agencies, to the an on-line derivatives service and an extension to a software licence.

The remaining 95 contracts were justified and approved in accordance with the CPPP¹², which stipulate that exceptions to the competitive procurement maybe considered and approved under the following criteria:

- (a) **standardisation** of supplies or equipment is determined to be important and justified such that further competition is impractical;
- (b) the proposed contract relates to **specialised services or technical equipment**, where the User Department has made a qualitative judgment that the selected Supplier is uniquely suited to furnish the Goods or carry out the Works or Services;

¹² Section 6.4 Exceptions to competitive procurement

- (c) the Goods, Works or Services are available under a **special discount arrangement** offering lower costs than commercially available. In such cases other commercial sources should be checked to verify that more beneficial pricing is not obtainable; and
- (d) **extreme urgency** requires expedited processing.

The Head of User Department and Director of CCPD must be satisfied that the reasons given for an exception from competitive purchasing are valid, and may also obtain an independent opinion from the CPRC in determining the validity of the direct contracting request. In all cases, decisions and approvals concerning direct contracting are documented. All exceptions to Competitive Procurement for Contracts estimated to cost £5,000 or more but less than £50,000 are submitted to the Head of the applicable User Department and the Director of CCPD for review and approval prior to award of the contract. All exceptions to Competitive Procurement for Contracts estimated to cost £50,000 or more will be submitted to the CPRC via the Director of CCPD for review prior to award of the Purchase Order or the Contract.

In addition to the 95 contracts 12 POs were issued directly. The total value of the 95 contracts and 12 POs is £5,211,426. These were in the value range above £5,000 and approved in accordance with the Bank’s CCP. Table 6 below shows the distribution of the exceptions to competitive procurement in 2011 by the value of contracts¹³.

Table 6: Distribution of approved exceptions to competitive procurement by value

| | 2011 | | | 2010 | | |
|--------------|------------------|------------------|------------|------------------|------------------|-----------|
| | Value, £ | % of Total Value | Number | Value, £ | % of Total Value | Number |
| £150K+ | 2,427,127 | 46% | 8 | 823,022 | 34% | 4 |
| £50K-£150K | 1,459,542 | 28% | 18 | 686,228 | 28% | 10 |
| £5K-£50K | 1,324,757 | 26% | 84 | 940,534 | 38% | 50 |
| Total | 5,211,426 | 100% | 110 | 2,449,784 | 100% | 64 |

Subscription agreements and salary surveys made-up the largest part of the exceptions to competitive procurement in 2011 with 47 contracts and an overall value of £1,563,210. Of this total 42 have been approved as exceptions to competitive procurement in previous years. They are renewals of on-going subscription agreements and salary surveys.

The next largest category is IT Software and Hardware, including the Enterprise Agreement with Microsoft. These two categories totalled £1,294,394 with 13 contracts.

Maintenance of the Headquarters’ building required the award of 16 contracts as exceptions to competitive procurement with a value of £676,653. Examples of contracts include the contract to maintain the Bank’s Fire Detection and Voice Alarm system and the extension of the contract to maintain the building monitoring system.

¹³ Table 3 of the Annex provides a list of the exceptions approved in 2011

The remaining contracts and POs relate to training courses (six contracts totalling £97,841), venues for Bank events (seven contracts totalling £150,096), telecommunications (four contracts totalling £220,508), RO Fit-out works (two contracts totalling £130,784), and various specialised services including memberships and payment for mail services to the Royal Mail.

The eight contracts estimated to cost above £150,000 included the software enterprise agreement, corporate gym membership and software licences.

The 18 contracts within the value range of £50,000 to £150,000 included eleven subscriptions agreements (ten of which were extensions to previously approved exceptions to competitive procurement), two contracts for telecommunication services, the contract for the Fit-out of the Istanbul RO, Design Services for the Annual Meeting and two on-going maintenance contracts.

4. Local Purchasing in the Bank's Countries of Operations

Table 7 below lists corporate procurement expenditure, excluding office rent¹⁴, by the Bank's Resident Offices (ROs) in 2011. In 2011, the total expenditure by the ROs amounted to £3,827,413, compared to £4,121,863 in 2010. The corporate procurement expenditure by the ROs reported in this section includes the costs of office maintenance¹⁵, cleaning, service charges¹⁶, vehicles running costs, minor items of office equipment such as printers and scanners, stationery, minor repairs etc. The Heads of RO use self-managed budget to pay for this expenditure. In sourcing works, goods and services for the ROs' needs, preference is given to local suppliers.

The expenditure shown below excludes the cost of items purchased for the ROs using the centrally managed budget held by the Administrative Services and IT Departments. In 2011 CPU awarded 26 contracts for the needs of the ROs with a total value equivalent to £819,332 compared to 20 contracts totalling £291,711 in 2010 (see Table 3).

Table 7: Corporate Procurement Expenditure by the Resident Offices for all Quarters of 2011

| | 2011 | | 2010 | |
|-----------|------------------|---------------|------------------|---------------|
| | Expenditure £ | % of Total | Expenditure £ | % of Total |
| Moscow | 532,047 | 14% | 711,766 | 17% |
| Kiev | 367,557 | 10% | 546,204 | 13% |
| Podgorica | 331,766 | 9% | 44,197 | 1% |
| Istanbul | 239,387 | 6% | 285,405 | 7% |
| Almaty | 141,573 | 4% | 190,493 | 5% |
| Yerevan | 134,054 | 4% | 94,606 | 2% |
| Belgrade | 131,230 | 3% | 139,362 | 3% |
| Warsaw | 129,755 | 3% | 63,627 | 2% |

¹⁴ Leases of Headquarters and ROs are excluded from the Bank's CPPP which apply to goods, works and services whereas lease is classified as neither of these and as such is outside the scope of the CPPP.

