Procurement Department

University of [redacted]

PROCUREMENT POLICY

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Version history

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Procurement Practice

All procurement within the University shall be carried out in accordance with legal requirements, financial regulations, and procurement policy. This includes funding obtained through research grants.

The Procurement department is responsible for ensuring that the University is compliant with all related legislation when undertaking procurement activity. This applies across all our activities, so a category management approach has been implemented. This will look at categories of spend across the whole of the University and all its subsidiaries. It is important that we are able to demonstrate that our activity is always fair and transparent.

To do all this, the Procurement department will work closely with colleagues around the University, to ensure there is an understanding of the requirements and we use our professional expertise to support and enable what you do. We will manage the end to end process and work with suppliers where appropriate.

It is the responsibility of Procurement Board to ensure that these requirements are complied with.

Value for Money

Procurement will be undertaken in a way that optimises the use of resources to deliver the maximum value for money to ensure it meets the University's objectives. Procurement in the University will ensure it obtains the right product, of the right quality, in the right quantity, at the right time and at the right price whilst ensuring that appropriate contract terms are put in place.

In order to achieve value for money we must consider the following:

- Whole life costs including maintenance, consumables and disposal
- Quality and after sales support
- All University activities

Governance

The Procurement Department reports to the Procurement Board who are accountable for the overall guidance and strategic direction of procurement within the University and all its subsidiaries. All Procurement related policies will be approved by the Procurement Board prior to being issued to the University Executive Board.

Authority to sign Procurement Contracts

All contracts/agreements/terms

Modern Slavery Act 2015

The Modern Slavery Act requires large commercial organisations to prepare a slavery and human trafficking statement in each financial year (section 5).

The Freedom of Information Act 2000

The Freedom of Information Act (FOIA) gives the general public (including successful and unsuccessful bidders) the right to ask public authorities whether they hold certain information and, if they do, the right to be given that information, subject to certain exceptions.

The University reserves the right to accept or reje

assisting in the tender exercise. The form will be issued by the Procurement Department once they are aware who has expressed an interest in the tender exercise. In order to be part of the evaluation the completed form must be returned to the Procurement Department.

Reports, Statistics and Key Performance Indicators

Monthly statistics and, where appropriate, key performance indicators will be captured and recorded. A number of the statistics monitored will be used to provide details to the Higher Education sector and both internal and external auditors. The department shall measure itself against the best practise indicators set out by the HE sector which are set out as follows;

Total cost of procurement function as % of influenceable spend

Details on the Purchasing Card application process are available from the Procurement website. https://www.reading.ac.uk/closed/procurement/Information-for-employees/how-do-i-pay/proc-p-cards.aspx

Retention of Documents

Schools and Functions should retain documents for the periods noted below and only those documents where it is indicated that it is their responsibility to retain those documents. The Procurement Department will retain the documents noted below for the periods noted below.

Type of document	Responsibility for retention	Period of retention
Original copies of all signed contracts not under seal[1]	Procurement Department	At least 6 years from expiry of the contract
Original copies of all signed contracts executed under seal	Procurement Department	At least 12 years from expiry of the contract
Copy orders	These will be held electronically.	At least 6 years from expiry of the contract
Delivery notes	Schools, Functions and Halls	At least 6 years from expiry of the contract

Contracted suppliers should always be used in preference to other companies. If you are unable to use a contracted supplier for your requirements then you must contact the Procurement Department prior to making any commitment.

The Procurement Department, by various means, provides information on current sources of supply. As sources of supply can change frequently current arrangements should be verified before a commitment is made.

When selecting suppliers through a competitive tender process, we take into account their Health and Safety Record and their Health and Safety Policy. If you are placing an order with a Travel Supplier, engaging contractors or purchasing food or beverages, then you should also familiarise yourself with the additional information on the University's Health and Safety website and the Insurance Office website. In relation to travel, please also refer to the Expenses and Hospitality Policy. Contracted travel agents should be used at all times.

