



# POLICIES & PROCEDURES

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## Procurement Policy

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<b>Policy Owner:</b>	Head of Finance & Governance
<b>Date Approved:</b>	19 November 2025
<b>Version:</b>	V4.0
<b>Equality Screening Date:</b>	October 2018
<b>Date of First Issue:</b>	October 2018
<b>Date of Next Review:</b>	October 2028
<b>Location:</b>	Gateway

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## 1. Introduction

- 1.1 The College seeks to obtain value for money in all purchases of goods and services and works, in line with Managing Public Money Northern Ireland (MPMNI)  
<https://www.finance-ni.gov.uk/articles/managing-public-money-ni-mpmni>
- 1.2 All goods, services and works should be necessary and suitable for carrying out the agreed business of the College and should be procured ethically, innovatively, with environmental consideration and to the optimum quality. Contracts should normally be placed on a competitive basis. Contracts should only be placed on a non-competitive basis in exceptional circumstances and the reasons clearly documented. Appliances should be procured with a good energy rating where practical and cost effective to do so, and goods and services should be procured from organisations who demonstrate a positive commitment to environmental and sustainability goals again where practical and cost effective to do so and be fully compliant with current best practice.
- 1.3 The Procurement Policy reflects the Northern Ireland Public Procurement Policy (NIPPP) adopted by the Northern Ireland Executive in May 2002 (published August 2014); Procurement Guidance Notes; and any other guidelines or guidance issued by Central Procurement Directorate (CPD) and the Procurement Board. This includes the twelve principles of public procurement.
- 1.4 All procurement exercises should reflect Procurement Guidance Note PGN 01/13 (as amended), Integrating Social Considerations into Contracts and have regard for the equality commission for Northern Ireland and the Central Procurement Directorate's guidance "equality of opportunity and sustainable development in public sector procurement"
- 1.5 All supporting documentation can be found at <https://www.finance-ni.gov.uk/topics/procurement>

## 2. Twelve Principles of Public Procurement

### 2.1 Accountability

Effective mechanisms must be in place in order to enable Departmental Accounting Officers and their equivalents in other public bodies to discharge their personal responsibility on issues of procurement risk and expenditure.

### 2.2 Competitive Supply

Procurement should be carried out by competition unless there are convincing reasons to the contrary.

### 2.3 Consistency

Suppliers should, all other things being equal, be able to expect the same general procurement policy across the public sector.

### 2.4 Effectiveness

Public bodies should meet the commercial, regulatory and socio-economic goals of government in a balanced manner appropriate to the procurement requirement.

### 2.5 Efficiency

Procurement processes should be carried out as cost effectively as possible.

### 2.6 Fair-dealing

Suppliers should be treated fairly and without unfair discrimination, including protection of commercial confidentiality where required. Public bodies should not impose unnecessary burdens or constraints on suppliers or potential suppliers.

### 2.7 Integration

In line with the Executive's policy on joined-up government, procurement policy should pay due regard to the Executive's other economic and social policies, rather than cut across them.

### 2.8 Integrity

There should be no corruption or collusion with suppliers or others

## 2.9 Informed decision-making

Public bodies need to base decisions on accurate information and to monitor requirements to ensure that they are being met.

## 2.10 Legality

Public bodies must conform to European Community and other legal Requirements.

## 2.11 Responsiveness

Public bodies should endeavour to meet the aspirations, expectations and needs of the community served by the procurement.

## 2.12 Transparency

Public bodies should ensure that there is openness and clarity on procurement policy and its delivery.

# 3. **Procurement Procedure**

## 3.1 Scope

This Procurement Procedure applies to all purchases made by any member of staff on behalf of South West College.

## 3.2 Procurement Context

3.2.1 This procedure reflects guidance contained in the Partnership Agreement between the Department for the Economy and the Six Further Education Colleges in Northern Ireland (Executive NDPBs).