¹⁵ Extent of maintenance required varies under individual leases and may include air conditioning units, UPS, central heating system, generators, fire alarms, security equipment, photocopiers, and non-mechanical items such as carpets, windows, internal and external decoration, gardens and landscaped areas, gutters and rainwater down-pipes.

¹⁶ Payment of service charges is the direct responsibility of the ROs and is made locally whenever possible.

| | 2011 | | 2010 | |
|----------------|-------------------|---------------|-------------------|---------------|
| | Expenditure £ | % of Total | Expenditure £ | % of Total |
| Bishkek | 112,941 | 3% | 79,810 | 2% |
| Bucharest | 103,435 | 3% | 72,338 | 2% |
| Tbilisi | 100,749 | 3% | 177,483 | 4% |
| Astana | 98,492 | 3% | 92,950 | 2% |
| Sarajevo | 95,706 | 3% | 118,929 | 3% |
| Skopje | 91,377 | 2% | 91,814 | 2% |
| St Petersburg | 83,450 | 2% | 109,770 | 3% |
| Zagreb | 83,180 | 2% | 320,800 | 8% |
| Minsk | 80,837 | 2% | 58,030 | 1% |
| Vladivostok | 74,505 | 2% | 38,404 | 1% |
| Samara | 73,372 | 2% | 37,691 | 1% |
| Baku | 72,864 | 2% | 105,186 | 3% |
| Tirana | 72,429 | 2% | 61,270 | 1% |
| Sofia | 71,770 | 2% | 140,046 | 3% |
| Ashgabat | 70,922 | 2% | 95,550 | 2% |
| Ulannbattar | 70,111 | 2% | 81,505 | 2% |
| Pristina | 66,457 | 2% | 30,802 | 1% |
| Yekateringberg | 62,753 | 2% | 11,983 | <1% |
| Chisinau | 57,783 | 2% | 39,245 | 1% |
| Vilnius | 56,747 | 1% | 28,141 | 1% |
| Rostov | 56,695 | 1% | 24,032 | 1% |
| Budapest | 56,330 | 1% | 37,738 | 1% |
| Krasnayorsk | 40,318 | 1% | 14,909 | <1% |
| Bratislava | 39,116 | 1% | 69,510 | 2% |
| Tashkent | 18,078 | 1% | - | - |
| Ankara | 9,627 | <1% | - | - |
| Dushanbe | - | | 108,267 | 3% |
| Total | £3,827,413 | 100% | £4,121,863 | 100% |

CPU issues the new Guidelines on Corporate Procurement in Resident Offices were issued by CPU in September 2011. When purchasing Goods, Works or Services with a value of less than £5,000 (or equivalent in local currency), the Bank will normally use the terms provided by the supplier to ensure that the corporate procurement process can be concluded quickly and efficiently to avoid any operational disruptions. The Guidelines require the Resident Offices to report to CPU on all corporate procurement contracts awarded ex-post. In the last three months of 2011 the ROs report signing 72 contracts with values of less than £5,000 each. The suppliers' terms were used in all cases with one exception; the RO in Ulaanbaatar issued a PO using the Bank's standard terms to a supplier.

Table 8: Corporate Procurement Contracts with a value of less than £5,000 Signed by Resident Offices in the Fourth Quarter of 2011

| Resident Office | Number of Contracts | Value (£) |
|------------------------|----------------------------|------------------|
| Istanbul | 7 | 13,761 |
| Moscow | 9 | 13,049 |
| Yekaterinburg | 18 | 8,234 |
| Ulaanbaatar | 1 | 5,741 |
| Bucharest | 3 | 3,393 |
| Chisinau | 1 | 3,353 |
| Baku | 1 | 3,002 |
| Belgrade | 1 | 2,716 |
| Almaty | 7 | 2,553 |
| Tbilisi | 2 | 2,237 |
| Bishkek | 1 | 2,082 |
| Kiev | 5 | 2,063 |
| Yerevan | 2 | 1,750 |
| Bratislava | 2 | 812 |
| St Petersburg | 1 | 740 |
| Pristina | 1 | 448 |
| Ashgabat | 1 | 306 |
| Vladivostok | 1 | 69 |
| Astana | 4 | Framework |
| Budapest | 1 | Framework |
| Minsk | 0 | 0 |
| Vilnius | 1 | Framework |
| Dushanbe | 1 | Framework |
| Krasnoyarsk | 0 | 0 |
| Podgorica | 0 | 0 |
| Rostov-on-Don | 0 | 0 |
| Samara | 0 | 0 |
| Sarajevo | 0 | 0 |
| Skopje | 0 | 0 |
| Sofia | 0 | 0 |
| Tashkent | 0 | 0 |
| Tirana | 0 | 0 |
| Warsaw | 0 | 0 |
| Zagreb | 0 | 0 |
| Total | 71 | 66,310 |

5. Analysis of Purchase Orders

The number and value of Purchase Orders (POs) created in the Bank's SAP System in 2011 and 2010 are presented in Table 9 below.

Table 9: Total Value and Number of Purchase Orders in 2011 and 2010

| | 2011 | | 2010 | |
|---------------------------|-------------------|--------------|-------------------|--------------|
| | Value, £ | Number | Value, £ | Number |
| HQ rent & service charges | 20,985,315 | 14 | 0,320,535 | 4 |
| Other POs | 38,415,422 | 4,327 | 36,987,671 | 4,621 |
| Total | 59,400,737 | 4,341 | 57,308,206 | 4,625 |

The overview of the SAP POs presented in this section below excludes the rent and service charges for the Headquarters which are not subject to the CPPP.

