



## **Procurement Policy**

**Reviewed by:**

**Name:**

**Signature:**

**Date:**

## **Purpose**

The UTC's procurement policy relates to the purchase of goods and services for and to the school. This is to ensure goods and services are bought which offer the school the best value for money and will ensure that the process is transparent and not fraudulent in any way.

The UTC has adopted the four principles of procurement established by the European Community treaty and fully incorporated in UK Procurement Regulations:

1. Transparency – keeping all documents and recording decisions in such a way as to ensure that the process can be seen to be fair and transparent.
2. Equal treatment – all potential suppliers have the same opportunity to quote for and supply goods and services regardless of where they are based across Europe.
3. Proportionality – contracts or specifications should not require information that is not pertinent to the delivery of the goods and services being purchased.
4. Non-discrimination – Awards of contracts should not be based on geography, previous contractual arrangements etc.

## **Application of the Policy**

For items and services under £5K purchasing decisions are at the discretion of the Principal Designate and the Financial Director who is responsible for ensuring Value for Money.

For items and services over £5,000 but under £20,000 we will seek three written quotes from suppliers based on a clear specification. Our decision will be based on value for money which might include an unbiased consideration of the following factors:

- Ability to deliver the required service to quality and on time
- Price
- Warranty and guarantees of delivery/service
- Experience and track record
- Recommendation and reputation

For items above £20,000 we will advertise the opportunity and draw up a written specification. Where we advertise and the selection criteria will depend on the nature of the opportunity and the likely suppliers – this may include the UTC website and local/ national trade press.

For very large projects involving public funding, we will comply with the requirement to advertise in the Official Journal of the European Union [This would be for individual services costing over €200,000).

We may select a preferred supplier directly where the service required:

- is highly specialist and we cannot identify potential alternative suppliers
- is highly commercially confidential and we do not wish to release information about our need for the service to the market
- extends or relies on knowledge from a relevant previous collaboration with one particular supplier]

In these cases, we will take reasonable steps to establish that the supplier's costs are acceptable e.g. by comparing with day rates from other similar businesses where this is practicable and record and retain that information in the form of a file note.

### **Responsibility for Implementing the Policy**

The final purchasing decision rests with the Financial Director. The responsibility for ensuring that the UTC adheres to this Policy rests with the Governing Body.

### **Review**

This policy will be reviewed biennially.