

## Agreed Procurement Policy

*The original policy was agreed by the BID Board on 28 January 2016 and updated at a later strategy day in July 2016 following adoption of a revised scheme of delegation for the BID Manager. The policy was subsequently reviewed in May 2017 and again in January 2018.*

The purpose of this Policy is to set out guidance for all purchasing activities carried out by Sheffield City Centre BID Limited ("Sheffield BID")

During any purchasing activity Sheffield BID will ensure that the activities:

- Provide best possible value.
- Are conducted in a fair, objective and transparent manner.
- Are compliant with the regulatory framework of all relevant legislation.
- Use best practice in the application of ethical standards.
- Encompass the short and long term objectives of the business.

## Procurement Authorisation levels

1. For items under **£5,000** purchasing decisions are at the discretion of the BID Manager who is responsible for ensuring value for money.
2. For items between **£5,001 and £25,000** we will seek up to three written quotes from suppliers based on a clear specification. Where the item has been budgeted for within the current business plan (agreed by the BID Board), the decision will be at the discretion of the BID Manager. Where the item has not been budgeted for within the current business plan, agreement from the BID Board will be sought.

The decision will be based on value for money which might include an unbiased consideration of the following factors:

- Price
- Ability to deliver the required service quality and timescales
- Warranty and guarantees
- Experience/reputation /recommendation

3. For items between **£25,001 and £100,000** we commission the work from a range of suppliers with a minimum of three written quotations but the buying decision will be carried out in consultation with a tender panel formed of BID Board members. This decision-making panel may take place both in person and/or by virtual or electronic means depending on timescales and/or member availability.

4. For items above **£100,000** we will commission the work by publicising the opportunity and with a drawn up written specification. Where we advertise and publicise, the selection criteria will depend on the nature of the opportunity and the likely suppliers – this may include local tendering websites and local, national or international trade press. Subject to the nature of the project, the BID Company may, prior to a formal process, enter into competitive dialogue

with at least three pre-qualified providers in order to develop a detailed specification of the requirement.

5. For very large projects involving public funding, we will comply with the requirement to advertise in the Official Journal of the European Union the current thresholds for supply/service contracts at **1st January 2018** are **£164,176**. These thresholds are reviewed every two years and therefore will be renewed in January 2020.

6. In any given procurement situation 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.

7. The BID Company has made an undertaking to its Board to source, where possible and practical, suppliers from within the BID area or more widely within the boundaries of Sheffield City Region. It is however recognised that where a service is specialist in nature or where delivery would benefit from specific skills not locally available, suppliers from outside the City Region may, from time to time, be considered.

## **Sheffield City Centre BID Limited**

Updated: January 2018