**Procurement Policy**

**Introduction**

Upper Beeding Parish Council (UBPC) will strive to attain best value for the goods, materials and services that it purchases. Best value is defined as a balance of price, quality of product and supplier services.

Where possible UBPC will support local businesses and will purchase products and services that are environmentally friendly and sustainable products (including those that produce low or zero emissions of greenhouse gases).

**Legal Requirements**

Local council procurement exercises are subject to the requirements in section 135 of the Local Government Act 1972 (LGA 1972) and the Public Contracts Regulations 2015 (Regulations 2015). The legal requirements are summarised below:

|  |  |  |
| --- | --- | --- |
| Contract Value  (net of VAT) | Legal Requirements | |
|  | Council Standing Orders and Financial Regulations  (LGA 1972 s.135) | The Contracts Finder/Find a Tender website  Regulations (2015) |
| Up to £25,000 | ✓ |  |
| £25,000 - £175,000\* | ✓ | ✓ |

\*It is not anticipated that UBPC will be entering contracts for goods and services in excess of £175,000, however should this prove to be necessary advice will be sort from the appropriate professional and legal bodies.

**Procurement Process**

UBPC will follow the guidelines below when procuring good and services.

|  |  |
| --- | --- |
| Contract Value  (net of VAT) | Process |
| Up to £1000 | One quote is permitted |
| £1001 to £5000 | Three quotes will be requested and decided by full council. |
| £5001 to £25,000 | Three quotes will be required and decided by full council. A contract will be issued. |
| £25001 to £175,000 | Tenders will be required in accordance with the tender process. |

**Tender Process**

The tender process for the procurement of goods and services exceeding £25,000 is as follows:

* A specification for the goods or services shall be prepared by the Clerk and agreed by full council.
* An invitation to tender shall be drawn up to confirm
* The Council’s specification.
* The time, date and address for submission of tenders.
* The date of the Council’s written response to tenders.
* The prohibition of prospective contractors contacting Councillors or staff to encourage or support their tender outside of the prescribed process.
* The invitation to tender shall be advertised on the Government’s Contract Finder website, the Parish Council website and noticeboards along with any other manner deemed appropriate i.e. local press.
* Tenders shall be submitted in writing in a sealed marked envelope addressed to the Clerk.
* Tenders shall be opened by the Clerk in the presence of at least one councillor after the deadline for submission has passed.
* Tenders are to be reported and considered at a meeting of the Council.
* Decisions on the award of tender/contract shall be decided at a meeting of the Council.
* The Council is not bound to accept the lowest value tender.
* The Clerk will place the order with the winning supplier following resolution of the Council.
* The Council will publish the name of the contractor, the value and date of the contract on the Government’s Contract Finder website.

**Partnership Contracts**

UBPC work in partnership with neighbouring Parish Councils to provide community facilities and services including:

* Neighbourhood Warden Services
* Youth Provision
* Cemetery

The specialist nature of these services precludes some aspects of this policy; however all agreements will comply with the general principals to ensure best value for the community.

Policy Adopted: March 2022. Minute Ref: C:0322:24

Next Review: February 2024