The number and value of the purchase orders are greater than the number and value of the contracts carried out by CPU in 2011. This is because: i) purchase orders are raised against contracts awarded before 2011; ii) some purchase orders are not linked to individual contracts.

Purchase orders raised by individual departments up to a value of £20,000 do not require CPU approval as per delegated procedures permitted under the CPPP. Competitive procurement (three quotations) is required for orders with a value between £5,000 and £20,000. Below £5,000 orders may be placed without competition.

CPU continues to oversee delegated corporate procurement activity using reports run weekly to identify any instances of non-compliance. In 2011 CPU did not identify any instances of non-compliance. The reporting revealed opportunities to negotiate beneficial commercial improvements or ordering and payment efficiencies with suppliers used by multiple departments of the Bank.

Table 10 below provides a summary of the distribution of the POs by value in 2011 and 2010.

Table 10: Distribution of Purchase Orders by Value

| | 2011 | | | 2010 | | |
|--------------|-------------------|------------------|--------------|-------------------|------------------|--------------|
| | Value, £ | % of Total Value | Number | Value, £ | % of Total Value | Number |
| £150K+ | 17,269,586 | 44.95% | 33 | 16,623,157 | 45% | 35 |
| £50K-£150K | 7,538,097 | 19.62% | 91 | 7,844,152 | 21% | 95 |
| £20K-£50K | 4,976,738 | 12.96% | 159 | 4,183,652 | 11% | 142 |
| £5K-£20K | 4,843,941 | 12.61% | 470 | 4,226,005 | 12% | 420 |
| £0-£5K | 3,787,060 | 9.86% | 3,574 | 4,110,705 | 11% | 3,929 |
| Total | 38,415,422 | 100% | 4,327 | 36,987,671 | 100% | 4,621 |

In 2011, 9% fewer purchase orders were placed below the threshold for competitive procurement (£5,000) when compared to the same figures for 2010. The cumulative value of purchase orders with a value below £5,000 in 2011 was almost 8% lower than in 2010, despite the 4% increase in the total value of all purchase orders from 2010 to 2011. This trend is the result of consolidating orders previously placed with same supplier either under contracts or using higher value POs.

The purchase orders are presented in this Report in two categories: stand-alone POs, and POs linked to a contract record in the Bank’s SAP system which records purchases made under the existing contracts allowing monitoring of utilisation of these contracts. Among the 4,327 POs raised in 2011¹⁷ there were 2,187 stand-alone POs with total value of £3,107,764, and 2,140 POs with a aggregate value of £35,307,658 linked to a contract record in the Bank’s SAP system.

Analysis of the standalone POs with a value below £5,000 issued in 2011 shows that approximately 12.5% (265) of the POs, totalling 104,123 (see Table 14) were issued to suppliers with which contracts have subsequently been negotiated. CPU will continue to assess opportunities to further consolidate expenditure in the PO value range of less than £5,000.

POs within the value range of £5 – 20,000 issued in 2011 were placed following a request for a minimum of three price quotations or approved in accordance with section 6.4 of the CPP as an exception to competitive procurement.

Consolidation of expenditure under contracts has significantly reduced the number of standalone POs with a value of more than £20,000. The total number reduced from 47 in 2010 with a value of £2,991,937 to 15 with a value of £599,753 in 2011.

As shown in Table 11, in 2011 the use of contracts continued to increase in 2011. When compared to 2010, the number and aggregate value of POs linked to a contract in 2011 increased by 35% and 17% respectively.

Table 11: Stand Alone Purchase Orders and those under SAP Contract Records in 2011 and 2009

| | 2011 | | 2010 | |
|--------------------------------|-------------------|--------------|-------------------|--------------|
| | Value, £ | Number | Value, £ | Number |
| Stand Alone POs | 3,107,764 | 2,187 | 6,830,822 | 3,041 |
| POs under SAP Contract Records | 35,307,658 | 2,140 | 30,156,849 | 1,580 |
| Total | 38,415,422 | 4,327 | 36,987,671 | 4,621 |

¹⁷ Excluding four POs under the SAP Contract Records system for the Headquarters rent and services charges totalling £20,985,315.

Table 12 below details the value and number of the purchase orders by the User Departments¹⁸, excluding Headquarters' rent and service charges, in 2011 and 2010.

Table 12: Value and Number of Purchase Orders by EBRD Department / Vice-presidency* in 2011 and 2009

| Department / Vice Presidency | 2011 | | | | | | 2010 | |
|---|------------------|--------------|-----------------------------------|--------------|-------------------|--------------|-------------------|--------------|
| | Stand-Alone POs | | POs under SAP Contract Records | | Total | | Total | |
| | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No |
| Finance | 368,830 | 150 | 2,832,535 | 104 | 3,201,365 | 254 | 2,736,371 | 271 |
| Risk and Resources* | 1,849,626 | 786 | 27,946,506 | 1128 | 29,796,132 | 1,914 | 29,064,405 | 1,885 |
| Banking Department | 227,544 | 385 | 606,367 | 417 | 833,911 | 802 | 1,292,815 | 1,201 |
| Office of the Chief Economist | 79,644 | 25 | 168,393 | 33 | 248,037 | 58 | 184,417 | 53 |
| Office of the General Counsel | 43,150 | 32 | 470,142 | 59 | 513,292 | 91 | 253,608 | 109 |
| Office of the Secretary General | 194,214 | 443 | 637,945 | 72 | 832,159 | 515 | 845,838 | 439 |
| Communications | 248,980 | 204 | 2,271,060 | 165 | 2,520,040 | 369 | 2,286,901 | 368 |
| Operational Policies | 57,453 | 83 | 197,976 | 72 | 255,429.21 | 155 | 165,663 | 135 |
| Board of Directors | 10,414 | 47 | 83,954 | 62 | 94,368 | 109 | 93,339 | 112 |
| Office of the Chief Compliance Officer | 7,494 | 11 | 40,414 | 8 | 47,908 | 19 | 9,745 | 17 |
| Evaluation Department | 9,513 | 9 | 52 | 1 | 9,565 | 10 | 40,730 | 19 |
| President's Office | 7,963 | 9 | 52,126 | 11 | 60,089 | 20 | 11,537 | 6 |
| Internal Audit | 660 | 2 | 0 | 0 | 660 | 2 | 2,300 | 6 |
| Staff Council | 2,278 | 1 | 188 | 8 | 2,467 | 9 | n/a | n/a |
| Total | 3,107,764 | 2,187 | 35,307,658 | 2,140 | 38,415,422 | 4,327 | 36,987,671 | 4,621 |

