

Procurement Policy

1. Purpose

To set out the procurement rules and procedures of the Bristol Business Improvement District (the BID) where procurement is taken to mean the acquisition of goods, services or works from a third-party supplier or contractor. The intention of this policy is to ensure that the BID has a formal procurement procedure in place to protect the best interests of BID Levy payers in the delivery of those projects consistent with the organisation's stated objectives.

2. Objectives

The procurement objectives of the BID are to:

- Contribute to the efficient and effective performance of the BID by ensuring value for money in procurement.
- Ensure the BID operates in a fair and transparent way by complying with appropriate procurement legislation and good commercial practice.
- Ensure that the process of procurement is ethical, equal, and non-discriminatory.
- Wherever possible, local-based businesses are given the opportunity to supply the BID.
- Promote fair and open competition while minimising exposure to fraud and collusion.
- Ensure the BID provides a clear audit trail to support the decisions it makes.

3. Guiding principles

The following principles will guide the BID procurement approach:

- Transparency – all documents and decisions will be recorded and kept in such a way as to ensure that the process can be seen to be fair and transparent.
- Equal treatment – all potential suppliers will have the same opportunity to quote and supply goods and services regardless of where they are based.
- Proportionality – contracts or specifications will not require information that is not pertinent to the delivery of the goods and services being purchased.
- Non-discrimination – awards of contracts will not be based on geography or previous contractual arrangements.

While the BID will make every effort to use and promote opportunities to local suppliers, decisions by the BID are not based solely on geography but will take account of good commercial practice, proven relevant experience and value for money.

Value for money means considering, when making procurement decisions, "the optimum combination of whole life cost and quality necessary to meet the customer's requirement" based on a robust assessment of all the options in each set of circumstances.

4. Spending authority

The agreed spending authority limits are:

Value	Procurement Route	Authority	Method of completion
Up to £5,000	Evidence of value for money, through price benchmarking <i>or</i> obtaining at least two written quotations if the current market value is not already clear.	Chief Operating Officer or relevant BID Director will approve all POs	Email confirmation or official purchase order number -sent to supplier
Up to £5,000 - £15,000	Evidence of value for money, <i>usually</i> by obtaining at least two written quotations if the current market value is not already clear.	Chief Operating Officer or relevant BID Director will approve all POs	Email confirmation and official purchase order number sent to supplier
From £15,000 to £50,000	Evidence of value for money, <i>usually</i> by obtaining at least two written quotations if the current market value is not already clear.	Visit West CEO will approve all POs of £15,000 or more	Purchase order approved by the CEO Contract/ SLA provided.
£50,000+	A request for information (RFI) sent to at least two tenderers. RFI's should be evaluated by a minimum of two responsible people.	Visit West CEO will approve all POs of £15,000 or more BID Advisory Board approval prior to order commitment.	Purchase order approved by the CEO Contract/ SLA provided.

5. Selection and evaluation process

5.1 The selection process will be proportionate to the value of the contract and will be made clear, including the anticipated timeframes and whether an interview may be necessary.

5.2 The criteria for how the BID will assess request for information will be made clear in any RFI Documentation issued where the usual value for money considerations will include but not necessarily limited to an appropriate mix of; quality, cost, resource use, reputation, warranty/guarantees, and timeliness.

5.3 Where the BID elects to extend a previously commissioned service with a supplier or to carry out a related but distinct piece of work with an existing supplier, a BID Director must satisfy themselves that this is appropriate and that proper value for money judgements have been applied. This could include market testing or benchmarking the service. If the value exceeds £50,000, this will be presented to the BID Advisory Board for approval each quarter and that will be recorded.

5.4 Those contracts issued to provide a service over an extended period of six to twelve months or more will include a review period and an option to revise, renegotiate or terminate the contract if it is determined that the contract no longer constitutes value for money.

5.5 All bids during the Request for Information process are confidential and should not be discussed with any person who is not involved in the evaluation process.

5.6 All tender submissions shall be judged and independently evaluated according to the agreed criteria. Those evaluations shall be recorded.

6. Order process

6.1 Where required official purchase orders to be raised in advance of goods/services being acquired. The person requesting the order must ensure that the budget will cover the expenditure.

6.2 The authority to raise an order must be approved by an authorised signatory consistent with agreed spending authority limits.

6.3 It is the responsibility of the person receiving the goods/services to verify that they have been received in good order and that payment should be made. The invoice must match the order.

6.4 The person receiving the goods/services should ensure that the invoice matches the order, that it is a “proper” invoice, that the VAT is calculated properly and that the invoice adds correctly. All invoices should include Visit West Ltd within the invoice address.

7. Contract monitoring and variations

7.1 Arrangements shall ensure that all contracts are adequately managed and monitored with a view to achieving completion of service delivery on time, within budget, and in accordance with the specification.

7.2 Contract variations of a non-material nature, i.e. where alterations to the goods, services or works procured are not materially significant can be authorised by the Chief Operating Officer.

7.3 Any material contract variation must be approved by the BID Advisory Board.

7.4 Any financial variations to the value of the contract can be approved by the Chief Operating Officer if the variation does not exceed 10% of the total whole life contract value or £15,000, whichever is less.

8. Final approval and authority

8.1 In the event of any procurement queries or doubt, the final purchasing decisions rest with the BID Advisory Board whose approval is secured by a majority vote and appropriately documented.