3.2.2 The College's procurement activity is carried out by means of a Local Operating Agreement within the Service Level Agreement the Department for the Economy (DfE) has with Central Procurement Directorate (CPD). This ensures compliance with relevant UK, EU and international procurement rules.

3.2.3 Any procurement <£50k shall be carried out by the College Procurement Team. This includes sector collaborative projects below this threshold.

3.2.4 For procurements >£50k, the College will liaise with CPD or collaborate with other Colleges through the NIPON Group (Northern Ireland Purchasing Officers Network) if applicable.

3.2.5 The process to select the appropriate procurement route is detailed in Appendix I.

## 4. Roles and Responsibility

4.1 All College staff are expected to actively and demonstrably apply the procurement principles and procedures, referred to in this policy. Specific responsibilities are set out in the paragraphs below.

### 4.2 Chief Executive (Accounting Officer)

The Chief Executive is responsible for:

- Ensuring the College is compliant with the Partnership Agreement issued by the Department for the Economy;
- Fulfilling the role of the College's Accounting Officer;
- Safeguarding the public funds for which he/she has charge; for ensuring propriety and regularity in the handling of those public funds; and for the day-to-day operations and management of the College;
- Ensuring compliance with the Northern Ireland Public Procurement Policy;
- Ensuring that an effective system of contract management is maintained;
- Ensuring that adequate internal management and financial controls are maintained by the College;
- Maintaining a comprehensive system of internal delegated authorities, together with a system for regularly reviewing compliance with these delegations; and
- Ensuring that the requirements of the Data Protection Act 2018, the UK General Data Protection Regulations 2018 and the Freedom of Information Act 2000 are complied with.

### 4.3 Head of Finance and Governance

The Head of Finance and Governance is responsible for:

- Ensuring the College Procurement Policy & Procedure is being adhered to;
- Ensuring that all staff are aware of the Procurement Policy and Procedure;

- Liaising with other Colleges in the sector and CPD to share good practice;
- Ensuring the Procurement Policy is reviewed regularly to reflect changes in legislation, guidance and good practice;
- Representing the College on the Northern Ireland Finance Officers' Network (NIFON);
- Ensuring appropriate accounting and purchasing systems are in place and are operating effectively; and
- Developing and implementing supporting procedures and guidance.

#### 4.4 Senior Procurement Officer

The Senior Procurement Officer is responsible for:

- Implementing relevant aspects of the Procurement Policy, Procedure and guidance;
- Recording and providing information on procurement activity;
- Providing support to budget holders and others engaged in procurement actions;
- Co-ordinating tender evaluation processes and providing administration support, including preparing, updating and storing all tender documentation;
- Representing the College on the Northern Ireland Purchasing Officers' Network (NIPON); and
- Acting as the College contact for the Letter of Agreement with CPD.

#### 4.5 Budget holders

The budget holder is responsible for:

- Ensuring that any procurement is necessary and suitable for carrying out the agreed business of the College and that supporting business cases and all appropriate approvals have been obtained before committing to purchase;
- Ensuring sufficient funds are in place to meet the purchase cost and any subsequent running or ongoing costs;
- Demonstrating value for money;
- Ensuring procurement is planned in a timely manner and recorded on the College's procurement schedule;
- Ensuring College Procedures have been applied to all Procurement within their Department;
- Ensuring that detailed and accurate specifications for goods and/or services to

- be purchased are prepared; and
- Participating in tender evaluation exercises.

#### 4.6 All Staff

All staff are expected to comply with the Procurement Policy and Procedure and to follow any guidance notes or other procedures issued in connection with this Policy. If in doubt, contact the Senior Procurement Team.

## 5. **Delegated Procurement Limits**

- 5.1 All procurements must be approved by a manager with the appropriate level of delegated authority. The approved delegated procurement limits that will operate within South West College are set out in Appendix II.

