

## Tender Process

Whenever New West End Company tenders for goods and services, it should use the policy and procedures listed below to ensure best practice requirements are met.

Over a certain value open and effective competition is a key element in achieving value for money. All potential suppliers should be given the same opportunities to compete for work as it is identified. All procurement activities should be run fairly and transparently, so as to achieve mutual trust and respect. New West End Company would also seek to maintain an ethical approach and embrace openness, honesty, diligence, fairness, trust, respect and consistency.

### Procurement Thresholds

The following thresholds apply where the total value of the full contract period for the procurement of goods and/or services (including options to extend) is, or is expected to be:

<b>Ad hoc low risk purchases - value less than £10,000</b>	Goods and services of a low risk and occasional nature may be purchased without the need for multiple quotations. These goods or services must be ad hoc and not of a repetitive nature otherwise a single written quotation must be obtained.
<b>£10,000 to less than £50,000</b>	Seek a sufficient number of written requests for quotations ( <i>minimum two</i> ) and obtain a minimum of one quotation. Maintain a record of the decision on file.
<b>£50,000 to less than £100,000</b>	Seek a sufficient number of written requests for quotations ( <i>minimum three</i> ) and obtain a minimum of two quotations.
<b>Over £100,000</b>	Seek a sufficient number of written requests for quotations ( <i>minimum five</i> ) and obtain a minimum of three quotation.

Note these thresholds should operate in parallel with the financial approval matrix which forms part of the New West End Company's financial procedures.

### Procurement Process

- **Identification of need and requirements analysis:** understand business objectives for overall spend and define the technical direction and requirements;
- **External macro-level market analysis:** assess the competitiveness of the marketplace and issues that are likely to impact the organization.
- **Cost analysis:** accumulation and examination of cost data for comparisons and projections.
- **Supplier identification:** identify suppliers that can provide the required product or services.
- **Non-disclosure agreement:** it may be necessary to request vendors to sign an NDA prior to engaging with them. This protects the organisation where sensitive information is shared with multiple potential vendors ahead of releasing detailed requirements;

- **Supplier communication:** When one or more suitable suppliers have been identified, a competitive bidding process can be undertaken. This may take the form of requests for quotation, requests for proposals, requests for information, requests for tender, request for solution or a request for partnership. This process may then be followed by an interview process to determine the preferred supplier;
- **Decision making process:** A supplier scorecard is a tool that should be used for this purpose. Record of the decision making should be kept for transparency and audit purposes;
- **Negotiations and contracting:** Negotiations should be undertaken that will include price, availability, customization, and delivery schedules. These details should be outlined in a purchase order or more formal contract.
- **Supplier management:** when more strategic goods or services are procured that require ongoing interaction with a supplier New West End Company should consider the introduction of a supplier relationship management process. Strategic outsourcing relationships should set up formal governance processes.
- **Preferred supplier:** will be approved by New West End Company Finance and Governance Group.