

PROCUREMENT POLICY

1. POLICY STATEMENT

Tameside College recognises that procurement is a critical mechanism for delivering value for money and achieving sustainable outcomes for the organisation.

Whilst achieving value for money, the College is committed to supporting local businesses. Sustainability and environmental considerations will be built into the procurement cycle.

To facilitate this, the College will establish standards of competency in procurement and will take steps to ensure that relevant members of staff receive the training and development they need to operate to the required standard.

The outcome should ensure that all staff responsible for procurement are fully trained and conversant with the principles of good procurement.

APPLICATION

All items purchased should be based on good practice whilst ensuring compliance with all Financial Regulations.

INTRODUCTION

This document sets out the policy of Tameside College regarding all purchases of goods and service including professional services. Its aim is to benefit all departments.

Procurement is a significant proportion of the College's total expenditure. Efficient purchasing will give value for money, lower prices, and reduce operating and administrative costs.

Membership of the Crescent Purchasing Consortium (CPC) is an important and evolving element of the College's strategy in this regard. CPC have over 100 EU tendered contracts in place covering a wide range of goods and services.

Tameside College will ensure it follows all EU Procurement Directives.

ORGANISATION

The Finance Office Manager works with the Crescent Purchasing Consortium and is responsible for monitoring College ordering, maintaining supplier lists and payments.

Faculty Directors/Curriculum Directors are responsible for ordering. Authority may be delegated but staff must be fully aware of the College Financial Regulations. All orders must be cost effective.

TAMESIDE COLLEGE

COLLEGE PURCHASES



Consideration must be given to the following when ordering goods/services;

- Value for Money
- Best Value (benefits, costs, risks)
- Affordability
- Achievability
- Running cost/ Installation/Delivery
- Sustainability (whole life costs)
- Scrap or Sale value
- Disposal Costs
- Equality and cohesion

The annual budget is approved by the Corporation. Budget Holders control expenditure.

Authorisation of orders must comply with the Authorised Signature list held in Finance.

Budget Holders are not authorised to commit expenditure without sufficient funds available. All purchases must conform to the Financial Regulations.

There are a number of key requirements for **all** members of staff involved in purchasing goods and services that assist the College in maximising value for money.

- i) Separate College wide arrangements apply to the ordering of stationery products. The CPC's approved supplier, Lyreco, is the **sole** approved supplier for the College. The use of other suppliers for such items is permitted only under exceptional circumstances as agreed with the Finance Office Manager.
- ii) Where quotations or tenders are being obtained (in accordance with Financial Regulations) for goods or services covered by CPC's contracts, where there are sufficient frameworks, at least three relevant CPC suppliers must be invited to bid.
- iii) To assist in securing best value for money and consistency across the College, orders for IT/Computer equipment must be agreed with the Head of IT Services (or his nominated representative).
- iv) Partnering will be examined for major projects to gain mutual advantage through longer term relationships and continuous improvement.
- v) Best value will be obtained from the College's procurement spend in achieving efficiency, effectiveness and value for money.

The Principal or a Vice Principal must sign all contractual agreements. The Head of Finance will review all contracts prior to signing.

PROCEDURES

The Finance Office Manager will be responsible for ensuring a standardised College wide approach to procurement.

In accordance with the Financial Regulations goods and services will be procured by the issue of an official College Purchase Order with the exception of those made using petty cash or purchasing card. The only other exceptions are those outlined in the Financial Regulations. The order must clearly state the nature of the goods or service, agreed prices or quotes, delivery location and delivery contact.

In exceptional circumstances where, for example, operational requirements dictate, urgent orders may be given orally, but must be confirmed by an official purchase order endorsed 'confirmation order only' before a commitment is made to incur expenditure. Illustrative examples include:

- Emergency repairs to buildings or equipment
- Urgent Health & Safety works

It is the responsibility of the Vice Principal of Resources (through the College's Finance Office Manager) to ensure that all purchase orders refer to the College's conditions of contract.

All purchase orders will be checked by the Finance Office Manager (or nominated representative) prior to final authorisation.

