



# Procurement Policy

<b>Document title:</b>	Procurement Policy
<b>Audience:</b>	All Staff, Governors and any third parties employed by or used by the college
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<b>Approved by:</b>	Finance and General Purposes Committee
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<b>Document Owner(s):</b>	Vice Principal Finance & Corporate Services
<b>Equality Impact Assessment:</b>	
<b>Student Friendly version:</b>	N/A

## Revision history

Version	Type (new, replacement, revision)	Date	History (reason for changes)
1	New	25 Sept 20	
2	Revision	July 22	Review and update of Job titles

## Monitoring and review

- This policy will be reviewed by the Finance and General Purposes Committee at least every two years.

## **Policy summary**

Bradford College believes that goods and services should be purchased through competition to ensure VFM and gain best prices. Purchases should also be made using good practice and in accordance with the following principles:

- To promote the delivery of value for money through good procurement practice and utilising the most cost effective and efficient methods of procuring goods and services.
- Identify and explore opportunities for collaboration to increase buying power and build relationships
- To develop relationships with other colleges and suppliers to ensure lasting good service and VFM.
- Consideration for sustainable, ethical, social and environmental policies.
- To ensure all procurement is compliant with Company, UK and OJEU legislation.
- Ensure all purchasing within college is transparent and accurate records are kept for auditing/challenge purposes.
- To promote, where possible, the use of college apprenticeships in the supply chain.

### **The Head of Finance is responsible for:**

- Ensuring approval is sought for the use of official college suppliers for personal purposes
- The implementation of the Procurement Policy and related paperwork

### **Procurement and Contracts Officer is responsible for:**

- Assisting Heads of Departments in steer to determine best course of direction for starting procurement / tender process
- Assisting the departments in evaluating the tender and will be involved in post tender negotiations. The procurement team must be involved where post tender negotiations for OJEU tenders take place, where required and if required
- Carry out financial checks on new suppliers which depending on the outcome could result in the supplier being rejected
- Retaining tender documents for seven years unless it is linked to funding bid, in which case the requirements of the funder will be fulfilled

### **The Procurement team is responsible for:**

- Approving all new suppliers / inputting onto financial system
- Administration of orders via financial system

### **Budget Holders are responsible for:**

- Ensuring the procurement of services or goods conforms to college Financial Regulations and procedures including obtaining approval as per the Financial Regulations.