

Procurement Policy

Version 1 – Approved 25 September 2020

Purpose:

This policy supports the University's values and guides behaviour in relation to all operational and research procurement related activities for the purpose of advancing the University's strategic objectives.

	Value for money	Responsible
1.1	Procurement decisions must first consider the use of existing University resources, facilities and expertise.	Chief Operating Officer
1.2	Staff procuring goods, services and capital works will seek optimal value for money using innovative approaches to scoping the procurement needs.	Chief Operating Officer
1.3	Goods, services and capital works procured must be fit for purpose, of sufficient standard and capable of fulfilling the intended requirements for an acceptable timeframe.	Chief Operating Officer
1.4	Procurement of goods and services will be sourced through preferred suppliers if a University-wide Contract (UWC) is in place.	Chief Operating Officer
1.5	All procurement decisions will reflect value for money, not limited to price, consider sustainable and ethical principles including managing the risk of modern slavery, and maximise opportunities for local suppliers.	Chief Operating Officer
1.6	Contract owners must ensure value is managed through the full lifecycle of the contract.	Chief Operating Officer
2	Transparency and integrity	
2.1	All procurement expenditure will be for University purposes and adhering to principles of probity and accountability and disclosure and management of conflicts of interest.	Chief Operating Officer
2.2	Staff will act with transparency and integrity and will ensure fair dealing in arrangements with suppliers.	Chief Operating Officer
2.3	Staff undertaking procurement and commercial dealings will maintain impartiality and commercial confidentiality.	Chief Operating Officer
3	Governance	
3.1	Staff will understand their responsibility and accountability when committing and authorising expenditure.	Chief Operating Officer
3.2	Staff will seek to understand and mitigate risks when undertaking procurement activities.	Chief Operating Officer

Definitions and acronyms: [excluded expenditure](#) | [value for money](#)

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All University community members must comply with all relevant laws and regulations, University By-Laws, ordinances, policies and procedures.