

Document Title	Procurement Policy 2024
Type of document	Corporate
Brief summary of contents	Policy to show clear guidance around all procurement activities
SLT member responsible for policy	Executive Director of Finance
Date written	18 th October 2024
Date last revised	18 th October 2024
This document replaces	Procurement Policy 2020
Approval route/consultation	Department Head, SLT member, Finance Committee, Corporation Board
Head of Department (HOD) responsible for policy	Financial Controller
Author of policy	Executive Director of Finance/Financial Controller
Contact details	Execoffice@rnngroup.ac.uk Finance@rnngroup.ac.uk
Publication location	Website, metacompliance and staff portal
Date of final approval	11 th December 2024
Date policy becomes live	12 th December 2024
Review period	Annual
Links to external standards	Applicable Procurement Legislation
Related documents	RNN Group Financial Administration Procedures RNN Group Financial Regulations RNN Group Credit Cards: Policy and Procedures Risk Management Policy
Keywords	Thresholds, Procurement, Compliance
Training needs	All Staff

This document is only valid on the day of printing

Controlled Document

This document has been created following the RNN Group policy production guidelines. It should not be altered in any way without the express permission of the author or HOD detailed above.

Procurement Policy

Version 2024

18th October 2024

Version Control Table

Date	Version	Summary of changes	Changes made by
18/10/2024	2024	Inception of Policy in new format	Executive Director of Finance/Financial Controller

All or part of this document can be released under the Freedom of Information Act 2000

Table of Contents

Section	Description	Page
1	Introduction	5
2	Scope and Thresholds	5
3	Principles	5
4	Procurement Process	6
5	Contract Management	7
6	Compliance and Review	7
7	Training and Capacity Building	7
8	Sustainability and Social Responsibility	8
9	Digital Transformation	8
10	Feedback and Continuous Improvement	8
11	Risk Management	8
12	External Links	9

Appendices

Section	Description	Page
1.	Internal Procurement Procedures Flow Chart	10
2.	Procurement Process Flow Chart	11
3.	Current Exceptional Circumstances Form	12

1. Introduction

1.1 This procurement policy outlines the principles and procedures that The RNN Group (hereinafter referred to as the 'Group') will follow to ensure compliance with applicable procurement legislation. The policy aims to achieve value for money, transparency, fairness, and sustainability in all procurement activities. This should be undertaken in a transparent, efficient and effective manner to support the Group's strategic priorities and objectives.

2. Scope and Thresholds

2.1 This policy applies to all procurement activities undertaken by The Group, including the purchase of goods, services and works. It covers all stages of the procurement process, from planning and tendering to contract management and evaluation.

The thresholds applying to educational establishments, updated for 2024, are:

- £214,904 for goods and services,
- £5,372,609 for the procurement of works
- £663,540 for the procurement of a specific list of services found in Schedule 3 of the Public Contract Regulations (PCR) 2015 (the "Light Touch Regime")

These thresholds are now inclusive of VAT

3. Principles

3.1 Value for Money

Procurements must aim to achieve the best possible value for money, balancing cost with quality, sustainability, and social value.

3.2 Transparency

All procurement activities must be conducted in a transparent manner, ensuring that all relevant information is accessible to stakeholders and that decisions are made openly and fairly.

3.3 Fairness and Equal Treatment

All potential suppliers must be treated fairly and without discrimination. The procurement process should provide equal opportunities for all suppliers, including small and medium-sized enterprises (SMEs).

3.4 Sustainability and Social Value

Procurements should consider the environmental, social, and economic impacts, promoting sustainability and contributing positively to the community.

3.5 Conflicts of Interest

A conflict of interest arises where an individual has the ability to influence the decision-making process. It is everyone's responsibility to identify any actual, potential or perceived instances of conflicts of interest in the procurement process. All interests must be declared, in all circumstances, in writing, at the earliest possible time, to the Director of Governance and the Executive Director of Finance. Any interest declared will be maintained in a register of interest held by the Director of Governance and the Executive Director of Finance. The aim is to manage, mitigate or remove the interest from the decision-making process in a way which is fair and transparent.

4. Procurement Process

4.1 Planning and Needs Assessment

- Conduct a thorough needs assessment to define the requirements.
- Develop a procurement plan outlining the strategy, timeline, and resources required.

4.2 Market Research and Supplier Engagement

- Conduct market research to identify potential suppliers and understand market conditions.
- Engage with suppliers to gather information and foster competition.

4.3 Procurement Procedures

- *Open Procedure:* For most procurements, an open procedure will be used, inviting all interested suppliers to submit a bid.
- *Restricted Procedure:* For more complex procurements, a restricted procedure may be used inviting only pre-qualified suppliers to bid.
- *Competitive Flexible Procedure:* For highly specialised or innovative projects, a flexible procedure tailored to specific needs may be adopted.

4.4 Tender Documentation and Advertising

- Prepare clear and comprehensive tender documentation, including specifications, evaluation criteria, and contract terms.
- Advertise the procurement opportunity widely, including on the government's e-procurement platform and other relevant channels.