## 6. **Business Cases**

- 6.1 The College will apply the principles of economic appraisals with appropriate and proportionate effort to all decisions and proposals concerning spending public money. These principles apply to spending at any level. As part of the annual College Development Plan and financial planning process budget holders are required to establish the need for all expenditure they are responsible for. This need will be reviewed and challenged as part of the budget setting process with the final approved budget having clear justification in place for all aspects of approved spend. For expenditure outside this process a standard business case form must be completed by the relevant budget holder before any procurement can commence.
- 6.2 This business case form must include the description of proposal, items requested and estimated value to inform the procurement.
- 6.3 Further information and guidance on economic appraisal and evaluation is available at Better Business cases NI 2020: [Better Business Cases NI | Department of Finance](#)



## 7. Procurement Process and Procurement Thresholds

7.1 Contracts for goods, services or works should normally be placed through a competitive procurement process. An assessment of the aggregate value of the procurement should be made and checked against the relevant procurement thresholds, see Table below. This will determine the procurement route to be followed, which could include:

- Record of Quotation;
- Procurement administered by SWC;
- Formal Tender administered by CPD;
- Full Find a Tender Service (FTS) procurement;
- Use of an existing framework or contract; and
- Direct Award Contract.

7.2 The threshold levels aim to ensure that the transaction cost of procurement is efficient while maintaining a sufficient level of supplier interest to achieve value for money through competition (Table 1)

Option	Total Value	Procurement Route
<b>1</b>	One-off Purchase <b>Up to £10,000 excl Vat</b>	Provide evidence that 2 prices have been sought
<b>2</b>	One-off Purchase & Recurring Supplies <b>Between £10,000 and £50,000 excl Vat</b>	Procurement issued through eTenders NI carried out by Procurement Team (PPN 04/21)
<b>3</b>	One-off Purchase & Recurring Supplies <b>Above £50,000 - £116,406 excl Vat</b>	Formal tender using eTendersNI administered through the Central Procurement Directorate (CPD), contact Procurement Team
<b>4</b>	One-off Purchase & Recurring Supplies <b>Above £139,688 incl Vat</b>	Formal tender placed on Find a Tender Service (FTS) by CPD, Procurement Team

*Table 1 Procurement thresholds*

7.3 Documentation appropriate to the procurement route must be prepared/ updated and retained for inspection and audit purposes and for provision of feedback to bidders.

## 8. Purchases Up To £10,000 (Excl. Vat)

- 8.1 Purchases under £10,000 are classified as College Procurement Expenditure; however, they are not subject to the full range of procurement rules (PGN 04/21): [PPN 04/21 Procurement Control Limits | Department of Finance \(finance-ni.gov.uk\)](https://www.finance-ni.gov.uk/ppn-0421-procurement-control-limits)
- 8.2 The College is under a duty to ensure that all purchases below £10,000 (excl. VAT) are subject to normal value for money considerations and comply with Managing Public Money Northern Ireland.
- 8.3 The College must therefore ensure:
  - Total spend must be less than £10,000 and cover the combined costs of all purchases associated with the initial requirement; and
  - Requirement is clearly specified.
- 8.4 The College should carry out a price check, which could include internet price checks, with two suppliers to ensure value for money has been achieved. Price checks should be documented in a Record of Quotation form located on Gateway.
- 8.5 The documented price checks must be retained by the requisitioner for inspection by the College's auditors at any time. All Record of Quotation evidence must be attached to requisitions entered on SWC Financial System, Agresso. Guidance on how to raise a requisition can be found on Gateway.
- 8.6 Finance will undertake sample checks to ensure compliance with this requirement, focusing on the receipt, recording and availability of the correct number of price checks.
- 8.7 For one-off, low risk purchases below £1,000 (excl VAT), the Principal or a Director may approve a procurement without the requirement to obtain two prices. This should only be exercised when the item or service is urgent and it is evident that additional quotes would not improve value for money. The Record of Quotation Form should still be completed with justification for the purchase.
- 8.8 A Training Vehicle Requisition form should be completed for the purchase of low value training vehicles (under £400) for the automotive department and approved by

Head/Deputy Head of Finance and Governance.

