



Policy

Title: Procurement

Policy Holder: Procurement Manager

Approval Board: College Leadership Team

Version No: v2.7

Last reviewed¹: November 2025

Review period: 12 Months

Summary: The Policy objective is to procure goods, services and works that deliver Value for Money for City College Norwich whilst complying with all statutory and public-sector procurement policies.

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773436.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder or the College's marketing team on 01603 773436



Legislation or Regulation:

- Financial Regulations & Public Contracts Regulations

Version Control Document

Date	Version No.	Reason for Change	Author
Sept 2014	V 1.1	Paragraph 7.36 augmented and given its own heading to emphasize 'conflict of interest' responsibilities	MW
Jan 2018	V 1.1	Text added to front of policy clarifying Review and Target review dates.	P.Beacock
Nov 2018	V 2.0	Review	A.Parkinson-White
Jan 2020	V 2.1	Update of procurement thresholds	J.Mitchell
Dec 2020	V 2.2	Update regarding changes of legislation.	J.Mitchell
Mar 2021	V 2.3	Removal of TEN Group references	P.Beacock
Jan 2022	V 2.4	Removal of NES references	P.Beacock
Sept 2022	V 2.5	Review	J.Mitchell
May 2023	V 2.6	Removal of Living Wage Info	P.Beacock
Oct 2025	V 2.7	General review and updates relevant to the Procurement Act 2023 and rewrite of policy	S. Smith

¹ The Review Period refers to our internal policy review process. The published policy is current and is the most recent approved version.

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1. Introduction

City College Norwich (“The College”) has an annual third party spend of £15,000,000. All employees have a duty to ensure value for money when sourcing supplies, services and works requirements.

As a publicly funded organisation, the College is required to comply with public sector procurement regulations which is enshrined in the Procurement Act 2023. The College, however, benefits from the Schools Exemption, which relieves the College of some elements of procurement regulation across the wider public sector and its Financial Regulations and this policy reflects the exemptions permitted.

This procurement policy sets out the principles to be followed when procuring third party supplies, services and works contracts by the College. This policy shall be read in conjunction with the College’s Financial Regulations.

The Procurement policy has been drafted in line with the College Financial Handbook issued by the Department of Education. Further detail on this is held within the College Financial Regulations.

2. Authority to Purchase

- All expenditure must be authorised in advance by the budget holder, or any person authorised by a budget holder who has been provided with a mandate to act on their behalf. Any person with such authority must be included on the approved list of signatories, held by the Finance Department. Budget holders are responsible for ensuring that all staff nominated as buyers are fully aware of all procurement procedures and the College’s Financial Regulations.
- There must be sufficient VAT-inclusive funds in the budget to cover the total cost of the supplies, services or works procured, including any delivery charges, carriage, expenses, etc.
- Budget holders and other delegated persons are not authorised to enter into any form of contract commitment, whether written or oral, in excess of their authorised limits. All contracts shall be signed only by authorised officers of the College.
- Budget holders will be held accountable for any expenditure where the College’s processes and procedures have not been followed. This may include personal liability for payment of any costs incurred.

The College Financial Regulations set out the following which should be adhered to:

Value	Procedure	Authorisation
All amounts are exclusive of VAT Under £1,000	VfM must always be obtained and a record added to the Finance System	Head of Dept

£1,001 - £24,999	<p>The Budget Holder shall either obtain 3 written quotations where practical or, ensure VfM is demonstrated through use of a Preferred Supplier, sole Supplier or Framework Agreement.</p> <p>A record must be added to the Finance System. Instances of where it is not practical to obtain 3 quotations would be: emergency orders, the exceptions listed in 18.4 of the Financial Regulations and where it can be reasonably demonstrated that the market place cannot provide 3 quotations.</p> <p>Procurement Manager notified and engaged where necessary.</p>	<p>Head of Area/Director/VP to £5K</p> <p>Principal greater than £5k</p>
£25,000 –Public Contracts Regulations Procurement Act 2023 Threshold	<p>The Procurement Manager shall arrange for either a</p> <p>i) Formal Single Stage Competitive tendering process or</p> <p>ii) a Framework Competition</p>	Principal and Chief Financial Officer
Public Contracts Regulations Procurement Act 2023 Threshold	<p>The Procurement Manager shall arrange for either a</p> <p>i) Formal Competitive Tendering process following one of the procedures defined within the Public Contracts Regulations or</p> <p>ii) a Framework Competition</p>	Principal and Chief Financial Officer