4.5 Evaluation and Award

- Establish an evaluation panel with relevant expertise.
- Evaluate bids based on pre-defined criteria, considering cost, quality, sustainability, and social value.
- Provide detailed feedback to all bidders, explaining the reasons for the decision.

5. Contract Management

5.1 Contract Award and Notification

- Notify the successful bidder promptly and finalise the contract.
- Inform unsuccessful bidders and offer debriefing sessions.

5.2 Performance Monitoring

- Monitor contract performance against key performance indicators (KPIs).
- Conduct regular reviews and address any issues promptly.

5.3 Documentation and Reporting

- Maintain comprehensive records of all procurement activities, decisions, and communications.
- Publish contract award notices and performance data as required by the applicable procurement legislation.

6. Compliance and Review

6.1 Legal Compliance

- Ensure all procurement activities comply with the applicable procurement legislation and other relevant legislation.
- Address any challenges or disputes promptly, using the established legal and regulatory frameworks.

6.2 Policy Review

- Review this procurement policy annually to ensure it remains up-to-date and effective.
- Incorporate feedback from stakeholders and lessons learned from previous procurements.

7. Training and Capacity Building

7.1 Staff Training

- Provide regular training to staff involved in procurement to ensure they are aware of the latest regulations and best practices.
- Encourage continuous professional development in procurement and contract management.

7.2 Supplier Development

- Support suppliers, particularly SMEs, by providing guidance on participating in procurement processes.
- Promote open dialogue with suppliers to foster collaboration and innovation.

8. Sustainability and Social Responsibility

8.1 Environmental Considerations

- Integrate environmental considerations into procurement decisions, aiming to reduce carbon footprints and promote green products and services.

8.2 Social Impact

- Prioritise procurements that deliver social value, such as those that support local communities, create jobs, and promote equality and diversity.

9. Digital Transformation

9.1 E-Procurement

- Utilise electronic procurement systems to enhance efficiency, transparency, and accessibility.
- Ensure all procurement documents and communications are handled through secure digital platforms.

9.2 Contract Management System

- Maintain a digital database of all procurement contracts, which will be accessible for monitoring and audit purposes.

10. Feedback and Continuous Improvement

10.1 Stakeholder Feedback

- Solicit feedback from internal and external stakeholders on the procurement process and outcomes.
- Use feedback to continuously improve procurement practices and policies.

11. Risk Management

RNN Group will maintain a proactive risk management approach to identify, assess, and mitigate risks in the procurement process.

12. External links

Websites:

<https://www.gov.uk/government/collections/transforming-public-procurement>

<https://www.legislation.gov.uk>

Appendix 1 – Internal Procurement Procedures Flow Chart

*The requirements for obtaining tenders/quotations are as follows. The aggregated value of the contract or purchase of goods and services over a **4-year period** or the period of the contract if lower, must be considered.*

1. Start - Identify Contract Value

2. Contract Value ≤ £10,000

- **Action:** Direct Purchase
- **Procedure:** Ensure that best value is achieved.

3. Contract Value £10,001 - £29,999

- **Action:** Informal Bidding
- **Procedure:** Obtain at least three quotes, document selection process, and approve.
Alternatively, award through Consortia framework.

4. Contract Value £30,000 - £214,903

- **Action:** Competitive Tender Process (internal or outsourced), use of Consortia frameworks or Mini Competition
- **Procedure:** Follow procedure for a Competitive Tender Process or Mini Competition, as per applicable procurement legislation, evaluate proposals, and approve. Alternatively, award through Consortia Framework. Ensure that Contract Notice and Contract Award Notice are published to Contracts Finder.

5. Contract Value ≥ £214,904

- **Action:** Competitive Tender Process (Above Threshold)
- **Procedure:** Follow procedure for above threshold Competitive Tender Process, ensuring compliance with applicable procurement legislation, evaluate proposals, and approve. Alternatively, award through Consortia Framework. Ensure that Contract Notice and Contract Award Notice are published to Contracts Finder and Find a Tender Service (FTS).

6. Compliance Check

- **Action:** Ensure all steps comply with applicable procurement legislation.