## **9. Purchases £10,000 - £50,000 (Excl. Vat)**

- 9.1 The College is under a duty to ensure that all purchases below £50,000 (excl. VAT) are subject to normal value for money considerations and comply with Managing Public Money Northern Ireland.
- 9.2 The College must therefore ensure:
  - Total spend must be less than £50,000 and cover the combined costs of all purchases associated with the initial requirement; and
  - Requirement is clearly specified.
- 9.3 The South West College Tender Initiation Form must be completed by the originator of the tender exercise and subsequently approved by the applicable Budget Holder. All capital related projects must have an approved business case prior to commencement of procurement.
- 9.4 Formal tenders must be evaluated by a suitable panel (a minimum of three evaluators for tenders greater than £50k). The panel should include the representatives from the relevant area and should be supported by a member of CPD. Tender panel members for over threshold tenders should have received training in evaluation best practice.
- 9.5 In exceptional circumstances it may be necessary to process a procurement (up to £50k) outside of the eTendersNI system. Should this be necessary, Finance will fully document all stages of the procurement process for audit purposes with the Head of Finance and Governance signing off the tender.

## **10. Formal Tenders > £50,000**

- 10.1 Formal tenders for Supplies and Services purchases greater than £50k will be administered by the Central Procurement Directorate (CPD).

- 10.2 The South West College Tender Initiation Form must be completed by the originator of the tender exercise and subsequently approved by the applicable Budget Holder. All capital related projects must have an approved business case prior to commencement of procurement.
- 10.3 Formal tenders must be evaluated by a suitable panel (a minimum of three evaluators for tenders greater than £50k). The panel should include the representatives from the relevant area and should be supported by a member of CPD. Tender panel members for over threshold tenders should have received training in evaluation best practice.
- 10.4 Panel members involved in tenders greater than £50k will be required to sign an electronic conflict of interest declaration in respect of each procurement exercise they are involved in. Should a conflict of interest be identified, this will be documented and that individual will be excluded from the particular procurement exercise.
- 10.5 A conflict of interest is a situation in which a College official has competing professional or personal interests. Such competing interests can make it difficult to fulfil his or her duties impartially. A conflict of interest may exist even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person or the College.
- 10.6 Any perceived conflict of interest must in the first instance be referred to the Procurement Officer, who will record the conflict of interest. Examples of conflicts of interest are set out below. Please note that this is not an exhaustive or prescriptive list:
- Having a financial interest (e.g. holding shares or options) in a potential tenderer or any entity involved in any tendering consortium, or an existing supplier to the College;
  - Having a financial or any other personal interest in the outcome of the evaluation of any tender evaluation process or the success of any existing supplier relationship;
  - Being employed by (as staff member or volunteer) or providing services to any potential tenderer or existing supplier;

- Being a member of a potential tenderer's or existing supplier's management/ executive board;
- Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any tenderer or existing supplier or its representatives;
- Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above;
- Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above; and
- Having any other close relationship (current or historical) with any potential tenderer.

10.7 This policy will be supplemented from time to time by detailed procedural guidance relating to different aspects of the procurement process and by reference to Procurement Guidance Notes (PGN) issued by the Central Procurement Directorate (CPD).

10.8 Further guidance is available from the Northern Ireland Audit Office's publication "Conflicts of Interest: A Good Practice" which can be found at:  
[Conflicts of Interest: A Good Practice | Northern Ireland Audit Office](https://niauditoffice.gov.uk/Conflicts-of-Interest-A-Good-Practice)  
[\(niauditoffice.gov.uk\)](https://niauditoffice.gov.uk/)

## 11. Use Of Framework Agreements

11.1 The College will make use of existing publicly procured framework agreements and contracts where these are available and accessible. CPD is to have oversight of the use of framework agreements. Where necessary, a new work request form is required when procuring from another framework.  
<https://www.finance-ni.gov.uk/articles/how-contact-cpd-new-work-request>

11.2 CPD have granted approval for the Colleges to use Crescent Purchasing Consortium (CPC), G-Cloud and Crown Commercial Services (CCS).

