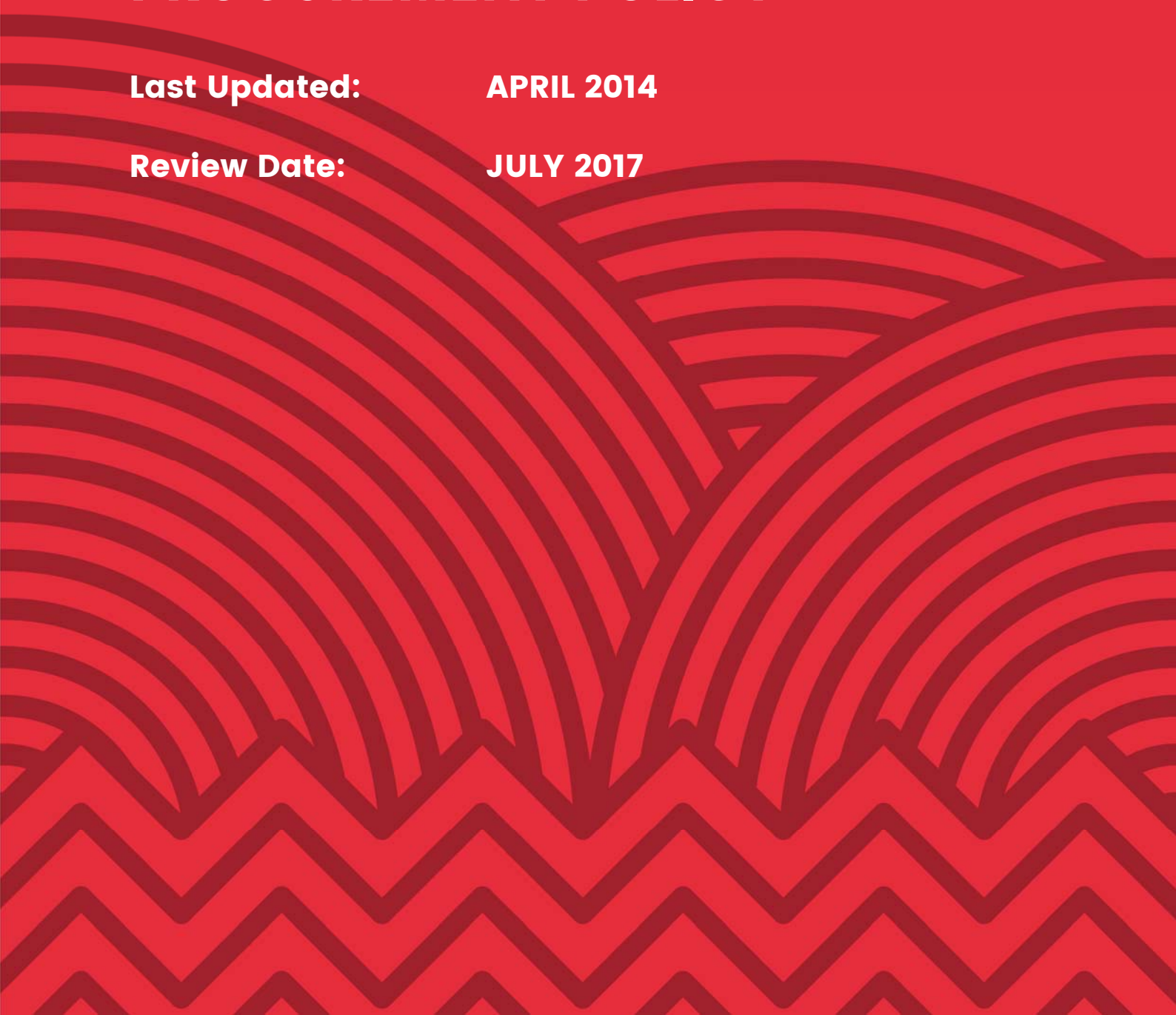


BHASVIC

PROCUREMENT POLICY

Last Updated: **APRIL 2014**

Review Date: **JULY 2017**





PROCUREMENT POLICY

1. Policy Statement

- 1.1 A strategic, professional and co-ordinated approach to procurement ensures that the College effectively manages the element of non-pay spend which can be influenced.
- 1.2 The key purpose of managing procurement is to ensure value for money whilst minimising risk.
- 1.3 The procurement action plan is prepared annually with the goal of achieving points 1.1 and 1.2 above.

2. Policy Scope

- 2.1 Procurement is the process by which goods, services and works are acquired from third parties.
- 2.2 This policy applies to those employees of the College who have direct involvement with procuring goods, services and works.

3. Strategic Aims

- 3.1 To achieve cost savings and thereby increase funds and resources available for supporting our teaching objectives, which in turn attracts students and staff to the College.
- 3.2 To ensure value for money whilst maintaining quality in both goods and service levels.
- 3.3 To reduce administrative costs wherever possible by using efficient systems which minimise transactional effort whilst maximising management information but which also ensure transparency within the accounts.
- 3.4 To manage the risk associated with non-compliance with EU procurement directives, and reduce commercial risks associated with negotiating contracts and selecting suppliers by following College guidance on obtaining quotes and tenders.
- 3.5 To consider the environmental impact of goods and services purchased, supporting the local economy where possible and reducing waste by considering the whole life-cycle of the products being purchased.
- 3.6 To maintain links between finance staff and budget holders in order to promote a co-ordinated and engaged approach to procurement and effectively communicate the policy and procedures to all the necessary individuals responsible for any element of the procurement process.
- 3.7 To collaborate with other colleges through membership of appropriate consortia, contribute to the support network of local colleges (FE Sussex) and optimise collaboration opportunities that arise.
- 3.8 To circulate information on savings and efficiencies made to all staff using appropriate means thereby promoting good practice within the College.

4. Responsibility

- 4.1 Responsibility for the implementation and development of this policy belongs to the Finance Director.
- 4.2 Responsibility for the effective and consistent operation of this policy, the dissemination of advice and guidance to budget holders and the preparation of the action plan belongs to the Procurement Liaison Officer (i.e. the Finance & Reception Manager.)
- 4.3 Budget holders are responsible for ensuring that procurement within their teams and departments is carried out in accordance with this policy and the procedures detailed in the related documents.

4.4 Those teaching and support staff who have a role in the procurement process are responsible for following the procedures detailed in the related documents.

5. Monitoring and review of policy

5.1 This policy and related documents will be reviewed annually and updated when necessary.

5.2 The Procurement Liaison Officer will monitor savings made and report these to all staff via the procurement intranet page, updates in staff news and by completing the quarterly EMMFE (Efficiency Measurement Model for Further Education) report.

6. Related documents

- Financial regulations
- HoDs' handbook
- Procurement intranet page
- Contracts register
- EMMFE report
- Government Procurement Card cardholder guidelines
- Current action plan (part of the Finance SARAP)

November 2013