Supplier Management

Suppliers wishing to supply goods, works or services to the University are encouraged to register on the e-tendering system via the Procurement website. This will allow them to express an interest in any tenders or be contacted should there be a requirement under the tender threshold. Suppliers that departments need to use that are not contracted suppliers or

Prior to requesting disposal by Campus Services, departments should offer any item to other users within the University, to ensure full use has been made of the asset.
To ensure that the University does not send any items to landfill which might be of value, Campus Services, on collecting these items from departments will store them, and make other departments aware of the items for use within the University. Items that are not re-used after a period of time may be sold to staff and students via a sale that Campus Services shall organise. Staff or Students purchasing items through this route shall need to complete a formal consent form. This is not the case for items covered under the Waste Electrical and Electronic Equipment (WEEE) directive which must be disposed of via (re)74

SECTION 3 - FINANCIAL PRINCIPLES

Financial Authority

Any Goods, Services or Works acquired must be necessary and suitable for a purpose that is in accordance with the University's financial and academic plans. The University operates a system of devolved purchasing authority under which Heads of Schools and Functions are responsible for this planning and decision making process within the management of their financial resources. This authority may be further delegated to budget holders.

Finance of a Proposed Acquisition

The University prefers to purchase equipment where possible as this normally provides better value for money than hiring, renting or leasing. If contemplating an arrangement other than purchase Schools and Function must submit a supporting case for consideration to the Director of Procurement. The case must compare and demonstrate the financial merits of hiring, renting or leasing as opposed to straight purchase.

Spending Funds

A high level of care, prudence and control must be exercised in spending funds, irrespective whether the source is HEFCE, the Research Councils, private sponsor or any other source.

Traceability of Expenditure

An audit trail must be evident for all purchases regardless of the method of acquisition whether that is Purchase Order, Call-off Order or Purchasing Card.

Authority to Place an order

Finance maintains a secure electronic record of all staff that have been given delegated authority to approve expenditure. The record details the Projects against which the employee is authorised to approve expenditure, their transaction limits and a specimen signature for any manual processes. This record is verified when expenditure is committed.

No employee can approve expenditure if they have not been given delegated authority to do so.
No employee is authorised to commit the University without first ensuring that sufficient funds are available to meet the commitment.
It is not permissible to raise two or more lower value Purchase Orders or to phase the issue of Purchase Orders in order to circumvent authorisation levels.

Failure to comply with these requirements may result in withdrawal of authority and disciplinary action.

Payment in Advance

Payment in advance is strongly discouraged, except by Purchasing Card, as it represents an unacceptable risk to funds. Financially stable suppliers will not require advance payment. All requests have to be approved by the Director of Finance. Any such requests need to be made via the Procurement Department.

SECTION 4 – HEALTH & SAFETY

Responsibilities

University Responsibilities

The Health and Safety at Work Act places a general duy a

Written instructions provided by the supplier must be made available to those using the equipment and spare copies should be kept.

Section 5 - Modern Slavery

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure

Section 6 – Sustainable Procurement

The University recognises its responsibilities to carry out its Procurement activities in an environmentally responsible and sustainable manner. The Procurement Department's Sustainability Champion will lead on sustainable procurement actions and work collaboratively with the all stakeholders to meet the University's objectives. The University and its Procurement Department will therefore strive to:

Comply with all relevant environmental legislation.
Ensure that all procurement decisions are taken in the spirit of the University Environmental Policy and that associated carbon savings are included within the Carbon Management Plan.
In accordance with the University environmental management system, assess the impact of on-going spend relating to environmental aspects.
Encourage suppliers to deliver environmentally sound products and services through a low carbon and environmentally sustainable supply chain.
Work with suppliers to help them understand the University sustainability objectives and find lower impact alternatives where applicable.
Work with key suppliers to bring about changes and thereby spread sustainability improvements throughout the supply chain.
Ensure that suppliers' environmental credentials are, as far as legally practicable, considered in the supplier appraisal process.
Ensure that, where appropriate, environmental criteria are used in the award of contracts.
Encourage internal customers to review their consumption of goods and materials, in order to reduce usage and adopt more environmentally sound products, including the use of sustainable products as appropriate.
Specify, wherever possible and reasonably practicable, the use of environmentally