

# Meet the Buyer – Public Sector Procurement

## 1. Competition Requirements as determined by the College's Financial Regulations:

Contract Value		Process	Award Procedure based on	Contract Opportunity Publication/Route	Short listing
From	To				
£0	£2,500	One Quotation	email / written / internet quotation	<ul style="list-style-type: none"> <li>Obtain value for money and evidence appropriately.</li> </ul>	Budget holder
£2,500	£10,000	Two Quotations	Make decision based on at least two quotes.	<ul style="list-style-type: none"> <li>Obtain value for money and evidence appropriately.</li> <li>Approved List</li> <li>If possible, carry out further competition through a purchasing consortium framework agreement.</li> </ul>	Budget holder
£10,001	£50,000	Request for Quotation (RFQ) and a minimum of 3 quotations	Three written quotations including, if possible at least one local, based on an RFQ with standard Terms & Conditions	<ul style="list-style-type: none"> <li>If possible, carry out further competition through a purchasing consortium framework agreement.</li> <li>Obtain value for money and evidence appropriately.</li> <li>Approved List can be used.</li> </ul>	Budget holder
£50,001	< EU Threshold	Request for Quotation (RFQ) and a minimum of 3 quotations	Three written quotations including, if possible at least one local based on a RFQ with standard Terms & Conditions	<ul style="list-style-type: none"> <li>Mandatory procurement involvement.</li> <li>If possible, carry out further competition through a purchasing consortium framework agreement.</li> </ul>	Finance Director, Procurement Manager, Procurement Officer, Appropriate Portfolio holder.
≥ EU Threshold	No upper limit	Formal Tender	Full OJEU Tender Process	<ul style="list-style-type: none"> <li>Mandatory procurement involvement.</li> <li>OJEU</li> <li>Tenders Electronic Daily (TED)</li> <li>If possible, carry out further competition through a purchasing consortium framework agreement.</li> </ul>	Finance Director, Procurement Manager, Procurement Officer, Appropriate Portfolio holder, Evaluation Panel.

For calculation purposes, all values based on a spend over a 48 month period.

## 2. EU procurement thresholds (applicable from 1 January 2014, net of VAT)

The following schedule summarises the current EU threshold

Supplies	Services	Works
£172,514	£172,514	£4,332,012

The EU thresholds are subject to regular review and change. The thresholds that apply shall be those advised from time to time by the Crown Commercial services (CCS) and shall supersede those detailed in these CPR's where they differ.

## 3. Contract Advertising

The College carries out the majority of its tenders via the electronic tendering portal, 'In-Tend'.

<https://in-tendhost.co.uk/fe/asp/home.asp>

## 4. Contract Award Evaluation Criteria

- Lowest Price and/or
- Most Economically Advantageous Tender (M.E.A.T)

When carrying out a tender, the Procurement Manager shall form an appropriate cross functional team for evaluation purposes.

## 5. Key Contacts List

SERVICE / DIRECTORATE	CORE SERVICES / FUNCTIONS	KEY CONTACTS
<b>Finance</b>	Deputy Principal/Director Finance	Andrew Martin
	Procurement Manager	Angie Pilgrim
<b>ICT</b>	Director ICT	Gavin Peake
	Head of IT/Learning Resources	Richard Brooke
<b>Marketing</b>	Director Communication, Marketing & Learner Engagement	Louise Knott
	Head of Marketing & Learner Engagement	Graham Lewis
<b>Estates</b>	Executive Director Capital Projects & Estates	Tom Stevens
	Head of Estates	Mark Bramley
<b>Catering</b>	Catering Manager	Matt Dean
	Head of Lifestyle Academy	Amanda Jogella
	Curriculum Manager Hospitality & Travel	Helen Wilkinson

The information provided above is for information only. You are asked **not** to contact these individuals in the first instance.