*Excludes Headquarters rent and service charges

The distribution of the POs by value and by the EBRD Department for stand-alone POs and those linked to a contract record in the Bank's SAP system in 2011 is presented in Tables 12 & 13.

¹⁸ Includes but not limited to POs raised under contracts issued by CPU and reported in Section 2

Table 13: Distribution of Purchase Orders linked to a contract record in the Bank's SAP system by EBRD Department / Vice-Presidency by Value Range in 2011

| | £0-£5k | | £5k-£20k | | £20k-£50k | | £50k-£150k | | £150k+ | | Total | |
|-----------------------|------------------|-----------------|---------------------|---------------|------------------|---------------|------------------|--------------|-------------------|--------------|-------------------|-----------------|
| | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No |
| Banking | 264,685 | 389 | 246,376 | 26 | 31,785 | 1 | 63,521 | 1 | 0 | 0 | 606,367 | 417 |
| Board of Directors | 51,253 | 58 | 32,701 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 83,954 | 62 |
| Communications | 164,586 | 90 | 442,365 | 47 | 389,724 | 13 | 1,274,385 | 15 | 0 | 0 | 2,271,060 | 165 |
| Evaluation Department | 52 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 52 | 1 |
| Finance | 45,029 | 47 | 259,613 | 25 | 469,293 | 14 | 1,342,445 | 16 | 716,156 | 2 | 2,832,536 | 104 |
| OCCO | 610 | 5 | 14,804 | 2 | 25,000 | 1 | 0 | 0 | 0 | 0 | 40,414 | 8 |
| OCE | 29,011 | 22 | 113,882 | 10 | 25,500 | 1 | 0 | 0 | 0 | 0 | 168,393 | 33 |
| OGC | 65,288 | 46 | 91,563 | 8 | 77,225 | 3 | 86,066 | 1 | 150,000 | 1 | 470,142 | 59 |
| OSG | 63,144 | 44 | 215,441 | 21 | 177,071 | 5 | 182,289 | 2 | 0 | 0 | 637,945 | 72 |
| Operational Policies | 77,233 | 62 | 80,282 | 9 | 40,461 | 1 | 0 | 0 | 0 | 0 | 197,976 | 72 |
| President's Office | 10,336 | 10 | 0 | 0 | 41,790 | 1 | 0 | 0 | 0 | 0 | 52,126 | 11 |
| Risk and Resources | 1,045,212 | 679 | 2,809,335 | 259 | 3,286,202 | 107 | 4,402,326 | 53 | 16,403,431 | 30 | 27,946,506 | 1128 |
| Staff Council | 188 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 188 | 8 |
| Total | 1,816,627 | 1,461.00 | 4,306,362.01 | 411.00 | 4,564,051 | 147.00 | 7,351,032 | 88.00 | 17,269,587 | 33.00 | 35,307,658 | 2,140.00 |

Table 14: Distribution of Stand-Alone Purchase Orders by EBRD Department / Vice-Presidency by Value Range in 2011

| | £0-£5k | | £5k-£20k | | £20k-£50k | | £50k-£150k | | £150k+ | | Total | |
|--|------------------|--------------|----------------|-----------|----------------|-----------|----------------|----------|----------|----------|------------------|--------------|
| | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No | Value, £ | No |
| Banking Department | 208,939 | 382 | 18,605 | 3 | 0 | 0 | 0 | 0 | 0.00 | 0 | 227,544 | 385 |
| Board of Directors | 10,414 | 47 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10,414 | 47 |
| Communications | 209,016 | 201 | 10,000 | 2 | 29,964 | 1 | 0 | 0 | 0.00 | 0 | 248,980 | 204 |
| Evaluation Department | 9,513 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 9,513 | 9 |
| Finance | 165,260 | 138 | 69,535 | 10 | 0 | 0 | 134,035 | 2 | 0.00 | 0 | 368,830 | 150 |
| Internal Audit | 660 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 660 | 2 |
| Office of the Chief Compliance Officer | 7,494 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 7,494 | 11 |
| Office of the Chief Economist | 36,392 | 23 | 5,000 | 1 | 38,252 | 1 | 0 | 0 | 0.00 | 0 | 79,644 | 25 |
| Office for the General Counsel | 32,050 | 31 | 11,100 | 1 | 0 | 0 | 0 | 0 | 0.00 | 0 | 43,150 | 32 |
| Office of the Secretary General | 194,214 | 443 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 194,214 | 443 |
| Operational Policies | 43,125 | 81 | 14,328 | 2 | 0 | 0 | 0 | 0 | 0.00 | 0 | 57,453 | 83 |
| President's Office | 7,963 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 7,963 | 9 |
| Risk and Resources | 1,043,113 | 735 | 409,011 | 40 | 344,472 | 10 | 53,030 | 1 | 0.00 | 0 | 1,849,626 | 786 |
| Staff Council | 2,279 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,279 | 1 |
| | 1,970,432 | 2,113 | 537,579 | 59 | 412,688 | 12 | 187,065 | 3 | 0 | 0 | 3,107,764 | 2,187 |

6. Contract Records

In 2011, CPU continued to systematically enhance the number and accuracy of contract records in the Bank's SAP system enabling usage of specific contracts by the user departments and ensuring better monitoring and oversight of such contracts including overall expenditure, i.e. monitoring aggregate amounts of expenditure per contract by the User Departments.

