



Procurement Strategy

2014-2017

Procurement Strategy

1. INTRODUCTION

- 1.1 The College Procurement Strategy is a statement of the strategic intent in respect of Procurement for the next three years.
- 1.2 The Head of Finance/Procurement Officer will provide a centre of procurement expertise for the College, minimising risks and delivering a positive service in support of the College's mission.
- 1.3 Procurement is defined as the process of acquiring goods, works and services and this strategy outlines the approach to be taken within City College Plymouth in order to obtain maximum value for money.

2. PURPOSE

- 2.1 This document aims to ensure that procurement planning reflects the College's corporate vision and strategic priorities.
- 2.2 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.
- 2.3 It should be noted that this document is not a procurement manual. Procurement regulations are found in the College's Financial Regulations.
- 2.4 This strategy will be reviewed annually (review due July 2016).

3. SCOPE AND STRATEGIC OBJECTIVES

3.1 The Vision

The Finance Department will provide a centre of procurement expertise for the College, minimising risks and delivering a positive service in support of the College's Mission and Strategic Objectives.

3.2 Strategic Objectives

- 3.2.1 To promote the delivery of value for money through good procurement practice.
- 3.2.2 To facilitate the development of an effective and co-ordinated purchasing effort within the College.

- 3.2.3 To analyse the College's non staff expenditure and apply appropriate procurement strategies to deliver value for money and reduce commercial risk.
- 3.2.4 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.
- 3.2.5 To identify opportunities for working with others, both public and private sector, in order to widen the scope for maximising purchasing power and identifying innovation as per the Plymouth Charter (see appendix A)
- 3.2.6 To develop appropriate management information in order to measure the performance and value for money achieved by the College.
- 3.2.7 To create opportunities for local suppliers to attend Meet the Buyer events.
- 3.2.8 To actively advertise the College's future contract opportunities for local suppliers to declare their interest in tendering.

4. STRATEGIC DEVELOPMENT

4.1 The Head of Finance will be responsible to the Deputy Principal for the implementation of the Procurement Strategy, reporting on progress to the College's Board of Governors and will take a lead in procurement excellence.

4.2 Reporting of Procurement Activities and Agreed Target Outcomes will be as follows:

4.2.1 Annually

Report to Governing Body on Procurement activity incorporating achievement of efficiencies and savings, progress against strategic objectives and their targeted outcomes.

4.2.2 Termly

Report to SLT on key procurement KPIs.

5. RELATED DOCUMENTS

Best Value

5.1 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 Colleges legal obligations.

- 5.2 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.
- 5.3 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. The College will give local suppliers every reasonable opportunity to bid for its business.

Diversity

- 5.4 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 diversity. Procurement practice will reflect this commitment by encouraging relationships with contractors and service providers who are equally committed to diversity.

Sustainability

- 5.5 Criteria based upon the procurement of environmentally friendly goods, works and services will be used in all purchasing decision making processes. Please also see Sustainable Procurement Policy for specific targets.

Health and Safety

- 5.6 The College recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all its employees.
- 5.7 College staff need to be mindful of the health and safety issues to be considered when contracting in goods, works and services.

Financial Regulations and Purchasing Practice

- 5.8 Staff responsible for purchasing will need to be familiar with the relevant section of the College's Financial Regulations (College Intranet).

6. RESPONSIBILITIES

- 6.1 The Head of Finance is responsible for this policy.

7. RISK ANALYSIS

- 7.1 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.
- 7.2 Possible staff training maybe needed for those that are likely to reach OJEU thresholds and training may need to be given to the Procurement Officer to ensure information and knowledge is kept up to date.

8. EQUAL OPPORTUNITIES IMPACT ASSESSMENT

- 8.1 Please see attached.

9. DATA PROTECTION

- 9.1. 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 Officer is responsible for will be kept by her.

10. KEY PERFORMANCE INDICATORS

10.1

KPI	Target	Responsibility
Respond to all order queries promptly.	Within 24 hours	Procurement Team
Create requisitions in a timely manner	Within 48 hours	Procurement Team
Chase all outstanding delivery notes and receipt items asap.	On a weekly basis	Procurement Team
Review and approve invoices on DBWeb	On a weekly basis	Procurement Team
*Address and resolve complaints	Within 5 working days	Procurement Team
Regularly review contract terms and conditions to ensure compliance from suppliers	Monthly basis	Procurement Officer or delegated authority

Ensure sustainability and added value terms are stated in every request for quote	Every relevant RFQ.	Procurement Officer
Report on new contracts raised and forthcoming projects	Monthly basis	Procurement Officer
Use local suppliers where possible.	At least 30% supplier base in Devon & Cornwall 20% based in PL postcode range	Procurement Team / Faculties
Spend analysis to be conducted on a regular basis	Termly	Procurement Team
Annual reporting at end of financial year	August 2015, 2016, 2017	Procurement Officer
Review use of GPC Cards and investigate online ordering processes.	Monthly	Procurement Team

*Escalation – if a complaint is received the person responsible for placing the purchase order is the first line of enquiry. If the complaint has not been resolved within 5 working days it needs to be escalated to the Procurement Officer.