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| **Procurement Contracts** |
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**1. PURPOSE**

The purpose of this SOP is to set out the procedures and requirements in respect of Procurement-led competitive tender exercises and Procurement contracts raised for large value procurements of Goods or Services.

**2. INTRODUCTION**

College Procurement Regulations require all purchases of Goods or Services over £100,000 to require involvement from the Procurement Team. The Procurement team will advise on the most appropriate route to purchase, either via a Procurement-led competitive tender, of if there is a valid case for single source, negotiate a contract against a Best and Final Offer quotation.

**3. RESPONSIBILITIES**

The Department requesting the purchase has an obligation to the funding source, whether an external funding body through a research grant award or the College through departmental funds, to ensure value for money in the purchase. At the same time, there is an obligation to ensure that the College is not put at financial or reputational risk as a result of the procurement.

**4. PROCEDURE**

4.1 When a procurement over £100,000 is required, the requestor will approach the Procurement Team to discuss their needs and agree the route to purchase. If a full competitive tender is agreed, the requestor will provide a draft technical specification with evaluation criteria to be included in the tender invitation package. If it is agreed there are grounds for requesting single source, the requestor shall submit a case for single source to the Head of Procurement. In either case, the requestor shall also complete a Procurement Prep sheet, found on the Procurement web pages, which will confirm budget and funding availability.

4.1.1 In the event that the grant has been awarded but is not yet active, the form should state the earliest date that a purchase order can be raised, which will be incorporated into the invitation to tender documentation.

4.1.2 If the grant has been awarded but is not yet active, but the requestor wishes the order to be placed as soon as possible due to, for example, a lengthy lead time for delivery, the Department shall provide a default charge code to charge the PO to until the Grant is live. In providing this code, the Department accepts the risk should the grant go live is delayed or cancelled.

4.1.3 If formal notification of award and funding has not been confirmed but the requestor believes there is an immediate need to begin the contracting process, The Department Head, Faculty Operations Officer and Director of Financial Services and Procurement shall discuss the project and needs and agree whether to proceed and if so how to finance the works in the event that the funding proposal is rejected.

4.2 Once the Prep sheet is completed and funding agreed, and a technical specification provided, Procurement will proceed to issue the invitation to tender and act as the communication contact for any clarification questions during the tender period. At the tender closing time, the bids received will be passed to the Requestor for evaluation.

4.3 On receipt of the agreed evaluation scoring and recommendation, Procurement will carry out any necessary negotiations regarding terms and conditions of sale and payment terms before writing the tender evaluation report and preparing the purchase contract for signature. The requestor shall be responsible to raising the purchase order to be issued with the contract.

4.4 Where a contract is required but a competitive tender has not been undertaken, the Prep sheet will be required and the process set out in 4.1.1 to 4.1.3 followed where funding is not immediately available. Procurement will obtain a Best and Final Offer where applicable and negotiate terms as necessary.

**5. REFERENCES**

1. Purchasing Policy
2. Procurement Webpages - When to Tender