

Procurement Policy

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1. Introduction and Purpose

- 1.1 The Procurement Policy, forms part of the University's procurement framework, and sets out the guiding principles and general rules relating to all purchasing activity at the University. It is fully aligned with detailed operational purchasing guidance which is included within the Financial Regulations and Procedures.
- 1.2 In addition to conforming with the University's financial governance framework this policy is consistent with the University's Vision and Strategic Plan and supports our aims to deliver world class teaching, research and embed social value within our operations.

2. Scope and definitions

- 2.1 This policy is applicable to all staff, students, or anyone who has responsibility for budgets, or spending on behalf of the University.
- 2.2 As an institution founded for the public good, an exempt charity and an organization in receipt of significant public funds the University has a duty to manage expenditure in a manner that protects itself, employees, funders and stakeholders. The University must deliver value for money, by demonstrating good procurement practice, across its non-pay spend by adhering to any applicable laws, contractual obligations, and its own internal rules.



3. Roles and Responsibilities

- 3.1 It is the responsibility of anyone involved in spending on behalf of the University to abide by the following:
- 3.1.1 Spending is a means to an end and must support University strategic and operational priorities;
- 3.1.2 The University is committed to moving to a low consumption model and purchases should only be made where there is a clear and definite need to do so;
- 3.1.3 Whilst responsibility for spending is devolved and managed at an appropriate level to facilitate operational activities the correct approval(s) to spend must be obtained before any formal commitment to do so is made on behalf of the University.

3.2 Individuals involved in any purchasing activity must ensure that:

- 3.2.1 The spend is valid and incurred only in pursuit of legitimate University business;
- 3.2.2 The spend is appropriately budgeted, authorised and transacted through an approved system or channel;
- 3.2.3 The spend complies with any internal and/or external legal, regulatory, or contractual conditions;
- 3.2.4 Any applicable risks have been considered and mitigated or managed;
- 3.2.5 That the controls over spending are adequate and in line with University requirements established for this purpose, including necessary separation of duties;
- 3.2.6 That the process follows best procurement practice (see the guidelines set down in the accompanying Appendix) and has been undertaken in line with the seven principles of public life ([‘Nolan Principles’](#));
- 3.2.7 The outcome represents value for money considering economy, efficiency, effectiveness and wider social, environmental and ethical issues (considered in terms of the [UN Sustainable Development Goals](#)).



3.3 Professional support for procurement activity is provided by the Central Procurement Office (CPO).

This includes:

- 3.3.1 Working with end users to ensure access to appropriate contracts/suppliers;
- 3.3.2 Supporting aggregation, consolidation and collaboration across the University, and wider, to enjoy benefits of scale from demand/spend;
- 3.3.3 Facilitating access to suppliers and products through the University’s Finance System;
- 3.3.4 Ensuring that legislative and value for money requirements are met;
- 3.3.5 Championing best practice through a responsible procurement approach to contracts and suppliers reflecting the University’s environmental, social and ethical priorities;
- 3.3.6 Providing [guidance and help](#) to follow best practice, manage risk and deliver value for money.



4. General Principles

4.1 Procurement Best Practice:

- 4.1.1 Procurement practices must be fit for purpose, efficient and effective. Procurement practice should be flexible, aiming for simplification, standardization and automation;
- 4.1.2 Procurement activity should be neither risk averse nor reckless. Appropriate measures must be taken to understand and mitigate, or remove, any purchasing risks, especially those judged unnecessary or unacceptable;
- 4.1.3 The underpinning foundations of procurement best practice are transparency, open treatment, open competition and sound procedural/risk management which can be satisfied by adopting following best practice as detailed in the accompanying Appendix.

4.2 Demonstrating and Delivering Value for Money:

- 4.2.1 All procurement activity should optimize the use of resources, to deliver maximum benefit to the University;
- 4.2.2 Procurements must aim to demonstrate value in terms of the '7 Rights': Product/Service, Quality, Quantity, Place, Time, Price/Cost and Contract Terms;
- 4.2.3 Cost is a more important determinant of value for money than price; and should consider:
- The whole life cost of the purchase (including any maintenance, consumables and disposal costs) not just the initial purchase price;
 - Other factors, such as quality or after sales support;
 - Social and environmental factors that have a bearing on the purchase.



5. Monitoring Compliance

5.1 The University's Financial Regulations and Procedures set down in detail the thresholds that apply to purchases including requirements to obtain quotes to demonstrate effective control and sound procurement practice. Failure to follow these is a serious breach and may result in disciplinary action. In certain circumstances the University may, at the discretion of the Chief Financial Officer, agree to waive these requirements but approval must be obtained in writing, and in advance of any commitment to spend.