Table 15 below provides a summary of contracts in the Bank's SAP system which were active in 2011, i.e. contracts that commenced either during or before 2011 with an expiry date during or after 2011.

Table 15: Number of Contracts with a corresponding contract record in the Bank's SAP System by EBRD Department

| Year of Issue | Number of active contracts in 2011 | Aggregate value of Active Contracts in 2011 | Percentage of Aggregate Value | Expenditure in 2011 | Percentage of Expenditure |
|---------------|------------------------------------|---|-------------------------------|----------------------|---------------------------|
| 1993-2005 | 17 | 6,433,704.61 | 28.54 | 1,835,990.66 | 5.20 |
| 2006 | 8 | 8,384,308.37 | 28.97 | 2,429,254.24 | 6.88 |
| 2007 | 6 | 5,720,940.63 | 6.87 | 392,871.31 | 1.11 |
| 2008 | 27 | 14,465,878.79 | 13.10 | 1,894,414.24 | 5.37 |
| 2009 | 42 | 32,230,873.44 | 19.02 | 6,131,389.47 | 17.37 |
| 2010 | 156 | 37,087,021.90 | 20.29 | 7,525,884.96 | 21.32 |
| 2011 | 247 | 34,915,420.69 | 43.24 | 15,097,853.62 | 42.76 |
| Total | 503 | 139,238,148.43 | 25.36 | 35,307,658.49 | 100.00 |

Table 15 demonstrates that over 80% of expenditure under contract in 2011 was made under contracts issued since 2009. As earlier illustrated in Table 1 this period has seen a sharp increase in the number of contracts awarded and utilised. Greater use of contracts has generated significant efficiency gains for the Bank as well as putting sound contract terms and conditions in place to protect the Bank's interests.

7. Corporate Procurement Review Committee

During 2011, 51 submissions were received by the CPRC as listed in Table 16 overleaf. The submissions reviewed by the CPRC included:

- 18 Requests were made for approval of Project Plans prior to commencement of the procurement processes.
- 21 Requests were made for exemption to competitive procurement, in compliance with the Exceptions to Competitive Procurement (CPP, Section 6.4).
- 12 Requests were made for approval to award a contract as a result of a procurement process.

The discrepancy between number of major contract approvals reviewed by CPRC and major contract awards listed in Table 1 of the Annex are due to the time lag from approval to contract award including procurement process, negotiations and award.

Table 16: Projects reviewed and approved by the Corporate Procurement Review Committee in 2011

| Project | Approval Granted for |
|---|--|
| Memorandum of Understanding between the Bank and the United Nations in relation to security arrangements. | Request for exemption to competitive procurement |
| Provision of Video Conferencing Equipment | Request for approval to award contract |
| Design Services | Request for exemption to competitive procurement |
| Debt domain: | Request for exemption to competitive procurement |
| Request for the extension of the Life and Working Incapacity Insurance Policy for one year until 30 June 2012 | Request for exemption to competitive procurement |
| Enterprise License Agreement: | Request for exemption to competitive procurement |
| Anti-shatter Film for EBRD HQ | Request for approval of Project Plan |
| Electricity and Gas for the Headquarters 2011 - 2013 | Request for approval of Project Plan |
| Annual Corporate Procurement Plan 2011 | Request for approval of Project Plan |
| Enterprise Scheduling Tool Project: | Request for approval of Project Plan |
| Analytic Services | Request for exemption to competitive procurement |
| Development and hosting of the TAM MIS | Request for exemption to competitive procurement |
| 175 Bishopsgate Restacking | Request for approval of project plan |
| 175 Bishopsgate Restacking | Request for approval of project plan |
| Desktop and Laptop Refresh Project | Request for approval of project plan |
| HQ Catering Contract | Request for approval of project plan |
| Data Redistribution License & 1.2 FT.com 2011 Renewal | Request for exemption to competitive procurement |
| Supply of Mobile telephony Services Extension | Request for exemption to competitive procurement |
| Office Stationery | Request for approval of Project Plan |
| Provision of Managed Firewall Services: | Request for approval of Project Plan |
| 175 Bishopsgate Restack | Request for approval to award contract |
| Mobile telephony Extension | Request for exemption to competitive procurement |
| Employee Assistance Program | Request for exemption to competitive procurement |
| Towers Watson 2011 Staff Salary Survey Contract | Request for exemption to competitive procurement |
| RO Furniture Framework | Request for approval of Project Plan |
| Provision of Stationery Products to the EBRD headquarters | Request for approval to award contract |
| Auditorium Project – Recommended Procurement Approach | Request for approval of Project Plan |
| Provision of a Batch Scheduling Tool | Request for approval to award contract |
| HP-UNIX Server Maintenance | Request for approval of Project Plan |
| Provision of HQ Catering Services | Request for approval to award contract |
| Provision of Design Services for the Bank's Annual Meetings | Request for exemption to competitive procurement |

