



Myerscough
College & University Centre
EMPOWERING FUTURES

Since 1894

PROCUREMENT STRATEGY



Context

Myerscough College provides outstanding opportunities for all to succeed. We achieve this because the College has a dedicated team of staff, both academic and support. Excellent facilities and tools of the trade further support the outstanding achievements.

Myerscough is a public body and as such must adhere to the European Procurement Directives as defined by UK Government legislation. There are policies and procedures that must be followed. Clear audit trails must be accessible.

Ensuring that a professional procurement process runs throughout the college is essential. The process must support the outstanding achievement of the college, therefore a strategy to ensure total support must be implemented.

The overall procurement strategy is to ensure that optimum value for money products and services are purchased for the college. Furthermore, the procurements must be conducted in a professional manner adhering to European Directives. One tactic underpinning the strategy is to ensure that there are procedures and processes in place whereby any knowledgeable person could pick up a project and run with it and non-procurement professionals could manage a simple procurement using the templates, via the e-portal.

In order to ensure that procurement at Myerscough can be deemed as at a minimum compliant and better still outstanding we need to take certain steps.

Aim

The Procurement Manager will provide a centre of procurement expertise for the College, minimising risks and delivering a positive service in support of the College's mission.

Procurement is defined as the process of acquiring goods, works and services and this strategy outlines the approach to be taken within the College in order to obtain maximum value for money and compliance.

Scope

This document aims to ensure that procurement planning reflects the College's corporate aims and priorities.

This will provide an opportunity not only to co-ordinate current processes but also provide a clear pathway for identifying and acting on improvements to ensure that best value is being obtained consistently when goods and services are purchased.

It should be noted that this document is not a procurement manual. Procurement regulations are found in the College's Financial Regulations.

Management

The Procurement Strategy is monitored by the Procurement Manager and the Deputy Principal of Finance and Corporate Services.

Monitoring and Reviewing

The Strategy will be reviewed as necessary with the College strategies and duly revised in line with those changes and any changes to Government Procurement Legislation.

Objectives

Objectives of the Strategy	
1	To promote the delivery of value for money through good procurement practice. Identify opportunities for working with others in order to widen the scope for maximising purchasing power and identifying innovation.
2	To facilitate the development of an effective and co-ordinated purchasing effort within the College
3	To analyse the College's non staff expenditure and apply appropriate procurement strategies to deliver value for money and reduce commercial risk
4	To embed sound ethical, social and environmental policies within the College's procurement function and to comply with all relevant UK legislation in all aspects of College purchasing

Strategic Objective 1 - To promote the delivery of value for money through good procurement practice. Identify opportunities for working with others in order to widen the scope for maximising purchasing power and identifying innovation.

Tactic	Main Actions	KPI's / Monitoring
Maximise opportunities for collaboration with other Colleges. Use Consortium Contracts	Consider working with other Colleges and using consortia contracts when making sourcing decisions. Crescent Purchasing Consortium for example.	Levels of spend on contracts reduced via economy of scale.
Aggregate purchases to tender at department level	Review annual expenditure. Identify key purchases through planning process	Increased proportion of 'controlled' non staff expenditure
Report on efficiency gains against strategic objectives	Review and keep log of all savings	Support the Governors Report
Improve relationships with key private sector suppliers	Hold review meetings with key suppliers.	Ensure supplier performance is maintained and use the opportunity to discuss innovation and continuous improvement.

Strategic Objective 2 - To facilitate the development of an effective and co-ordinated purchasing effort within the College.

Tactic	Main Actions	KPI's / Monitoring
Efficient orders and payment systems	APTOS upgrade	Reduction in orders/payments and increased efficiency gains
Use of approved contracts	Introduce a controlled internal buying process	Increased proportion of 'controlled' non staff expenditure.
Training	Ensure continuous improvement and compliance.	Keeping abreast of revised regulations, particularly BREXIT impact.

Strategic Objective 3 - To analyse the College's non staff expenditure and apply appropriate procurement strategies to deliver value for money and reduce commercial risk.