- 11.3 SWC has a Service Level Agreement with the Education Authority (EA) and CPD have granted approval for the Colleges to use the EA Frameworks, regardless of value.

## 12. Direct Award Contracts

- 12.1 A Direct Award Contract occurs when a contract is awarded to a contractor without a competition. Direct Award Contracts must be approved in advance by the Accounting Officer (Chief Executive) of the College, except where it is intended to award a contract for external consultants without competition where prior approval is required from the Accounting Officer (Permanent Secretary) of the Department for the Economy.
- 12.2 Included in the Accounting Officer's Annual and Mid-year Assurance Statement is confirmation that Direct Award Contracts have been awarded in line with relevant procedures.
- 12.3 The following are deemed not to be Direct Award Contracts:
- Contracts awarded under a framework agreement;
  - Extensions or options provided for in existing contracts;
  - Contracts for arbitration or conciliation services;
  - Contracts for employment;
  - Contracts for the acquisition or lease of land and buildings;
  - One-off urgent or operational purchases;
  - Subscriptions;
  - Professional journals;
  - Payment of professional membership fees;
  - Attendance at training courses and conferences;
  - Examination and Awarding Body franchise fees;
  - Speakers e.g. a speaker invited to host an internal College master class;
  - Payments for entrance to locations used for student trips where an alternative provider does not exist e.g. Belfast Zoo, W5, Ice Bowl;
  - Payments for statutory obligations Access NI, MOT tests, planning permissions, TV licence; and

- IT licences e.g. Microsoft.

12.4 Procurements falling below the £50,000 procurement control limit are also deemed not to be Direct Award Contracts but must comply with the requirements for purchases up to that value.

12.5 Procurements above the £50,000 procurement limit require the completion of a Direct Award Contract Form to be submitted by the Procurement Team to CPD.

<https://www.finance-ni.gov.uk/publications/cpd-direct-award-contract-form-dac>

### **13. External Consultancy**

13.1 For all individual consultancy assignments in excess of £10,000, Colleges must submit a proportionate economic appraisal/business case to the Department and secure Ministerial approval. All assignments in excess of £150,000 will also require DoF Supply approval.

13.2 The fundamental principle is that external professional services should be engaged only when it is necessary and the business case should demonstrate value for money.

13.3 No external consultants should be engaged or appointed until all necessary approvals have been obtained.

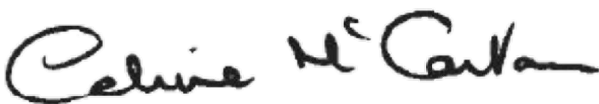
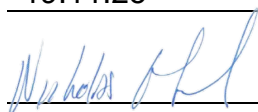
### **14. Bribery Act 2010**

14.1 The Bribery Act 2010 modernises the law on bribery and came into force on 1 July 2011. Bribery is defined as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so. This could cover seeking to influence a decision-maker by giving some kind of extra benefit to that decision maker rather than by what would legitimately be offered, for example, as part of a tender process.

- 14.2 Staff involved in procurement activities need to be aware of the Bribery Act 2010 and should take particular care not to compromise themselves or the College in any way. Bribes must not be offered, promised, paid, requested, agreed to, or accepted. Staff are required to report any concerns immediately to the Head of Finance and Governance.