| Project | Approval Granted for |
|--|--|
| Request for extension to Building Services Contract | Request for exemption to competitive procurement |
| Provision of Security Response Services | Request for approval to award contract |
| Provision of Minor Cabling Services | Request for approval of Project Plan |
| Provision of a Managed Firewall Service | Request for approval to award contract |
| Staff Flexible Benefits | Request for approval of Project Plan |
| Recommendation Document – Provision of HP UX Server Maintenance | Request for approval to award contract |
| 155 Bishopsgate Fit out, Phase 2 | Request for approval of Project Plan |
| CIF Partnership Forum Venue 2012 Pre-qualification | Request for approval to award contract |
| Recommendation for the Provision of Cabling Services | Request for approval to award contract |
| Subscription to Information services | Request for exemption to competitive procurement |
| Recommendation for the Provision of Desktop and Laptop Computers | Request for approval to award contract |
| Exemption to Competitive Procurement for BIS Subscriptions: | |
| Chiller Replacement Project | Request for approval of Project Plan |
| Resident Office Furniture | Request for approval to award contract |
| Business Continuity Management Services | Request for exemption to competitive procurement |
| Infrastructure Upgrade | Request for exemption to competitive procurement |
| Subscription to ratings provider | Request for exemption to competitive procurement |
| Provision of Helpdesk Resourcing | Request for approval of Project Plan |

Table 1 - Major Contracts in 2011 with a value Greater than £150,000

| Department / Vice-Presidency | Contract Title | Contract Type | Procurement Method | Value, £ |
|------------------------------|--|---------------|--------------------|----------------------|
| Admin | Provision of EBRD HQ Catering Services | Contract | Competitive | 3,165,370.00 |
| Admin | Manned Guarding & Reception Services | Extension | Competitive | 1,041,324.00 |
| Admin | Building & Engineering Maintenance | Extension | Competitive | 790,700.95 |
| Admin | Parkeray Contract for fit out | Contract | Competitive | 709,000.00 |
| Admin | Security Response Services | Contract | competitive | Framework |
| Admin | Provision of Travel Services (UK) | Extension | Competitive | 534,178.00 |
| Admin | HQ Restack Building Works | Contract | Competitive | 488,449.00 |
| Admin | HQ Catering Services Extension to Dec 2011 | Extension | Competitive | 261,097.00 |
| Admin | Provision of Stationery | Contract | Competitive | Framework |
| Admin | Provision of Small Works | Extension | Competitive | Framework |
| Admin | Fire Detection and Voice Alarm Maint. | Contract | Direct | 188,230.00 |
| BIS | Global Credit Portal | Contract | Direct | 270,968.00 |
| Comms | Provision of Printing Services to the EBRD | Contract | Competitive | Framework |
| Controllers | Provision of External Auditing Services | Contract | Competitive | 2,880,000.00 |
| HR | Framework for Provision of Recruitment Advertising Media & related services | Contract | Competitive | Framework |
| HR | Corporate Gym Membership | Contract | Direct | 475,020.00 |
| IT | Provision of mobile telephony hardware and services | Contract | competitive | 2,117,311.00 |
| IT | Purchase of hardware, software and support for relating to servers & storage | Contract | Competitive | 1,121,292.49 |
| IT | Provision of managed firewall services | Contract | Competitive | 1,043,631.75 |
| IT | Services Contract - Provision of IT helpdesk | Extension | Competitive | 876,639.00 |
| IT | Provision of HP UX server maintenance | Contract | Competitive | 656,302.93 |
| IT | Master software agreement for BMC | Contract | Competitive | 185,342.00 |
| IT | Provision of video conferencing equipment | Contract | Competitive | 192,634.81 |
| IT | Enterprise Agreement (a volume licensing programme for large organisations) | Contract | Direct | Framework |
| IT | Provision of TAM MIS | Contract | Direct | 353,000.00 |
| OSG | Annual Meeting Conference Management Services | Extension | Competitive | Framework |
| OSG | Provision of Design Services for 2012-2014 AMs | Contract | Direct | Framework |
| Treasury | Software License Extension | Extension | Direct | 774,230.00 |
| Treasury | Subscription to Moody's | Extension | Direct | 325,203.00 |
| Treasury | Subscription to Internet Based Service | Contract | Direct | 322,581.00 |
| Treasury | Securities Ratings | Contract | Direct | 198,000.00 |
| | | | | 18,970,504.93 |