Thresholds, in accordance with the Procurement Act 2023 up to 31st December 2025, as follows:

Type	Excluding VAT	Inclusive of VAT
Works Contracts	£4,477,174	£5,372,609
Light Touch Regime for Services	£552,950	£663,540
Supply and Service Contracts (sub-central authorities)	£179,087	£214,904
Small Lots – Supplies and Services	£58,982	£70,778
Small Lots - Works	£737,267	£884,720

Thresholds, in accordance with the Procurement Act 2023 from 1st January 2026, as follows:

Type	Excluding VAT	Inclusive of VAT
Works Contracts	£4,327,500	£5,193,000
Light Touch Regime for Services	£552,950	£663,540
Supply and Service Contracts (sub-central authorities)	£173,100	£207,720
Small Lots – Supplies and Services	£58,982	£70,778
Small Lots - Works	£737,267	£884,720

3. Procurement Principles

Outcomes for students/learners are at the focus of the College's operations and these outcomes, together with sustained financial security are core to both its financial regulation and procurement procedures.

The College focusses on the following procurement principles:

Simplicity: Procurement should be as simple as possible to ensure that the College and its suppliers are engaged in the procurement process. Anything which does not add value to the procurement process should be removed.

Value for Money: Procurement should both demonstrate and achieve value for money when outsourcing to third party suppliers and contractors. Partnership opportunities, internal/external collaboration and use of education sector framework agreements provide routes to market which will assist the College to achieve value in its third-party expenditure.

Sustainability: The College will include its Sustainable Procurement policy in its procurement decision making processes. Whole life costing and end of life disposal will be taken into account when determining specifications and award of contracts.

Supply Base: The College will support businesses local to its areas of operation to participate in its procurement activity and will structure appropriate contract opportunities to enable local and smaller businesses to compete.

Supplier Relationships: The College will manage its third-party contracts in such a way that supplier relationships are strengthened. Strategic and higher value contracts will be actively managed to deliver value for money outcomes for the College.

Conduct: The College will have regard to the procurement principles of transparency, equal treatment and proportionality in its conduct of procurement activities.

Procurement 'Five Rs': The College will apply the 'Five Rs' of procurement, seeking to obtain the right **quality**, in the right **quantity**, for the right **price**, at the right **place** and at the right **time**.

4. Value for Money

Purchasing decisions made by the College will aim to achieve value for money and strive to determine in each instance, the most advantageous tender/quotation. In achieving value for money, the College will not simply consider initial price, but also take account of the following non-exhaustive elements:

- Delivery, installation and design requirements
- Project management

- Servicing, maintenance, operation and reliability
- Depreciation
- End of life / disposal
- Staff training
- Mobilisation costs / changes to practice & procedure
- Commercial and legal risk
- Planning applications
- Cost of the procurement process itself, which should not be disproportionate to the value, importance or risk of the supplies, services or works procured.

The College will also consider routes to market as part of a wider value for money consideration, including:

Collaboration: The College will seek to collaborate with other local educational and wider public sector establishments to achieve value for money through economy of scale.

Frameworks: The College will seek to procure its third-party contracts through frameworks established for use by and which are focussed on the education sector. The College recognises the value of procuring through existing routes to market which reduces the cost of procurement to the College whilst achieving value for money which education-focussed frameworks set out to deliver.

