

BELGRAVE NEIGHBOURHOOD CO-OPERATIVE HOUSING ASSOCIATION PROCUREMENT POLICY

Aims of the procurement policy

The following are aims of the procurement policy:

- To ensure appropriate procurement arrangements for goods, works and services

Delegated Authority

- 1 The management committee has responsibility for procurement. The committee will either make decisions about contracts for goods, works and services in committee meetings, or will clearly record in its minutes any delegations for decision-making in relation to contracts for goods, works and services.
- 2 Where procuring contracts for other goods, works and services, the committee may seek the advice of the Senior Property and Compliance Officer or from another source to ensure compliance with legal and regulatory requirements.
- 3 When procuring goods, works or services, the committee will appoint a Procurement Officer who will take responsibility for the management of the procurement process. The Procurement Officer could be the chair, another member of the committee, a staff member or an external consultant.

Procurement of suppliers and contractors

- 4 Procurement covers the full range of activities related to obtaining goods, works and services from initial assessment of the business need, through contract management to the end of the service contract or useful life of an asset, including disposal.
- 5 The co-op works with a variety of suppliers, contractors and consultants to provide our services. These range from the primary service provider to small local businesses to larger organisations. The

co-op will give priority to applications from local small and medium enterprises and encourage applications from minority groups.

Procurement principles

- 6 The co-op's approach to procurement is guided by a set of principles as below. The co-op shall require the service provider and any consultant advising the co-op regarding procurement to comply with these principles:
- **Value for money** – the co-op will aim to achieve the maximum benefit from goods, works and services considering a mix of quality, cost, relevance to the co-op as a co-operative housing association, use of resources, fitness for purpose, timeliness, convenience, reducing wastage and improving service delivery.
 - **Equality & diversity** – the co-op values inclusiveness and is committed to embedding equality and diversity. The co-op is an inclusive organisation, where individual differences are respected, and where members, their families and staff of organisations we work with are treated with dignity and on the basis of their merits, abilities and needs, and where everyone has a fair opportunity to fulfil their potential without suffering discrimination or disadvantage. The co-op opposes all forms of unlawful discrimination, harassment and victimisation. The co-op expects everyone who works with it to comply with our policies and put them into practice.
 - **Anti-Bribery** – the co-op carries out its business transparently and fairly and has a zero tolerance policy towards bribery by its board members, employees, contractors, agents and other associated persons. The co-op will only work with organisations who commit to doing business without bribery.
 - **Competition** – the co-op will not purposely narrow competition without justification or include discriminatory or disproportionate selection or evaluation criteria in its procurement processes that would have this effect. The co-op will treat suppliers, partners, sub-contractors and all economic operators equally without

discrimination and shall act in a transparent and proportionate manner.

- **Communication and confidentiality** - communications shall be non-discriminatory, use widely supported technology and shall not restrict suppliers' access to the procurement procedure. In all communication exchange and storage of information, the co-op and the service provider shall ensure that the integrity of data, and the confidentiality of tenders and tender-related information provided by prospective suppliers are preserved. The co-op and the service provider may examine tender contents only after the time limit set for submitting a bid has expired.
- **Tenderer engagement** – the co-op shall take appropriate measures to ensure that competition is not distorted by prior engagement with current or prospective tenderers. The co-op will share with all tenderers any relevant information resulting from or in the context of the exchange with a tenderer.
- **Contract award** - the models used for assessing and scoring tenders will be based on objective qualitative criteria directly linked to the subject matter of the contract. They will encourage active competition and allow the information provided by each supplier to be effectively verified to assess how well they meet the award criteria. All scoring will be fair, impartial, transparent and fully justified. Designated timescales will be followed. Once a supplier has been awarded, the Procurement Officer shall ensure that a written report is drawn up covering key aspects of the process leading to the award. The report shall be kept for a minimum of 3 years from the date of award.

Authorisation levels

- 7 Services will be procured in accordance with authorisation levels (exclusive of VAT) set out in the Financial Standing Orders as follows:
 - **value £2,000 or less** - no quotations necessary and can be approved by a member of the senior management team

- **value £2,001 to £3,000** – can be approved by the Chief Executive Officer, Chair or Secretary
 - **value £3,001 to £5,000** – at least two written quotations are required and can be approved by the Chair or Secretary
 - **value £5,001 to £10,000** - three written quotations and will be approved by the Chair and the Secretary
 - **value over £10,001** - formal tender arrangements will be required and works may only proceed with the approval of the Management Committee.
- 8 With the approval of the Chief Executive Officer, formal tender arrangements can include procurement of works, goods and services through an accredited framework arrangement.
- 9 Where there is a requirement to tender through other means than use of an accredited framework agreement, invitation to tender documentation will include:
- a detailed specification of the goods or services required
 - a pricing schedule
 - a number of quality questions
 - scoring criteria.

Public Contracts Regulations 2015 (PCR)

- 10 The Public Contracts Regulations 2015 (“PCR 2015” or formerly the “OJEU Regulations”) are the UK implementation of relevant procurement legislation. Registered Providers are classified as “contracting authorities” for the purposes of PCR 2015, and so must comply with such regulations. Currently, regulations equivalent to OJEU regulations remain in force following the United Kingdom leaving the European Union, but there are plans to change the regulations.
- 11 All procurement tender procedures must be conducted in compliance with general procurement principles of transparency, non-discrimination and equal treatment of suppliers. Procurement procedures, strategies or projects must not be designed or run with the

intention of excluding the co-op's obligations under PCR 2015 or purposely disaggregating any contracts with the intention of avoiding procedures, internal thresholds or standard procurement thresholds.

Procurement thresholds 2020/2021

- 12 From 1st January 2026, procurement tender thresholds were (including VAT):
 - £207,720 - for goods and services
 - £5,193,000 – for works
- 13 Contracts that are over the thresholds are subject to the full requirements of PCR 2015 and will be advertised in the Find a Tender Service (FTS).

Tender evaluation

- 14 The co-op undertakes either a price-only or value-for-money assessment to identify the supplier who will provide the best solution:
 - a price-only assessment is usually used for low-value, low-risk, uncomplicated tenders based on a tight input specification
 - a value-for-money assessment (detailed as Most Economically Advantageous Tender in Procurement Regulations) is based upon a balanced review of quality and price
 - a financial assessment of all bidders is undertaken on all tenders, where appropriate.

Potential risks to be avoided

- The co-op does not procure goods, works and services in a fair and transparent way
- The co-op breaches legal and regulatory requirements relating to procurement
- The co-op does not comply with PCR 2015 where a contract for goods, works and services exceeds procurement thresholds