Table 2 - List of Exceptions to Competitive Procurement approved in 2011

| Type of Goods, Works or Service | Contract / Extension | Threshold | Value | Approved in Accordance with Section 6.4 of the CPP |
|---|----------------------|-----------|----------|--|
| Provision of Building Monitoring Services | Extension | >150k | £123,861 | Section 6.4 (a) & (b) |
| Provision of Mobile Telephony | Extension | 20-50k | £50,000 | Section 6.4 (a) |
| Provision of Chiller Maintenance | Extension | 5-20k | £8,575 | Section 6.4 (a) & (b) |
| Provision of On-Line Service Provision | Contract | 20-50k | £24,000 | Section 6.4 (b) |
| Software Licenses | Extension | >150k | £92,781 | Section 6.4 (b) |
| Subscription to: ISI Emerging Markets MENA countries | Extension | 5-20k | £18,000 | Section 6.4 (b) |
| Provision of telecommunications circuit from Romford to HQ | Contract | 50-150k | £78,348 | Section 6.4 (a) |
| Building Services Contract for the Kiev RO | Contract | 20-50k | £20,123 | Section 6.4 (a) |
| WAN Circuit Maintenance & Support | Extension | 20-50k | £32,760 | Section 6.4 (a) |
| Provision of Debt Collection Services | Extension | 20-50k | £20,000 | Section 6.4 (a) |
| Provision of Electronic Counter Measures Services | Contract | 5-20k | £8,892 | Section 6.4 (a) |
| Office fit out contract St Petersburg RO | Contract | 5-20k | £6,834 | Section 6.4 (a) |
| Subscription for Emerging Markets Data | Contract | 5-20k | £7,000 | Section 6.4 (b) |
| Subscription for Emerging Markets Data | Extension | 20-50k | £28,000 | Section 6.4 (b) |
| Subscription for Internet Economics & Financial Information | Contract | 20-50k | £22,581 | Section 6.4 (b) |
| Subscription for Integrity Check Data | Extension | 20-50k | £29,950 | Section 6.4 (b) |
| Subscription to the American Economic Association's electronic bibliography | Contract | 5-20k | £5,857 | Section 6.4 (b) |
| Subscription to the American Economic Association's electronic bibliography | Extension | 5-20k | £6,091 | Section 6.4 (b) |
| Maintenance of the treasury dealer board | Extension | 5-20k | £14,543 | Section 6.4 (b) |
| Subscription to company information and business intelligence from Orbis and Zephyr On-Line. | Contract | 50-150k | £67,942 | Section 6.4 (b) |
| Subscription to company information and business intelligence from Orbis and Zephyr On-Line. | Extension | 50-150k | £85,239 | Section 6.4 (b) |
| Subscription to Oxford Analytica Services Manual | Extension | 50-150k | £22,000 | Section 6.4 (b) |
| Subscription to ISI Emerging Markets Data | Extension | 20-50k | £48,000 | Section 6.4 (b) |
| Subscription to CEE/SEE & MENA regions data | Extension | 20-50k | £35,120 | Section 6.4 (b) |
| Software Maintenance & Additional Licenses | Extension | 20-50k | £33,669 | Section 6.4 (b) |
| Subscription to EIU Reports for CEE and SEMED | Extension | 50-150k | £67,830 | Section 6.4 (b) |
| Subscription to Weekly Newsletters on Insurance, Law & Business | Extension | 5-20k | £6,882 | Section 6.4 (b) |
| Provision of Fire Detection and Voice Alarm Maint. | Contract | >150k | £188,230 | Section 6.4 (a) |
| Subscription to Bankscope Feed (global database of banks' financial statements, ratings and intelligence) | Contract | 5-20k | £17,912 | Section 6.4 (b) |
| Subscription to IFR (real time financial markets commentary and analysis) | Extension | 5-20k | £9,000 | Section 6.4 (b) |
| Provision of Internet data service | Extension | 5-20k | £14,400 | Section 6.4 (a) |
| Provision of Cost of Living Data | Contract | 20-50k | £26,020 | Section 6.4 (b) |
| Subscription to Euroweek (Global Market Data) | Extension | 5-20k | £14,420 | Section 6.4 (b) |

Annex – Tables of Statistics

| Type of Goods, Works or Service | Contract / Extension | Threshold | Value | Approved in Accordance with Section 6.4 of the CPP |
|--|-----------------------------|------------------|--------------|---|
| Provision of an On-line Learning Management Platform | Extension | 20-50k | £38,194 | Section 6.4 (a) & (b) |
| Provision of Training by the European Private Equity and Venture Capital Association | Contract | 5-20k | £10,000 | Section 6.4 (b) |
| Provision of Generator Maintenance | Contract | 20-50k | £31,398 | Section 6.4 (b) |
| Provision of Generator Maintenance | Extension | 50-150k | £105,000 | Section 6.4 (a) |
| Subscription for insurance data | Extension | 20-50k | £16,118 | Section 6.4 (b) |
| Subscription to BankersAlmanac.com | Extension | 5-20k | £17,180 | Section 6.4 (b) |
| Subscription to CreditSights Premium Research | Extension | 50-150k | £50,323 | Section 6.4 (b) |
| Subscription to Business Monitor International Online Subscription | Extension | 50-150k | £90,950 | Section 6.4 (b) |
| Subscription to Online License Agreement Mid. North Africa | Contract | 5-20k | £5,208 | Section 6.4 (b) |
| Subscription to Business Monitor on-line Europe, MENA | Extension | 50-150k | £114,610 | Section 6.4 (b) |
| Annual Access Charge CSAnalytics | Contract | 5-20k | £9,387 | Section 6.4 (b) |
| Fitch Training Reservations | Contract | 20-50k | £25,000 | Section 6.4 (b) |
| Subscription for Energy Market Data | Contract | 5-20k | £6,439 | Section 6.4 (b) |
| IMF/ World Bank Meeting Accommodation | Contract | 20-50k | £38,319 | Section 6.4 (a) |
| Provision of Engineering Inspection Services | Contract | 5-20k | £10,000 | Section 6.4 (b) |
| Provision of an electronic platform for distributing financial information. | Contract | 50-150k | £90,000 | Section 6.4 (b) |
| Provision of Conference Bags for AM 2011 | Contract | 5-20k | £11,470 | Section 6.4 (b) |
| Provision of Design Services for Flagship Publications | Contract | 50-150k | £129,860 | Section 6.4 (d) |
| Fit-out for Istanbul RO | Contract | 50-150k | £123,950 | Section 6.4 (b) |
| Fill Pack Installation | Contract | 5-20k | £12,785 | Section 6.4 (a) & (b) |
| Master software agreement | Extension | 5-20k | £12,600 | Section 6.4 (b) |
| Provision of Fire Alarm Maintenance Contract | Contract | 5-20k | £9,214 | Section 6.4 (a) |
| Provision of software - IT Consillium, Permit to Work | Contract | 5-20k | £15,000 | Section 6.4 (b) |
| Provision of HQ Telephony Services | Contract | 50-150k | £95,000 | Section 6.4 (a) |
| Subscription to FT - Non-Executive Directors' Club | Contract | 5-20k | £12,000 | Section 6.4 (b) |
| Statistical software | Extension | 5-20k | £8,000 | Section 6.4 (b) |
| Governor's Dinner Astana | Contract | 5-20k | £14,138 | Section 6.4 (a) |
| Anti-Shatter Film Supply - Istanbul RO | Contract | 5-20k | £18,953 | Section 6.4 (a) & (b) |
| Subscription to SPARK Information Services | Contract | 5-20k | £8,000 | Section 6.4 (b) |
| Provision of EMC Software & Server Maintenance | Extension | 5-20k | £14,007 | Section 6.4 (b) |
| Subscription to the Global Credit Portal | Contract | >150k | £270,968 | Section 6.4 (b) |
| Annual Access Charge CSAnalytics | Contract | 5-20k | £9,387 | Section 6.4 (a) |
| Provision of Additional Boardroom AV System | Contract | 5-20k | £15,591 | Section 6.4 (b) |
| Documentum License & Maintenance | Contract | 5-20k | £16,667 | Section 6.4 (b) |
| Enterprise Licences | Contract | >150k | £683,267 | Section 6.4 (a) |
| Subscription to Xpert HR Compliance | Contract | 5-20k | £5,000 | Section 6.4 (b) |
| Subscription to Ooska Weekly News report | Extension | 5-20k | £13,154 | Section 6.4 (b) |