Suggested framework providers are:

- Crescent Purchasing Consortium (CPC) - [Crescent Purchasing Consortium | CPC \(the CPC.ac.uk\)](http://the CPC.ac.uk)
- Eastern Shires Purchasing Organisation (ESPO) - ESPO - School Supplies & Procurement Services for the Public Sector
- Crown Commercial Services (CCS) - Crown Commercial Service - CCS
- Southern Universities Purchasing Consortia (SUPC) - [Southern Universities Purchasing Consortium \(supc.ac.uk\)](http://Southern Universities Purchasing Consortium (supc.ac.uk))
- Yorkshire Purchasing Consortia (YPO) - Public Sector Procurement in England, Wales, Scotland and NI | YPO

Preferred Suppliers: The preferred supplier list held on the Procurement register includes vendors that have been selected by City College Norwich based on their proven ability to consistently deliver goods, services, or works that meet or exceed the College's standards in areas such as quality, delivery, cost-effectiveness, and customer service.

These suppliers are chosen through an evaluation process, which includes periodic benchmarking to ensure competitive rates.

Preferred suppliers are prioritised for use to ensure value for money and compliance with statutory and public-sector procurement policies. Unless there is an emergency situation i.e. major water leak, boiler breakdown etc quotes are still required ahead of the purchase but when using a preferred supplier, it is not required to receive three quotations.

Individual orders with preferred suppliers should not exceed £25,000 Excl of VAT and cumulatively in a financial year not exceeding £250,000 Excl of VAT.

Every three years the relevant college department / budget holder with assistance from the Procurement Manager will be required to formally evaluate and document their consideration of value for money of that preferred supplier. This must include reference to external benchmarked costs / indices.

5. One-off Purchases and Ongoing Requirements

The College will not disaggregate requirements to avoid procurement regulation. The treatment of one-off purchases and the calculation of expenditure for ongoing requirements are set out in the College's Financial Regulations.

Ongoing requirements will be reviewed on a minimum three yearly basis and contracts with no defined termination date, which simply roll-over from year to year will not be entered into unless there is a clear educational or operational need. Please contact the Procurement Manager for guidance.

6. Leases and Licences

All lease agreements shall be subject to consultation with the Procurement Manager, Chief Finance Officer and / or Chief Executive Officer / Principal with advice from the College's external auditors where appropriate.

Finance and Operational Leases

Any finance lease proposal shall be referred to the Chief Finance Officer.

The College will only enter into operational leases when it is financially appropriate to do so. All such lease proposals shall be reviewed and confirmed to be acceptable by the Chief Finance Officer in conjunction with the College's external auditors. As a minimum, the following elements must be satisfied:

- i. **Funding.** Funds must be available to meet all payments required during the term of the lease and for any end of lease asset-return processes.
- ii. **Insurance.** Requirements for lessor mandated insurances shall be defined and quotations obtained from the College's insurers.
- iii. **Servicing & maintenance.** Lessor requirements for servicing and maintenance shall be fully defined and costed, including establishment of suitable contracts with existing or new suppliers.

7. Process and Procedures

College Financial Regulations: This Procurement policy shall be read in conjunction with the College Financial Regulations. For avoidance of doubt, the College Financial Regulations shall take precedence, if there is a conflict of wording.

Transparency: Requests for quotation and formal tenders will be sought on a competitive basis where appropriate and in accordance with the College Financial Regulations. All tender processes will be managed electronically. The College will access frameworks established for the education and wider public sector when it is appropriate to do so, and when value for money is demonstrated. All tender processes will be proportionate to the requirement sourced and will ensure equal treatment of suppliers in the tender process.

Social Value: The College will obtain additional social value through its third-party spend in accordance with its Social Value & Sustainable Procurement policies.

Sustainability: The College will source supplies, services and works in accordance with its Social Value & Sustainable Procurement policies, seeking to minimise negative impacts and maximise positive impacts on its community and the environment in which it operates.

Plan: The College will maintain a register of its contracts in accordance with the College Financial Regulations. This will enable the College to plan and coordinate its procurement activity effectively. The register will hold:

- Procurement contracts awarded
- High Value suppliers
- List of Preferred suppliers

Define: The College will consider the following when defining its requirements:

- The overall objectives of each requirement
- In-house technical knowledge and any requirement to source external technical advice
- The lifecycle of any product purchase, including after-sales services, in-life servicing, maintenance and end of use disposal
- Supplier/contractor conditions of contract/licensing over and above College agreed contract terms.

