

PUBLIC ADMINISTRATION

ARCA

OUR WORK

ARCA has created a specialized department for the management of public services. The Public Administrations outsource certain activities in which ARCA has extensive experience in the implementation of procedures in various areas such as public assets and assistance in the management of public procurement procedures.

In the area of PUBLIC HERITAGE that includes both the management of purchase and sale as well as the rental of premises and housing, the experience developed in this sector has generated the solid creation of a perfectly organized infrastructure, which allows not only administrative but also legal management in these areas. ARCA has developed its own management methodology for land regularisation, heritage privatisation processes and technical assistance to Public Administrations.



ARCA has extensive experience acting as a **BUREAU OF PROCUREMENT** for public and private institutions that are contracting authorities. ARCA acts as an independent company to evaluate bids, and decide, on the basis of the criteria established in the specifications (previously revised), which is the most advantageous offer.

FROM ARCA WE PROVIDE THE FOLLOWING SERVICES:

PUBLIC PATRIMONY

- Commercialization of real estate
- Heritage management of housing, garages and protected premises
- Home delivery programs. Contracts and deeds
- Processing of aid for access to housing
- Processing of Elevator Aid and Rehabilitation
- Archiving, data recording, document scanning and file creation
- Elaboration of Procedures Manuals.

BUREAU OF PROCUREMENT

- Analysis of basic and technical specifications.
- Evaluation of the administrative documentation of each offer.
- Realization of public acts of opening of escrows
- Valuation of technical documentation
- Valuation of the economic offer
- Resolution of queries related to tendering procedures.
- Processing of administrative documentation for tender dossiers.

OUR EXPERIENCE



- For the Housing Institute of Madrid (IVIMA) files have been analyzed, drawn, awarded and delivered around 800 homes throughout the Community of Madrid, treated around 15,000 files of property owned by IVIMA, both to offer them for sale, as to resolve different types of legal and contractual situations.
- We also highlight the contract with the Directorate General of Housing and Rehabilitation of the Community of Madrid, which consists of the management of the Office of Rehabilitation of Buildings of Madrid South - ORE 06- (Integrated Rehabilitation). This office provided information, advice and processed more than 700 applications for aid from the Community of Madrid for the refurbishment of buildings, as well as 340 applications for aid for the installation of lifts.
- For the Ministry of Housing, (Subdirectorato General of Aid), we implemented the contract for the Basic Income of Emancipation of Youth, which covers the entire national territory, and involved managing the payment of more than 130,000 beneficiaries every month.
- In the Guadiana Hydrographic Confederation (Badajoz), technical assistance was provided consisting of technical and legal work in the processing of the agency's contracting dossiers.

- For the City Council of Logroño we executed a service contract for information and advice on matters pertaining to the Directorate General of Heritage and legal assistance to technical services in housing at the national level: management of the Rental Exchange Programme, information for those affected by mortgage foreclosures, claims for land clauses, control and processing of ITE minutes, as well as administrative support to the units of Economic Promotion and Urban Development and Environment.
- We offer the service of support to different managements of the General Secretary of the Institute of Health Carlos III. These are support procedures for the staff that provide their services in the Public Contracting Area attached to the aforementioned Secretariat.
- For the Fundación Secretariado Gitano, the revision and adaptation of internal procedures manuals on contracting was carried out
- With the ONCE Foundation, work was carried out on the Contracting Committee, technical-legal assistance in matters of contracting and updating the Quality Procedure of FSC INSERTA, as well as administrative, technical and legal analysis of the basic conditions of those tenders in which, due to their content, it was foreseen that they would participate in group companies.