

# Shrewsbury BID

## Procurement Policy

Shrewsbury BID is a not-for-profit organisation run on behalf of over 500 businesses in Shrewsbury. We have a responsibility to spend levy payers' and partners' money wisely and monitor the performance of the contracts we enter into.

It is a key priority for Shrewsbury BID where possible to invest back into the local economy and to reduce our carbon footprint by using local suppliers.

### Authorisation Process

Under £10k

Executive Director authorisation based on supplier location, value for money, price, ability to deliver within timescales, experience, reputation, recommendation, warranty and guarantee.

£10k – £30k

Commission or advertise the work from a range of suppliers with a minimum of three written quotes and will be presented to the Company Operations Group (sub-committee of the Shrewsbury BID Board) for approval.

Over £30k

Commission or advertise the work from a range of suppliers with a minimum of three written quotes. This will follow a formal tender process as below. The panel for decision making will include at least two BID board members.

### Formal Tender Process

1. Tender documentation should include:
  - a. agreed specification for the service or product
  - b. other requirements of the supplier, including quality
  - c. marking criteria (for example 50% price, 50% quality)
2. Advertise widely through local networks and contacts, place opportunity on the Shrewsbury BID web site, allowing a response time suitable for the work required
3. Send out the specification to interested parties with full information of how to submit a tender
4. Evaluate responses on the basis of the agreed specification set in point 1, by a panel of at least three people, including a minimum of 2 Board directors. Ensure that people on the panel have no conflict of interest with the services/produces being procured.
5. Shortlist if necessary
6. Invite shortlisted suppliers for interview/presentation
7. Take up references if appropriate
8. Award contract