Procure: The College will ensure that its requirements are fully detailed, to secure the most advantageous tender or quotation for each requirement. This includes:

- Allowing a realistic timetable for the procurement activity
- Setting out technical, qualitative and quantitative requirements in its documentation and ensuring that all three elements are given consideration in the evaluation of tenders.
- Setting out the terms and conditions of contract which the College will expect suppliers/contractors to agree to.

Manage: The College will manage its awarded contracts to ensure that it receives the supplies, services and works that have been contracted. Higher value contracts will include key performance indicators, which will be actively managed and reported upon in accordance with the College Financial Regulations. Any modifications and variations of awarded contracts will be recorded and agreed with the supplier/contractor.

The major contracts - Catering, Cleaning, Insurance and Security, will be reviewed by monthly / quarterly meetings with the suppliers to assess performance under the contract. All other contracts must be reviewed by the budget holder with support from the Procurement Manager as required on an appropriate and timely basis.

8. Contract Terms and Conditions

The College will establish an agreed set of contract terms and conditions for supplies/services, which will be used when awarding third party contracts. When procuring works, the College will take advice from its specialist consultants and use their expertise to award and manage, using appropriate standard form construction contracts.

9. Safeguarding

The College considers paramount, the safety and welfare of its students and this will be reflected in its relationships with third party suppliers providing supplies, services and works on and within its sites. All colleagues involved in the procurement of third-party contracts shall abide by, and shall embed, the College's Safeguarding policy in the contracts it awards. Any person entering or working on College premises will either be subject to Enhanced DBS checks at the expense of their employer or always accompanied by a staff member.

10. Conflicts of Interest

The College will identify and remove conflicts of interest which may, or may be perceived to, lead to the unfair treatment of suppliers/contractors and/or distort competition.

All budget holders approving expenditure of £1,000 or greater shall complete the College's Declaration of Interest form on an annual basis and this will be retained on file to provide an audit trail. All staff members involved in the procurement process will ensure that the College maintains the highest standard of integrity in all business relationships. Staff members will not use their position for personal gain.

Budget holders will be reviewed annually at the start of the College financial year, new approvers will have to complete the Declaration of Interest form at the point of being an approver, any declared interests will be reviewed by the Finance and Legal and Governance departments and mitigation actions implemented for any conflicts arising.

11. Contact

Please contact the Procurement Manager for advice on any aspect of this policy and procedure.

Contact details:
Procurement Manager
Thetford Building
City College Norwich
Ipswich Road
Norwich
NR2 2LJ

Appendix 1: Acronyms

CCN: City College Norwich
CCS: Crown Commercial Services
CDP: Central Digital Platform
CPC: Crescent Purchasing Consortium
DofE: Department of Education
ESPO: Eastern Shires Purchasing Organisation
EU: European Union
FE: Further Education
FTS: Find a tender
GDPR: General Data Protection Regulation
HEFCE: Higher Education Funding Council for England
HEI: Higher Education Institute
HESA: Higher Education Statistics Agency
IAS: Internal Audit Service
IIA: Institute of Internal Auditors
IT: Information Technology
ITT: Invitation to Tender
MAT: Most Advantageous Tender
MP: Member of Parliament
NDNA: National Desktop and Notebook Agreement
OJEU: Official Journal of the European Union
OfS: Office for Students
PID: Procurement Initiation Document
PME: Preliminary Market Engagement
PMEN: Preliminary Market Engagement Notice
SSQ: Standard Selection Questionnaire
SUPC: Southern Universities Purchasing Consortia
TEC: The Energy Consortium for Utilities
UK: United Kingdom
VAT: Value Added Tax
VFM: Value for Money
WLC: Whole Life Costs
YPO: Yorkshire Purchasing Consortium