Annex – Tables of Statistics

| Type of Goods, Works or Service | Contract / Extension | Threshold | Value | Approved in Accordance with Section 6.4 of the CPP |
|--|-----------------------------|------------------|-------------------|---|
| Subscription Weekly Water Report | Contract | 5-20k | £7,908 | Section 6.4 (b) |
| Staff Salary Surveys | Extension | 50-150k | £53,735 | Section 6.4 (b) |
| Salary Surveys | Contract | 5-20k | £8,193 | Section 6.4 (b) |
| Provision of Refurbishment of Auditorium Chairs | Contract | 50-150k | £90,174 | Section 6.4 (d) |
| Regional Senior Management Conference | Contract | 5-20k | £15,599 | Section 6.4 (a) |
| Provision of Self-Defence Courses | Contract | 5-20k | £7,000 | Section 6.4 (b) |
| Subscription to Zawya Investor | Contract | 5-20k | £7,032 | Section 6.4 (b) |
| Staff Salary Surveys | Contract | 5-20k | £8,160 | Section 6.4 (b) |
| Staff Salary Surveys | Contract | 5-20k | £12,438 | Section 6.4 (b) |
| Staff Salary Surveys | Contract | 20-50k | £14,801 | Section 6.4 (b) |
| Staff Salary Survey | Contract | 5-20k | £10,504 | Section 6.4 (b) |
| Staff Salary Survey 2011 | Contract | 50-150k | £56,000 | Section 6.4 (b) |
| Provision of Design Services for AM | Contract | >150k | £240,000 | Section 6.4 (a) & (d) |
| Provision of Subcontractor Management Kiev | Contract | 5-20k | £5,677 | Section 6.4 (b) |
| Subscription to fDi Intelligence | Contract | 5-20k | £11,500 | Section 6.4 (b) |
| Subscription to Creditpro | Contract | 50-150k | £63,581 | Section 6.4 (b) |
| Provision of Engineering Inspection Services | Contract | 5-20k | £10,000 | Section 6.4 (b) |
| Subscription to PLC | Contract | 20-50k | £24,500 | Section 6.4 (b) |
| Subscription to Credit Ratings Reports | Contract | 5-20k | £5,381 | Section 6.4 (b) |
| Provision of BAS MIS Software Licenses and Consultancy | Contract | >150k | £353,000 | Section 6.4 (b) |
| Gym Memberships | Extension | >150k | £475,020 | Section 6.4 (b) |
| Corporate Digital License | Contract | 50-150k | £75,000 | Section 6.4 (b) |
| Subscription to M & A Intelligence | Contract | 20-50k | £45,833 | Section 6.4 (b) |
| Subscription to T1 Subscription | Contract | 5-20k | £19,728 | Section 6.4 (b) |
| Senior Management Meeting | Contract | 20-50k | £25,000 | Section 6.4 (b) |
| HQ Drinking Water | PO Terms | 5-20k | £8,200 | Section 6.4 (a) |
| Provision of Postal Services | PO Terms | 20-50k | £43,000 | Section 6.4 (b) |
| Provision of Staff Training Course | PO Terms | 5-20k | £6,146 | Section 6.4 (a) |
| IIF Membership Renewal | PO Terms | 20-50k | £30,409 | Section 6.4 (b) |
| Provision of Staff Training Course | PO Terms | 5-20k | £5,414 | Section 6.4 (b) |
| Provision of Telephony | PO Terms | 5-20k | £5,400 | Section 6.4 (b) |
| Provision of “Tombstones” | PO Terms | 5-20k | £6,419 | Section 6.4 (b) |
| Provision of IFI Benchmark Report | PO Terms | 5-20k | £5,863 | Section 6.4 (b) |
| Software Support Renewal | PO Terms | 5-20k | £8,800 | Section 6.4 (b) |
| Subscription to Transparency International Reports | PO Terms | 5-20k | £5,863 | Section 6.4 (b) |
| Audiovisual enhancement to the Boardroom Table | PO Terms | 5-20k | £9,328 | Section 6.4 (b) |
| Transition to Transition Event Egypt | PO Terms | 20-50k | £38,823 | Section 6.4 (d) |
| | | | £5,211,426 | |