PROCUREMENT POLICY

1. Purpose

This Procurement Policy sets out the procurement rules and procedures of **The Fitzrovia Partnership (TFP)** for the acquisition of goods, services and works from third-party suppliers and contractors.

The purpose of this policy is to ensure that TFP operates fair, transparent and robust procurement procedures that protect the interests of its levy-paying businesses and stakeholders while supporting the effective delivery of its Business Plan and strategic objectives.

This policy aims to ensure that all procurement activity achieves value for money, is proportionate to the value and risk of the purchase, and complies with good governance, relevant legislation and TFP's Financial Regulations.

2. Procurement Objectives

The procurement objectives of The Fitzrovia Partnership are to:

- Deliver value for money in all procurement activities.
- Ensure procurement is conducted fairly, transparently and consistently.
- Promote ethical, equal and non-discriminatory procurement practices.
- Where appropriate, provide opportunities for businesses within the BID area and local suppliers to compete for contracts, whilst ensuring appointments are based on quality, value and capability rather than geography alone.
- Promote fair and open competition while minimising the risk of fraud, conflicts of interest and collusion.
- Maintain a clear audit trail for all procurement decisions.
- Ensure procurement supports the delivery of TFP's Business Plan and strategic priorities.

3. Guiding Principles

The following principles will guide all procurement undertaken by The Fitzrovia Partnership.

Transparency

Procurement decisions shall be properly documented to provide a clear and auditable record demonstrating that decisions have been made fairly, objectively and in the best interests of TFP.

Equal Treatment

All suppliers shall be treated fairly and provided with equal access to information and opportunities where competitive procurement is undertaken.

Proportionality

The procurement process shall be proportionate to the value, complexity and level of risk associated with the purchase.

Non-discrimination

Suppliers shall not be selected or excluded solely because of their location, previous contractual arrangements or any other non-commercial factor.

Whilst TFP actively supports local businesses wherever possible, procurement decisions will always be based upon achieving the best overall value for money and the most appropriate outcome for the organisation.

Value for Money (VFM) means securing the optimum balance of quality, whole-life cost, service, sustainability and outcomes necessary to achieve TFP's objectives.

4. Delegated Spending Authority

The Fitzrovia Partnership seeks to ensure that procurement decisions are made at the appropriate level of authority and are supported by appropriate business justification, competitive procurement and contractual arrangements.

Value of Procurement	**Procurement Requirements**	**Approval Authority**
Up to £100	Routine operational expenditure within an approved budget. Value for money should be demonstrated where appropriate.	Authorised member of staff.
£101 - £3,500	Evidence that value for money has been considered. Competitive quotations should be obtained where practical and proportionate.	Director.
£3,501 - £25,000	A written business case must be submitted by the responsible Director to the CEO before procurement proceeds. Procurement evidence	Chief Executive Officer (CEO).

	demonstrating consideration of a minimum of **three suppliers** must be provided unless an approved exemption applies. A formal written contract must be in place before work commences.	
Over £25,000	A written business case must be submitted together with procurement evidence demonstrating consideration of a minimum of **three suppliers**, unless an approved exemption applies. A formal written contract must be in place before work commences.	Chair of the Board. The Chair may, at their discretion, refer the decision to the full Board for approval.

Business Cases

All expenditure above **£3,500** must be supported by a written business case.

The business case should include:

- the purpose of the expenditure;
- expected outcomes;
- available budget;
- value for money assessment;
- procurement undertaken;
- supplier recommendation;
- key risks and mitigations; and
- confirmation that the expenditure supports TFP's Business Plan.

Contracts

All expenditure above **£3,500** must be supported by a written contract or formal agreement before work commences or goods are supplied.

Contracts should include, where appropriate:

- scope of services;
- deliverables;
- payment terms;

- contract duration;
- termination provisions;
- intellectual property arrangements; and
- any other relevant commercial conditions.

Contract Approval

Approval and signing of contracts shall be in line with the delegated authority for approving the associated budget.