5.2 Queries or issues relating to University Procurement activity should be directed to:

procurement@manchester.ac.uk. Depending on the nature of the query it will be dealt with by the Head of

Procurement and/or the Chief Financial Officer. Where independent input is required this will be provided by the Directorate of Legal Services and Board Secretariat.

5.3 If internal users have any serious issues, or concerns, they should follow the [University's Public Interest Disclosure Policy and Procedure](#).


















6. Policy Content



Procurement Policy: Version amendment history		
Version	Date	Reason for change
1.0	2021	
2.0	05.09.2024	Reviewed/updated to reflect a number of changes

Document control box	
Policy / Procedure title:	Procurement Policy
Lead contact email	procurement@manchester.ac.uk
Date updated:	November 2024
Approving body:	Finance Committee
Version:	2.0
Supersedes:	1.0
Previous review dates:	2023
Next review date:	
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	As per those relating to Financial Regulations and Procedures
Related policies/procedures/guidance etc.	Financial Regulations, Financial Procedures, Public Interest Disclosure and Policy, Declarations of Interest, Guidance on Webpages: Finance Directorate and Central Procurement Office
Policy owner:	Chief Financial Officer
Lead contact:	Head of Procurement

Appendix A: Procurement Best Practice Checklist

Best Practice	Transparency	Open Treatment	Open Competition	Sound Procedures	Risk Management	SDG
Personal Conduct – Personal and Business Integrity						
Do not use a position for personal gain	X			X	X	
Declare any personal interests that may affect impartiality	X			X	X	
Do not accept inducements, or gifts (other than those which are small or of low intrinsic value)	X			X	X	
Declare hospitality and where this is accepted ensure that it does not compromise your position or affect your impartiality	X			X	X	
Ensure genuine, fair and transparent competition	X	X	X	X	X	
Be open, equal and transparent when dealing with others	X	X		X	X	
Provide accurate and valid information and respect the confidentiality of any confidential, or commercially sensitive, information	X	X		X	X	
Procurement Practice – Plan Properly						
Identify needs in good time	X			X	X	
Only buy what you need				X	X	
Use stores and internal services where you can				X	X	
Consider alternatives to outright purchase				X	X	
Buy from formally contracted suppliers			X	X	X	
Understand the market properly encouraging competition and a healthy supply base	X	X	X	X	X	
Procurement Practice – Specification and Competition						
Be clear and accurate in detailing what you need	X	X	X	X	X	
Do not over or under specify what you need	X	X	X	X	X	

Best Practice	Transparency	Open Treatment	Open Competition	Sound Procedures	Risk Management	SDG
Purchase 'off the shelf' or 'vanilla' items where you can	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Articulate your need in an open, fair and transparent way	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Use appropriate and reasonable external standards	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Consider environmental, social and ethical factors that are relevant to what you want to purchase	X	X	X	X	X	11 SUSTAINABLE CITIES AND COMMUNITIES
Select suppliers/products through appropriate and thorough market testing	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Obtain appropriate and sufficient quotes based on the value/complexity of your need	X	X	X	X		8 DECENT WORK AND ECONOMIC GROWTH
Avoid activity that distorts markets or damages supply chains	X	X	X	X	X	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
Undertake due diligence to confirm that suppliers, and their supply chains, are responsible and fit for purpose	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Encourage supply chain engagement through clear and simple documentation without exposing the University to undue legal/commercial risk	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Transact with suppliers on appropriate, fair and mutually acceptable contract terms	X	X	X	X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Procurement Practice – Integration and Collaboration						
Incorporate necessary legal as well as internal rules/requirements within specifications	X			X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Collaborate internally to maximize benefit from institutional demand, driving better value and reducing duplication of effort	X		X	X	X	17 PARTNERSHIPS FOR THE GOALS
Make use of aggregated demand/collaborative agreements within the Higher Education sector, and wider public sector, to save time/effort and secure value	X		X	X	X	17 PARTNERSHIPS FOR THE GOALS
Procurement Practice – Continuous Management						
Understand spend, challenge the need to spend and move consciously to a lower consumption model	X			X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Manage spend, measure demand and influence supply on a category-by-category basis	X			X	X	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
Maintain good supplier relationships	X	X	X	X	X	8 DECENT WORK AND ECONOMIC GROWTH

Best Practice	Transparency	Open Treatment	Open Competition	Sound Procedures	Risk Management	SDG
Manage contracts rigorously but fairly	X	X		X	X	
Manage stocks and stores safely and efficiently	X			X	X	
Manage disposals in cost-effective and legally compliant ways	X			X	X	