Master Forms for petty cash claims and other manual payment requests are stored on the College Learning Box2. All forms must be coded correctly and signed in accordance with the Authorised Signatory Forms held in Finance.

Maintenance agreements should be co-ordinated by the Estates & Facilities Team and the Faculty Directors/Curriculum Directors to take advantage of a supplier's ability to undertake work on all equipment of a similar nature with a view to reducing overall costs.

Services in-house must be used in preference to external suppliers.

BEST VALUE

All procurement of goods, works and services is to be based on *Best Value*.

The procurement process will be conducted in a fair and equitable manner.

The College recognises that good procurement skills and strategies are essential to the delivery of *Best Value*.

Best Value Procurement will involve:

- A thorough understanding of the outcomes that are sought.
- A specification largely based on outputs and outcomes rather than inputs.
- An understanding that best value is achieved through securing a balance between whole life cost and quality (or fitness for purpose) to meet requirements in the evaluation of bids.

APPROVED SUPPLIERS

Only suppliers on the Proactis Ordering system have been approved. Request to use any other supplier must be authorised by the Faculty Directors/Curriculum Directors/Service Area Heads and the Head of Finance or VP Resources.

Items may only be purchased from approved suppliers. Where an item is not available the department concerned will liaise with the Finance Office Manager to facilitate this purchase. Where more than one department requires an item the Finance Office Manager will co-ordinate all the processes.

The ability of a supplier to meet the College's requirements should be assessed before any contract is awarded or order placed. The Finance Office Manager and where appropriate the Purchasing Consortium will be responsible for examining a supplier's condition of sale to ensure they do not materially prejudice the College.

Suppliers and contractors will be assessed. If their performance is unsatisfactory they will be removed from the supplier list.

Except in the case of emergency situation only approved suppliers will be used for goods/services. Failure to comply will result in disciplinary action against the member of staff placing the order.

CONTRACTS/TENDERING

Tenders and quotations

Budget Holders and delegated members of staff must comply with the College's tendering procedures contained in the College's Financial Regulations.

Only partnership arrangements for the supply of goods or services specifically approved by the Corporation will fall outside these arrangements for tenders and quotations.

Post-tender negotiations

Refer to the Financial Regulations for guidance on post tender negotiations.

Building Contracts

Detailed guidelines for building contracts are included in the College Financial Regulations.

ENVIRONMENTAL PURCHASING

Tameside College will at all times consider environmental and social responsibilities in its purchasing decisions. The Budget Holder will consider environmental impacts of products involved in purchasing and supply.

No orders can be placed without asking the following questions;

- Is the product or service required
- Could the need be met in any other way
- Renting, Leasing or sharing rather than buying
- Is the specification right
- Is the product fit for the purpose
- Will the product be used after the initial use
- Recycled content
- Biodegradable
- Non-Polluting
- Durable

Suppliers who are:

- Based locally
- Committed to the environment
- Adhere to fair trading
- Approved by Purchasing Consortium

Tameside College will strive to follow Government guidelines on environmental issues.

DISPOSAL

Refer to the Financial Regulations for guidance on the disposal of assets.
Transfer to other locations must be sought before disposing.

STOCK

Detailed guidelines for stock are included in the College Financial Regulations.

CODE OF ETHICS

Detailed guidelines for receiving gifts or hospitality are included in the College Financial Regulations

EU PROCUREMENT DIRECTIVE & OJEU

Tameside College is required by law to advertise high value tenders in the Official Journal of the EU.

The Vice Principal – Resources will be responsible for ensuring the College complies fully with the OJEU requirements.

2. POLICY CONTEXT

This policy applies to all staff.

3. LOCATION AND ACCESS TO THE POLICY

The Procurement Policy and supporting policies and other documents are available via SharePoint on the College Network.

4. PERSON RESPONSIBLE FOR THE POLICY

Vice Principal, Resources – Lynn French

5. POLICY STATUS

| | |
|--------------|---|
| Written by: | Eleanor Bennett, Finance Office Manager |
| Approved by: | Corporation |
| Reviewed by: | Vicky Hayhoe, Head of Finance |
| Issue date: | November 2016 |
| Review Date: | November 2018 |