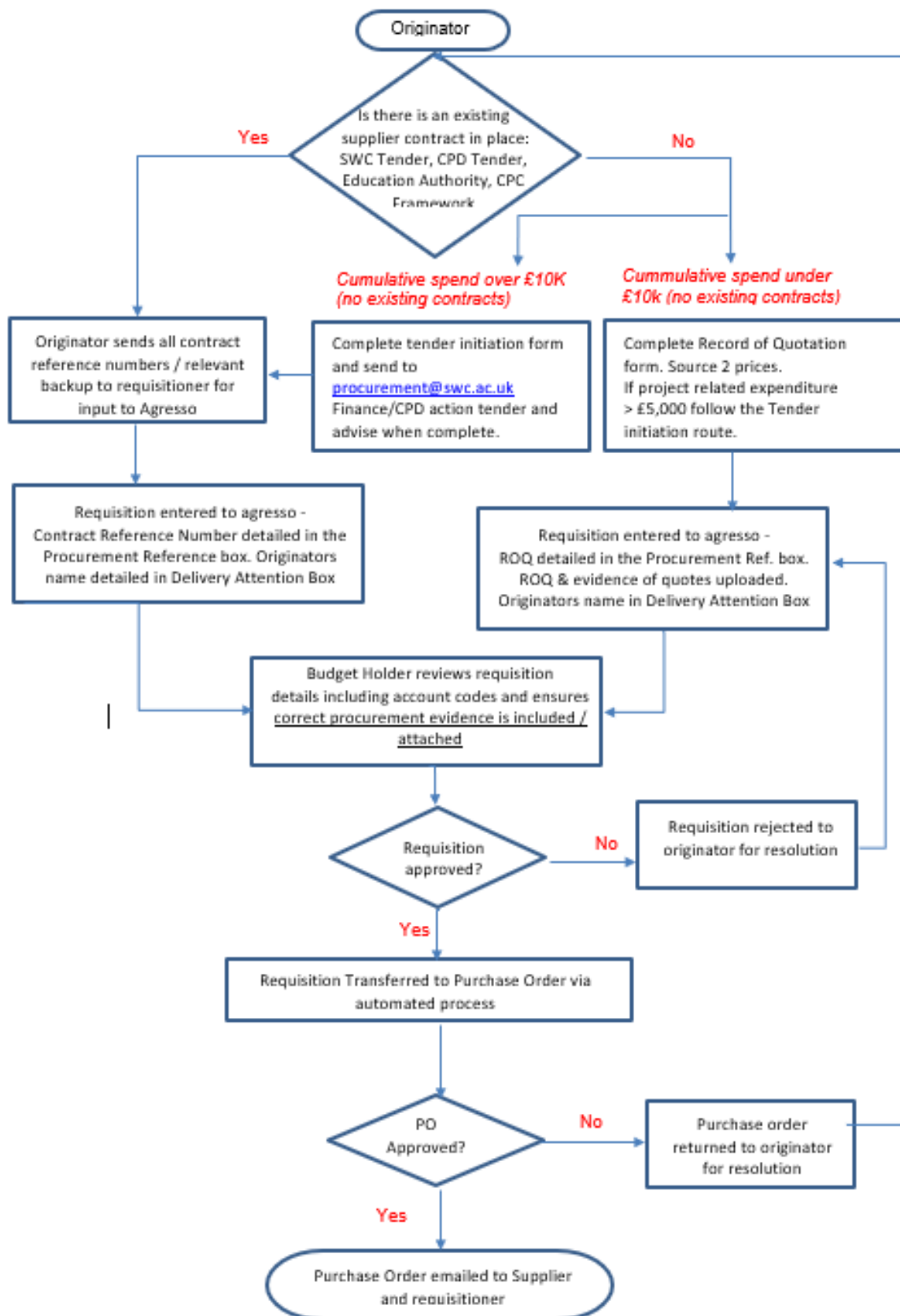
## 15. Monitoring and Review

- 15.1 Compliance with this policy will be reviewed on an ongoing basis. The College will ensure that adequate resources are made to promote this policy effectively and is committed to reviewing this policy every three years, or earlier if required.

