



Cabinet Office

Procurement Policy Note – The Sourcing and Consultancy Playbooks

Action Note PPN 03/21

May 2021

Issue

1. The Sourcing Playbook is the third annual refresh of the Outsourcing Playbook. It sets out how departments should approach service delivery and its application is assured through Cabinet Office controls. It outlines the Government's expectations for how contracting authorities and suppliers should engage with each other.
2. The Consultancy Playbook is being published alongside the Sourcing Playbook to provide specific guidance on sourcing consultancy services. This supports our agenda to commission and engage with consultants more effectively, achieving better outcomes, better value for money, and improved civil service capability through the transfer of knowledge and skills.

Dissemination and Scope

3. The contents of this PPN apply to all Central Government Departments, their Executive Agencies and Non Departmental Public Bodies. Together these are referred to as 'In-scope Organisations'. The Sourcing Playbook, Consultancy Playbook and associated guidance are considered good practice and the wider public sector should consider taking them into account. Please circulate this PPN within your organisation, drawing it to the attention of those with a commercial and procurement role.

Timing

4. The provisions of this Procurement Policy Note should be applied with immediate effect.

Action

5. In-scope Organisations should take action to apply the principles, rules and guidelines set out in the Sourcing Playbook and the Consultancy Playbook. This update builds on the previous iteration of the Outsourcing Playbook and improves how public bodies deliver public services with the private sector by:

- Rebranding as the ‘Sourcing Playbook’ to better reflect our policy of choosing the appropriate approach to delivery models (be that insource, outsource, or a combination), to deliver high-quality public services.
- Refining policy to reflect latest priorities and lessons learnt, including adopting the Social Value Model and aligning language with the Government Commercial Functional Standard.
- Developing the Consultancy Playbook in partnership with the Government Consulting Hub.

Background

6. The Outsourcing Playbook was launched in February 2019 and Version 2.0 was launched in June 2020. The Sourcing Playbook supercedes that document. Its application will improve how central government departments assess, procure and manage public services to deliver better outcomes and value for money for the public.

Contact

7. Enquiries about this PPN should be directed to the Helpdesk on info@crowncommercial.gov.uk.
8. The Sourcing Playbook implementation team can be contacted via sourcing.programme@cabinetoffice.gov.uk