December 2023

Procurement Policy

The objective is to maximise value for money for Southport BID levy payers by benchmarking market costs for the given service and identifying opportunities for savings or better service delivery.

- Full-service requirements should be outlined including budget available where required.
- Appropriate suppliers should be identified, with every effort being made to source local suppliers.
- A full brief should be provided to suppliers with a deadline for submitting their proposal.
- Suppliers should be reviewed and the proposal offering the best value (in terms of both money and service delivery) should be recommended or selected. If two or more suppliers offer the same deliverable but the local supplier is slightly higher (e.g., within 10%), then the local may still be selected.
- If the value exceeds £20,000 then the proposals should be put to the board of directors for approval, based upon a recommendation from the CEO.
- Service and contract to be agreed and executed.

Quotations will be sought as per table below:

- Every effort should be made to obtain the number of quotes specified but there may be situations in which this is not possible. Who was approached and what methods were used to try to achieve the number of quotes should be recorded.
- If using a supplier for multiple activities e.g. artwork design or print, then the cumulative value should be taken as the value defining the threshold to be used rather than each individual activity.
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Value (ex vat)	**Quotes required**
Under £5,000	No quote required (CEO limit with no process)
£5,001 - £9,999	One quote to be obtained
£10,000 - £19,999	Two quotes to be obtained
Over £20,000	Projects above 20K require a mini procurement process which requires 3 quotes and references
Over £50,000	Projects above 50K require full procurement process