Tactic	Main Actions	KPI's / Monitoring
Undertake non-pay' spend analysis	Undertake an analysis of spend patterns and habits to inform procurement process decisions	Analysis carried out at each academic year end
Agree most appropriate procurement strategies for different areas of spend	Establish preferred supplier lists where appropriate	Established preferred supplier lists in place
Key commodities tendered/re-tendered	Identify key commodity spends for priority tendering and undertake tendering	Savings/efficiencies achieved through collaborative tendering

Strategic Objective 4 - To embed sound ethical, social and environmental policies within the College's procurement function and to comply with all relevant UK legislation in all aspects of College purchasing.

Tactic	Main Actions	KPI's / Monitoring
All College relevant spend to comply with EU contracts and the monitoring of changes to EU legislation.	Full review of annual expenditure plus all relevant staff aware of EU tender limits.	Full College EU contract compliance.
Procurement Manager to provide advice on environmental, social and ethical issues affecting purchasing	Consider all environmental, social and ethical issues when procuring goods/service	Increased awareness of wider issues and compliance with College Policies and Government legislation.

Related Good Practice and Documents

Best Value

The College is fully committed to improving the economy, efficiency, and effectiveness of all its activities. All procurement of goods, works and services will be based on best value principles. Having due regard to propriety, regularity and the College's legal obligations.

The College will consider all reasonable procurement options and any suitable hybrid/alternatives, to ensure best value is secured from all procurement of goods, works and services.

The College promotes economy, efficiency, and effectiveness in its expenditure and it will seek to ensure that competition supports this. Goods, works and services will be purchased in a mixed economy of suppliers from the public, private, voluntary and community sectors, according to which supplier offers best value.

Route to Market

The anticipated value of the goods and services to be procured will determine the route to market. At all times the thresholds set in the Financial Regulations must be adhered to.

- Budget holders can invite a number of suppliers to quote or tender. This is known as a closed competition.
- Budget holders can run an open competition whereby the procurement opportunity is advertised either on the college website or via an external route. Any procurement opportunity anticipated to cost £25,000 or over must also be advertised in Contracts Finder.
- All procurements which exceed the current Public Contracts Regulations thresholds (see Financial Regulations) must be advertised on Tenders Electronic Daily (TED)

The Procurement Manager can provide help and guidance on any of the above routes to market.

Fairness, Respect, Equality, Diversity, Inclusion& Engagement (FREDIE) And Modern Slavery

The College is committed to review services and policies to remove any discrimination and to ensure that the College fulfils its duties in relation to Fairness, Respect, Equality, Diversity, Inclusion and Equality. Procurement practice will reflect this commitment by encouraging relationships with contractors and service providers who are equally committed to EDI in line with the College's **FREDIE Policy**.

Slavery is a violation of a person's human rights. Consideration must be given throughout the supply chain for all suppliers to be aware of their responsibility to ensure that no workers are;

- Forced to work through mental or physical threat
- Owned or controlled by an 'employer', usually through mental or physical abuse
- Dehumanised, treated as a commodity or sold or bought as 'property'
- Physically constrained or has restrictions placed on their freedom of movement.

Sustainability

Criteria based upon the procurement of environmentally friendly goods, works and services will be used in all purchasing decision making processes in line with the College's **Sustainable Procurement Policy**.

Source Local Products & Support Local Business

The College is based within a rural community and where possible we will support local businesses. The College will give local suppliers every reasonable opportunity to bid for its business. This will help reduce the College's carbon footprint and reduce 'food miles'. This route to market is in keeping with the **Government's Rural Statement 2012** to ensure rural businesses substantially contribute to national economic growth.

Health & Safety

The College recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all its employees.

College staff need to be mindful of the health and safety issues to be considered when contracting in goods, works and services in line with the College's **Health & Safety Policy**.

Financial Regulations and Purchasing Practice

Staff responsible for purchasing will need to be familiar with the relevant section of the College's **Financial Regulations**.

Risk Analysis

The risk of not having this policy in place and it not being adhered to could be anything from the College not gaining best value to the risk of legal action being taken against the College for not following the strict EU Public Sector Procurement Regulations and Government Legislation.

Possible staff training maybe needed for those that are likely to reach OJEU thresholds and training may need to be given to the Procurement Manager to ensure information and knowledge is kept up to date.

Data Protection

The only data protection issues that may be affected by the policy are those surrounding keeping tender documents and written quotations for possible audit purposes. All tenders that the Procurement Manager is responsible for will be kept by the procurement department.

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