



Public organization

GOAL:

Administratively and time-efficient implementation of public procurement procedures in a transparent manner while creating additional savings

POPULATION:

30.854 (2011. census)

THE CITY OF KOPRIVNICA

How has Ensolva optimized procurement processes?

The City of Koprivnica is looking for advanced solutions for managing the City, property, and finances. They are often the first to introduce new and more advanced ways of doing business.

The goal was to implement a system that provides insight into all completed procurement procedures or those in progress, while keeping everything in one place.

The system had to ensure that it could prevent inconsistencies in bids. Savings are desirable, but realistically speaking, the value of simple procurement is still too small for more serious savings.

ANNUAL VALUE OF PUBLIC PROCUREMENT:

6.504,697,23 kn without tax included

<https://koprivnica.hr/financije-i-nabava/nabava-2/javna-nabava/>

PERIOD OF USING ENSOLVA:
April 2018

NUMBER OF USERS:
44

MODULES:

- Procurement requisitions
- Public procurement procedures
- Purchase orders
- Contracts
- Portal of economic entities

REVISION AND EU PROJECTS

"The advantage of Ensolva is the fact that everything that the bidder has attached to his bid remains permanently stored in the system. In this way, we can offer credible proof of what the offer looked like and any further communication in a single simple procurement process. We have been told that this is extremely important in procedures carried out under EU projects, given that controls on such procedures are extremely rigorous and that we need to have all the evidence."

Dunja Lukavečki, Senior Expert Associate for Public Procurement

FISCAL RESPONSIBILITY AT THE CITY LEVEL

Ensolva has created the preconditions for digitalizing the entire process from the creation of requisitions and purchase orders to the pairing with appropriate invoices, which has led to the successful implementation of fiscal responsibility at the City level.

The integration of the financial system and Ensolva provides instant insight into the reserved or spent financial resources of the city budget. Our employees immediately correct every change in Ensolva into the financial system, so that the data is updated daily and more than once. We dare to say that they are always up to date.

Mihovil Blažotić, Senior Expert Associate for Treasury

Implementation

Fast and comprehensive

Employee adjustment

Most of the employees quickly and successfully adapted and learned to work in the system

Procurement development

Increased number of employees and economic entities improved regulations

We implemented all Ensolva modules at once, and over time our refinement needs has been crystallized. We are constantly working on upgrading the system with the aim of adapting as best as possible to the needs of the contracting authority such as the City of Koprivnica.

It was challenging for a small number of employees **to get used to the new timetables and the new way of obtaining bids**. The difficulties were mainly experienced by officials and budget users, who rarely purchase goods and services, so they often forgot to use the system or were unsure when using it. The answers to their questions are successfully solved by our employees who work every day at Ensolva.

It also took some time **for suppliers** to apply for tenders, but new habits of working in the Ensolva system were adopted over time.

Contrary to popular belief that digital tools exclude and reduce the number of people, we have included more people!

Today, our procurement, in addition to the superior clerk, has three clerks who conduct procedures in Ensolva and each is in charge of a specific segment of procurement.

Over time, we saw illogicalities in our regulations that extended our simple procurement procedures, so we streamlined and simplified the rules of conduct.

Through Ensolva, we contracted an average of HRK 6 million per year without VAT.



In which segments is there the greatest progress in procurement?

- Ensolva has created the preconditions for **digitalizing the entire process from the creation of requests and purchase orders to the pairing with appropriate invoices**, which has led to the **successful implementation of fiscal responsibility at the City level**.
- The integration of the financial system and Ensolva provides **instant insight into the reserved or spent financial resources of the city budget**. Our employees immediately enter every change in Ensolva into the financial system, so that the data is updated daily and more than once, and we dare to say that they are always up to date.
- We have **accelerated and simplified** procurement procedures, all **communication takes place within the Ensolva system**, which speeds up our procedures. Competitors themselves are becoming more and more computer literate, which reduces the need to correct mistakes in bids.

Consolidated requirements of budget users

Procurement requirements for all 11 budget users have been linked, compliance with regulations has been ensured, approvals have been simplified and savings have been achieved.

Savings

Save time and money

Transparency

All data is available in one place at any time

We have extended the module requirements to all budget users of the City of Koprivnica in the second phase. The aim was to **facilitate the preparation of procurement because the requests sent through the Ensolva system have passed the approval of the directors of the institutions and as such represent an official procurement request.** In this way, we avoided inaccurate data in a series of submitted data, such as the data in the bill of quantities attached to the request.

City budget users: Agency for Socially Incentived Housing of the City of Koprivnica, Center for Education and Rehabilitation Podravsko sunce, Kindergarten "Tratinčica", Public Fire Station of the City of Koprivnica, Library and Reading Room "Fran Galović", Museum of Koprivnica, Elementary School "Koprivnica" Antun Nemčić Gostovinski ", " Braća Radić "Elementary School," Đuro Ester "Elementary School, Koprivnica Public Open University and Fortunat Pintarić Art School.

When we talk about savings, we can primarily point out **savings in the time of implementation of procurement procedures, then in the amount of administration, and finally about financial savings.** By consolidating procurement requests, or consolidating procurement for several budget users, it is possible to achieve **additional savings in the form of better bids, rebates, or better prices by bidding more bidders.** These savings are greater the larger the system is, relatively the subject of procurement and the total number of users.

Conducting procurement with Ensolva system has helped us to have **all relevant data available in one place at any time.**

Over time, we decided to use this to connect procurement with the Budget of the City of Koprivnica and thus strengthen control over the spending of public money. By further connecting the financial system and Ensolva, we strive for **full transparency and cost control.**

Green procurement

Electronic submission of documents means lower fuel and paper consumption, which encourages green business of bidders.

More economic entities

Encouraging healthy competition, the search in the Ensolva database brought new associates

For some time now, the delivery of selection/cancellation decisions has been delivered exclusively via Ensolva - **electronically**. From that aspect, we have **savings on the postal cost** of delivering the Decision to each economic entity that submitted a bid in a specific simple procurement procedure, and **no fuel is consumed for the transport of documents**. Digital delivery reduces the need to print more documents and reduces paper and ink consumption. With the new Decree on Office Operations, we hope that the need for printing documents will be further reduced, we will introduce an electronic signature, so invitations to submit a bid and other documents will only be electronically signed.

Since we accept electronically signed documents of bidders, those who are a little more skilled can, in turn, save on office supplies and contribute to the fight against excessive environmental pollution.

We wanted to have everything available in one place, including access to economic entities registered in the Ensolva system. Their number is growing every day, which has proven to be a **practical solution for procurement in cases when the number of business entities engaged in a certain activity is limited** in the Koprivnica-Križevci County. The search for registered economic entities increases the number of competitors who can be invited.

One of the reasons for the increase is certainly the website where we published information with instructions for registration. Business entities register themselves and thus express an interest in doing business with the City.

PLANS FOR THE FUTURE



INTEGRATION WITH FINANCE

Integrate the Ensolva system with the financial system so that we can monitor at any time which City budget funds are reserved for a contract and in what amount, in order for greater transparency, better future planning, process controlling and reducing human error.

NEW MODULES AND FUNCTIONALITIES

We are working on integration and the City is currently focused on finishing the system in accordance with the needs of the project. We are always ready to accept offers for new modules that we consider useful for our work process even if they are developed for the needs of other users of the Ensolva system.

PROCESS AUTOMATION

Our goal is to fully automate the process in order to further relieve the burden on administration officials. We plan to achieve this by integrating and connecting software solutions.

TOGETHER WE GROW, CREATE INNOVATIONS AND MAKE WORK SIMPLE.

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