

# PROCUREMENT POLICY

Policy owner	Procurement Team
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## Introduction

Middlesex University currently has an annual spend in excess of £60m on Goods and Services that are considered directly impactable by procurement. The Procurement Policy aims to ensure that optimum Value For Money is achieved in all aspects of Expenditure, Supply Source and Performance Management, whilst complying with current public procurement regulations.

## Policy Objectives

The Policy has five equally ranking objectives:

- improve best practice awareness throughout the university
- achieve optimum value for money
- ensure compliance and accountability for all expenditure
- promote collaborative and strategic procurement
- introduce more competitive procurement processes

## Procedures and Regulations

Each Budget Holder must ensure that their individual and team purchasing procedures are consistent with this Policy, and adhere to the thresholds below. The external threshold (£214,904) is set by the Cabinet Office and Crown Commercial Service, and is reviewed every two years.

## University Thresholds

Value	Procurement Requirement
< £1,500	Purchasing Card (single transaction limit)
< £10,000	One quote required (on headed paper/email with company logo)
> £10,000	Three quotes required
> £50,000	Minimum of Five tender invitations required
> £214,904	Full tender exercise required, involving the University Procurement team, to ensure compliance

## Value for Money

Each Faculty or Service Team must seek to obtain value for money in its purchasing of goods and services. The concept of value for money is not restricted to price alone and could include consideration of:

- contribution to the advancement of University priorities;
- factors such as, fit for purpose, quality, service, support, capacity and capability
- sustainability around whole-life costing, associated with acquisition, use, storage, maintenance and disposal.

## Sustainability

The University aims to champion Sustainable Development Goals as part of the commitment to the UN SDG Accord and the 2031 strategy themes. This will positively impact our community and mitigate the environmental impacts of our institutional activity. The aim is to ensure our supply chains and service providers deliver equality, environmental responsibility and transparency. The University has committed to cutting 50% of emissions by 2030, and to net zero emissions by 2040. Procurement of goods and services presents an opportunity to significantly reduce our scope three emissions. We are engaging with our suppliers to deliver goods and services as efficiently as possible and requiring evidence of carbon reduction plans for their operations.

## Ethics

Middlesex University actively promotes transparency, fairness and financial sustainability in regards to all purchasing. We ensure financial regulations are adhered to and that no exploitation or collusion has occurred during any tender process, with all staff involved in the evaluation, required to sign a conflict of interest declaration document, to confirm their impartiality.

In order to ensure that purchase of good and services is conducted in an ethical manner we also produce an annual Modern Slavery report <https://www.mdx.ac.uk/about-us/policies/>.

## Contracts

All contracts should have a start and end date. Contracts will not be rolled over automatically. Prior to end of the contract, and post agreement with the Procurement team, there will 3 possible outcomes;

1. Extensions agreed if applicable and within original terms of agreement in contract
2. Termination of contract
3. Conduct of a new procurement exercise. The type of exercise will depend on the value of the contract.

No Purchases should be made before vendor contracts are reviewed and approved.

Non-compliance will be raised with the appropriate Budget Holders, and with UET, if deemed necessary, which may also lead to possible disciplinary action.

## **Additional Procurement Information**

Middlesex University is a member of the **Southern University Purchasing Consortium** (SUPC) and when appropriate will use this and other Procurement Consortia, as a compliant route to market for commonly purchased goods and services.

All tenders above the government threshold will be advertised and conducted via our e-Procurement portal, which allows information, communication and tender documents to be accessed by all registered suppliers. Registering on the platform is straightforward and allows suppliers access to view all current potential tender opportunities. It also provides transparency, with a digital record of all communication between ourselves and participating suppliers.

## **Policy Implementation**

The University Procurement Office (UPO) provides a range of support to assist with the implementation of the University's Procurement Policy including, advice regarding training, development programs, and ensuring all staff involved in purchasing have the appropriate skills to implement the Policy;

The University Procurement Office is responsible for the monitoring and development of issues relevant to the policy.