7. Approval

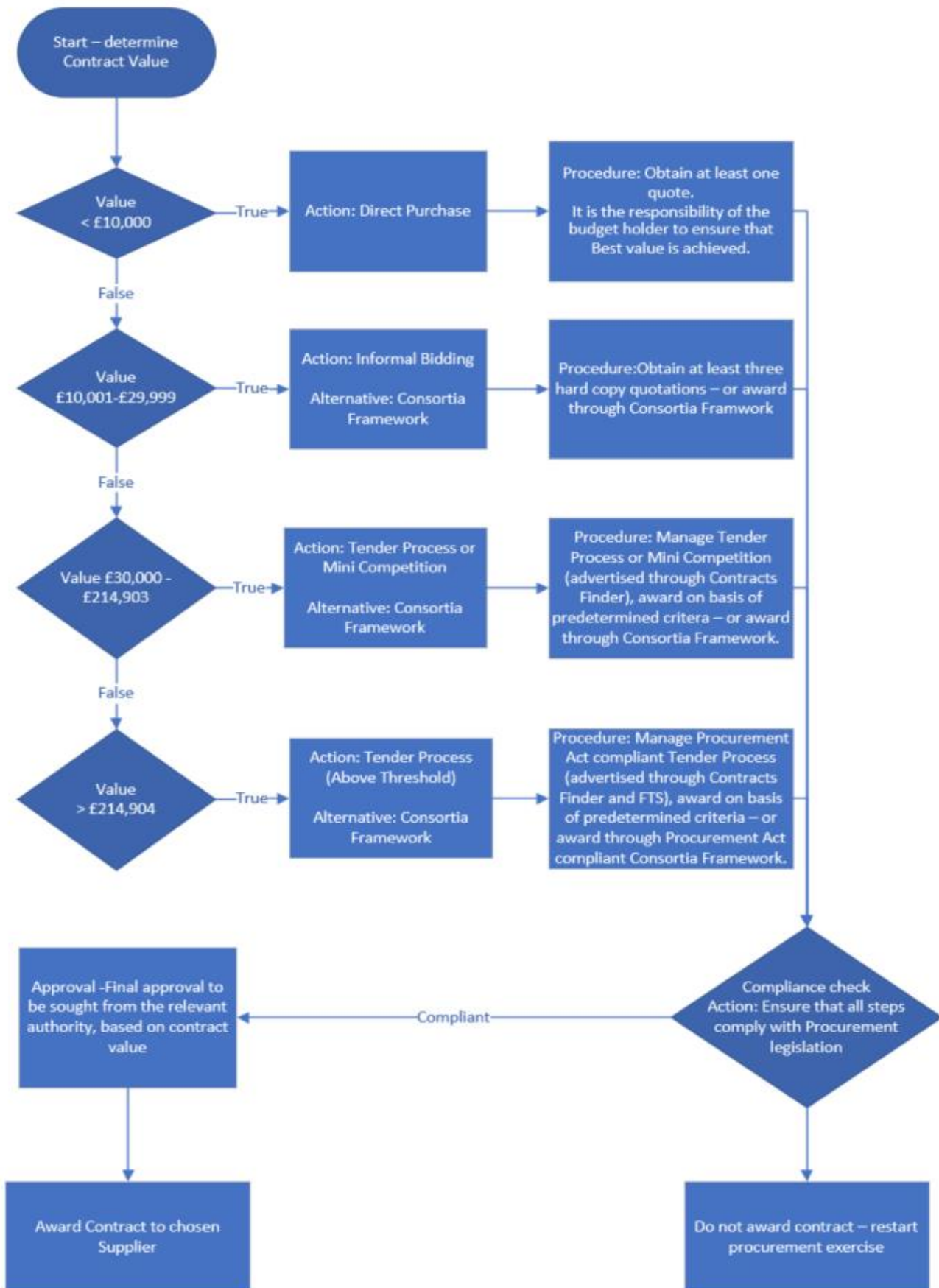
- **Action:** Final approval from the relevant authority based on contract value.

8. Contract Award

- **Action:** Award the contract to the chosen Supplier.

Note: Where it is impossible or inappropriate, because of the nature of the supply, to obtain three quotations or conduct a tender, an Exceptional Circumstances Form (see appendix 3) must be completed by the department, providing an explanation as to why quotes/tenders cannot be obtained. This will be reviewed and approved by the Procurement Department and the Executive Director of Finance.

Appendix 2 – Procurement Process Flow Chart



Appendix 3 – Current Exceptional Circumstances Form
EXCEPTIONAL CIRCUMSTANCES FORM

The RNN Group selects its suppliers in line with the Groups Financial Regulations, which state that purchases over the cost of £10,001 must be subject to three quotes, and purchases over £30,000 must be subject to a tender process.

The Group recognises that in exceptional circumstances there may be a need to deal with one supplier only and therefore remove the need for 3 quotes or a tender process. These purchases may be exempt from the Financial Regulations if Procurement deem the justification valid and subject to approval by the Executive Director of Finance. If Procurement believe you are able undertake the appropriate process your form will be rejected.

Budget holding manager:			
Department:			
Goods or services to be ordered:			
Supplier:		Value of goods/service: (inc vat)	
Reason for the purchase/description of service or works:			
Term			
Start		End date	
Justification for dispensation – this must include: <ul style="list-style-type: none"> • What purchase options have been considered? • Why has the provider been selected? • What is the overriding factor that means 3 quotations, or a tender process cannot be carried out for the product/service? * *lack of time is not a valid reason			
Terms			
Budget holding manager signature:		Date:	
Procurement Approval:		Date:	
More information is required (provide detail of what is needed)			
Audit Code Of Conduct – Regular and Proper Transaction Tests			
Executive Director of Finance Approval:		Date:	