



Policy:	Procurement
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PROCUREMENT POLICY - LANCING BUSINESS PARK

Purpose:

To outline the considerations and processes involved in making a purchase on behalf of the Lancing Business Park Ltd.

Procurement is the acquisition of goods, services or works from an external source. It is favourable that the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the purchaser in terms of quality and quantity, time, and location.

Good procurement procedures will help meet the Lancing Business Park business needs and will help ensure that procurement projects are delivered on time and within budget and provide a clear and transparent audit trail

Objectives:

The procurement objectives and responsibilities of the Lancing Business Park Ltd are:

- To contribute to the efficient and effective performance of Lancing Business Park Ltd business by ensuring Value for Money (VFM) in procurement
- To ensure compliance with current UK/EC Procurement legislation and good commercial practice
- To ensure that the process of procurement is ethical, equal and non-discriminatory
- To ensure full use (wherever appropriate) of inter-trading across the member businesses of Lancing Business Park
- To promote fair and open competition for all business while minimising exposure to fraud and collusion

Value for Money (VFM)

All Lancing Business Park procurement should be based on best VFM and should seek to secure continuous improvements in VFM.

Best VFM means taking into account, when making procurement decisions, "the optimum combination of whole life cost and quality necessary to meet the customer's requirement". All Lancing Business Park procurement decisions must be based on robust assessments of all the options in each set of circumstances.

Continuous improvements in VFM should be sought throughout the life of a contract through effective contract monitoring, management and control. Taking into account on-going costs and maintenance contracts.

Procedure

Lancing Business Park Ltd Board Members will request expressions of interest via the Lancing Business Park website for standard and repeat contracts.

A tender pack will then be sent to interested parties and they will be asked to return the quote within the given time and date to coincide with the monthly Lancing Business Park Ltd Board meeting.

Lancing Business Park Ltd Board members will then review and choose the best option from the quotes supplied to them in a fair, equitable and timely manner, in line with the evaluation process.

Evaluation Process

Key Principles of Evaluation

Fairness

All tender or quote evaluations must be undertaken in a fair manner. This means each bid deserves equal treatment and assessment and scores should be applied consistently.

Confidentiality

All bids during a tender process are confidential and should not be discussed with any person not involved in the evaluation process.

Lancing Business Park Ltd Board members will use a scoring sheet (form1a) and write notes justifying the reasons they have selected the successful contractor.

Notes are used to compile feedback for bidders, which is a legal requirement.

Award of Contract

The Chairman of Lancing Business Park Ltd shall notify the successful contractor in writing of the award of contract.

Debriefing

The Chairman of Lancing Business Park Ltd shall provide a debriefing to unsuccessful tenders, on written request, based upon the evaluation criteria used in the selection process.

Monitoring

Arrangements shall ensure that all contracts are adequately managed and monitored with a view to achieving completion of service delivery on time, within budget, and in accordance with the specification.

Social, Economic and Environmental Wellbeing

All major procurement shall recognise the impact on the social, economic and environmental wellbeing within the local area.

Continuous Improvement

Where contracts are to run for a number of years, the contract will be sufficiently flexible as to provide for continuous improvement throughout the period of the contract.