

## Procurement Policy

### POLICY STATEMENT:

This document sets out the policy of the University of Chichester Academy Trust (CAT) regarding the purchasing of goods and services by the central finance team and all CAT academies.

### DETAIL OF POLICY

#### APPLICATION

Under this policy all goods and services should be acquired by a competitive process unless there are sound business reasons to avoid competition, as long as this does not go against compliance with relevant procurement directives. The reasons for an exception must be business critical.

All purchasing decisions should be based on good practice, a fair and unbiased approach and with the overall objective of obtaining best value for money for the organisation. All of this must be adhered to whilst ensuring compliance with relevant procurement directives. All staff responsible for ordering organisation supplies or services should use this policy.

#### INTERPRETATION

Further guidance on the use or interpretation of this policy may be obtained from the Director of Financial and Commercial Services.

#### LEGAL REQUIREMENTS/ISSUES

Compliance with EU Procurement Rules & Regulations:

CAT observes the current EU directive (with effect from 1.1.14) regarding procurement regulations and understands that failure to comply with this legislation carries penalties for which the organisation will be held accountable. The threshold rates are reviewed by the European Community every two years and are currently:

- Supplies: The Public Contracts Regulations 2006. Threshold £172,514 (excl VAT)
- Services: The Public Contracts Regulations 2006. Threshold £172,514 (excl VAT)
- Works: The Public Contracts Regulations 2006. Threshold £4,322,012 (excl VAT)

Contracts meeting the thresholds have to be advertised in the Supplement to the Official Journal of the European Union (OJEU). When sourcing goods/services above these thresholds a consortium should be used to eliminate the necessity for the organisation to have to go through the OJEU process.

#### LINKS WITH OTHER POLICIES/DOCUMENTS

This policy should be considered in conjunction with:

- Academies Financial Handbook
- CAT Financial Procedures Manual
- Scheme of Delegation

#### POLICY OBJECTIVES



This document sets out the policy regarding the purchasing of goods and services including consultancy and professional services.

The purchasing of goods and services represents a significant proportion of the organisation's total expenditure. Efficient purchasing will provide the organisation with real opportunities of achieving value for money (vfm) and reducing operating costs through lower prices for goods and services.

The procurement process should take into account the administrative cost of raising orders and processing invoices.

The organisation aims to obtain best value by utilising purchasing consortia (frameworks) where possible and ensuring compliance with EU Procurement Directives and reducing commercial risk through having a fair and transparent process of evaluating and selecting suppliers. CAT is a registered member of the Crescent Purchasing Consortium.

CAT believes that goods and services should be acquired by competition and that all purchasing should be based on good practice and be in accordance with the following objectives;

- to supply the organisation with the right goods and services, at the right quality, at the right time, at the most advantageous cost.
- to promote the delivery of value for money through good procurement practice, utilising the most cost efficient and effective methods for procuring goods and services throughout the organisation.
- to facilitate the development of an effective and co-ordinated purchasing effort within the organisation.
- to identify opportunities for working with others, in order to widen the scope for maximising purchasing power and identifying innovation.
- to develop lasting relationships with contractors and suppliers, whilst ensuring that VfM and continuing high performance can be demonstrated.
- to give due consideration to good corporate governance, and to ensure transparency of arrangements.
- to give consideration to sustainable, ethical, social and environmental issues.
- to comply with all relevant UK legislation.
- to develop appropriate management information in order to measure the performance and VfM achieved in purchasing by the organisation.

#### CAT FINANCIAL PROCEDURES MANUAL

The CAT Financial Procedures Manual sets out the procedures for ensuring that all purchasing decisions are made using a competitive process and the financial limits applying to each process.

Date approved by the Board.....June 2014.....