Only officers or Board members with delegated authority may sign contracts on behalf of The Fitzrovia Partnership.

Procurement Exemptions

Competitive procurement may be waived where:

- there is only one suitable supplier;
- specialist expertise is required;
- continuity with an existing supplier represents best value for money;
- there is an urgent operational requirement;
- legal, intellectual property or commercial confidentiality considerations prevent competition; or
- it is not reasonably possible to obtain three quotations, in which case the reason must be documented and approved by the CEO or, where applicable, the Chair.

All procurement exemptions must be documented and retained as part of the procurement record.

5. Procurement Process

5.1 Selection Process

The procurement process shall be proportionate to the value and complexity of the contract.

Tender or quotation documentation should clearly set out:

- procurement timetable;
- specification;
- submission requirements;

- evaluation criteria;
- interview arrangements (where applicable); and
- the basis on which the successful supplier will be selected.

5.2 Evaluation

Suppliers will normally be assessed against a balanced evaluation including:

- quality;
- cost;
- value for money;
- relevant experience;
- technical capability;
- organisational capacity;
- reputation and references;
- sustainability considerations where appropriate;
- delivery timescales;
- aftercare and ongoing support.

The weighting of these criteria will vary depending on the procurement.

5.3 Direct Award

A direct award may be made where:

- only one supplier is capable of providing the required service;
- specialist expertise is required;
- continuity with an existing supplier provides demonstrable value for money;
- an approved procurement exemption applies.

The reasons for a direct award must be documented and retained.

5.4 Existing Suppliers

Where TFP proposes extending an existing contract or commissioning additional work from an existing supplier, the responsible officer must demonstrate that this continues to represent value for money through benchmarking, market testing or other appropriate assessment.

5.5 Long-term Contracts

Contracts lasting longer than twelve months should include formal review points and provisions allowing TFP to renegotiate, vary or terminate the agreement where performance or value for money is no longer satisfactory.

5.6 Confidentiality

All quotations, tenders and supplier submissions shall remain confidential throughout the procurement process.

5.7 Evaluation Records

Evaluation records shall be retained as part of the procurement file together with approvals and supporting documentation.

6. Purchase Orders and Payment

The individual receiving goods or services shall confirm that they have been received satisfactorily before payment is authorised.

The responsible Director or CEO shall ensure that:

- the invoice matches the approved quotation or contract;
- the goods or services have been received;
- the expenditure is within the approved budget;
- VAT has been correctly applied;
- calculations are accurate; and
- payment is due in accordance with the contract.

7. Contract Management

All contracts shall be actively managed to ensure services are delivered on time, within budget and in accordance with agreed specifications.

7.1 Minor Variations

Minor operational variations that do not materially alter the scope or value of a contract may be approved by the CEO.

7.2 Material Variations

Material changes to contract scope, objectives or duration must be approved in accordance with the delegated authority applicable to the original contract and budget approval.

7.3 Financial Variations

The CEO may approve financial variations up to **10% of the total contract value or £5,000 (whichever is the lower amount).**

Variations exceeding these limits require approval in accordance with the delegated financial authority.

8. Record Keeping

Appropriate procurement records shall be retained for every procurement exercise, including, where applicable:

- business case;
- quotations or tenders received;
- evaluation documentation;
- approval records;
- signed contracts;
- purchase orders;
- invoices; and
- correspondence relevant to procurement decisions.

These records shall be retained in accordance with TFP's document retention procedures.

9. Final Authority

The Board of The Fitzrovia Partnership retains ultimate responsibility for procurement governance.

The Board reserves the right to review any procurement decision where it considers this necessary to protect the interests of the organisation or its levy payers.

All significant procurement decisions shall be appropriately recorded within Board or Committee minutes.

10. Policy Review

This Procurement Policy shall be reviewed every **two years**, or sooner if required by changes in legislation, governance arrangements or organisational requirements.

Approved by: The Board of The Fitzrovia Partnership

Policy Owner: Chief Executive Officer

Review Frequency: Biannually

Next Review Date: [Insert Date]