



Kings Heath BID Procurement Policy

This document sets out the policy for purchasing works, goods or services on behalf of Kings Heath BID.

Policy Statement

The purpose of having this policy is to ensure effective procurement processes are adopted, helping us to maximise value for money and social value, to increase efficiency and, wherever possible, to support local businesses.

This means adopting transparent and competitive approaches to procurement wherever practical to do so. Furthermore, this policy has been developed to ensure that Kings Heath BID (henceforth “the Company”) complies with its statutory and regulatory requirements.

Employee Responsibility

All employees involved in procurement activity have a responsibility to be familiar with and adhere to this policy.

The policy has been developed to ensure appropriate and proportionate approaches to procurement procedures are adopted for all levels and types of spend from small direct purchases through to major contracts.

Policy Objectives

The objectives of the policy are:

- To provide clear guidelines and methods by which the Company procures contracts, services and suppliers.
- To establish the process for selection and award criteria for the appointment of contractors, services and suppliers.
- To award contracts that achieve value for money.
- To promote/achieve social value through our contracts.
- To support local businesses wherever possible and practical.
- To promote openness, equality, competition and transparency throughout the procurement process.
- To encourage Equality and Diversity.

Planning Procurement

Forward planning is required in order to:

- Allow time to develop well considered, and sufficiently detailed tender specifications or briefs
- Ensure that potential suppliers have sufficient opportunity to hear about, and respond to opportunities to ensure effective competition



Methods of Procurement

There are various ways in which the Company can procure works, goods and services from direct orders to competitive tender.

All opportunities being directly offered by the Company will be placed on the Company website, included in the BID email newsletter and promoted via social media.

Contractors working for the Company who are procuring goods, services or sub-contractors will always be encouraged to seek these from within the BID area in the first instance and to offer a rationale for procuring from outside when this occurs. When procurement involves a business owned by a director of the Company, a second quote, in writing, should always be sought.

Tender Processes

The approach to evaluating and scoring tenders should be developed by the manager responsible for the tender in consultation with a relevant board member or sub-committee chair.

Scoring matrices should be developed to help ensure a consistent and objective approach to assessment.

Contracts/Agreements

Contract terms will normally comprise of service specific terms, and the Company standard terms appropriate for the type of service or goods being procured.

Contract considerations are required to protect the Company for associated risks.

They include, but are not limited to:

- Liquidated and Ascertained damages
- Retention
- Confidentiality and data protection
- Payment schedules, and interim valuations
- Performance measures
- Dispute resolution
- Termination

Contract Performance Management

Contract performance should be managed as defined in the contract terms/supplier agreement.

Appropriate Key Performance Indicators (KPIs) should be considered and incorporated prior to entering any agreements, as well as the approach that will be taken to monitoring performance.



Managing new and preferred suppliers

The Company will obtain and maintain key information about its supplier base in order to support financial administration, as well as monitor the value for money of our supply chain.

A register of all current suppliers will be maintained.

The Company will maintain a preferred supplier list for all areas where it has a frequent requirement for goods and services.

The following principles should be applied when considering inclusion of suppliers on the preferred supplier lists:

- We should seek to ensure that local suppliers are included with preference for businesses operating in the BID area, then in Birmingham, then in the West Midlands.
- We should have preference for businesses that can demonstrate shared values and social objectives.
- We should consider past performance and satisfaction from previous trading relationships in the business

Commitment to social value

The following priorities are regarded as relevant to all our procurement activities in the context of social value:

- We seek to build capacity and sustainability of the voluntary, community and social enterprise sectors, encourage resident participation and promote active citizenship.
- We seek to promote environmental sustainability, reduce wastage, limit energy consumption and procure materials from sustainable sources. We will also seek to enhance the local environment to create an area that looks and feels better.
- We seek to develop skills and confidence to increase employability within our community and surrounding areas. We encourage our suppliers to source labour and services from within Kings Heath to help develop the local economy.
- We seek to increase opportunities for local people to engage in activities and access services that will improve their health and wellbeing
- We seek to maximise the potential of young people in our communities by enabling opportunities for them to develop skills, and have access to challenging and inspiring experiences.
- We will take a proactive approach to supporting the development of a socially responsible supply chain. We will analyse the footprint of our expenditure, and develop action plans to support more local procurement that benefits our communities linking to our enterprise support and capacity building services.

Recording and Storage of Procurement Data

Information will be logged and maintained in order to ensure compliance with regulations, and to provide management information for the Company to inform procurement decisions.