Signed Principal and Chief Executive:	
Date:	<u>19.11.25</u>
Signed Chair of the Governing Body:	
Date:	<u>19/11/2025</u>



## Appendix I – Procurement Steps



Version 3 March 2025

## Appendix II – Delegated Approval Limits

Category	Chief Executive Approval	DfE Approval	DoF Approval
Direct Award Contract < £30k	Y		
Direct Award Contract > £30k	Y	Y	
Direct Award Contract > £10k (external consultancy)	Y	Y	
Resource/Capital spend <£1m	Y		
Resource/Capital spend > £1m	Y	Y	
Capital expenditure <£1m	Y		
Capital expenditure > £1m	Y	Y	
Capital expenditure >£10m			Y
Consultancy < £10k	Y		
Consultancy > £10k	Y	Y	
Consultancy > £150k	Y	Y	Y

## Appendix III – Tender Process

### Step by Step Guide for procurements below EU Threshold

FE College will complete a Work Request Form [WRNEWO1] with necessary documents e.g. specifications etc <https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form>

SSD will acknowledge the request and forward the appropriate Quality Assurance (QA) template and tender documents to FE College.

QA template for below EU Threshold projects will consist of 2 stages:

#### **Stage 1 - RECEIPT OF WORK, CONFIRMATION OF APPROVALS AND PUBLICATION OF REQUIREMENTS**

#### **Stage 2 - EVALUATION AND AWARD**

Tender documents will consist of:

**Procurement Strategy Invite Letter**  
**Instructions to Tenderers Standard Conditions of Contract**  
**Supplementary Standard Conditions of Contract**

#### **Stage 1 - RECEIPT OF WORK, CONFIRMATION OF APPROVALS AND PUBLICATION OF REQUIREMENTS**

FE College to begin drafting tender documents and on completion forward to SSD for approval.

SSD to approve all documentation.

On receipt of approval of all documentation FE College to forward the quality plan to SSD for stage 2 approval.

SSD to publish tender on e-Tendering portal.

#### **Stage 2 - EVALUATION AND AWARD**

On receipt of bids SSD will forward FE College a pre evaluation conflict of interest form. FE College will forward to panel members and collate returns and forward to SSD.

On receipt of COI forms SSD will issue bids and evaluation panel login details.

Panel members to complete their individual evaluation assessment of received bids.

SSD will attend consensus evaluation meetings with the FE Colleges solely for the purpose of facilitating the recording of the consensus scores and comments.

SSD will forward consensus comments to all panel members for approval. SSD to approve consensus comments.

SSD to forward procurement process/evaluation report to FE College. FE College to draft evaluation report and forward to SSD for approval. SSD to issue award and regret letter templates to FE College.

FE College to draft award and regret letters and forward to SSD for approval. On approval SSD will issue through eTendering portal.

SSD to issue handover document template to FE College.

FE College to draft handover document and forward to SSD for approval.

On receipt of approval of all documentation FE College forward the quality plan to SSD for stage 2 approval.

## Step by Step Guide for procurements above EU Threshold

FE College will complete a Work Request Form [WRNEWO1] including documents e.g. specification etc. <https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form>  
SSD will acknowledge the request and forward the appropriate Quality Assurance (QA) template and tender documents to FE College.

QA template for above EU Threshold projects will consist of 5 stages:

**Stage 1 - RECEIPT OF WORK AND CONFIRMATION OF APPROVALS**

**Stage 2 - CONFIRMATION AND APPROVAL OF PROCUREMENT ROUTE/STRATEGY AND DOCUMENTATION**

**Stage 3a – PUBLICATION OF CONTRACT NOTICE STAGE 3b – INVITATION AND RECEIPT OF TENDER** **Stage 4 – EVALUATION**

**Stage 5 – AWARD**

Tender documents will consist of:

**Procurement Strategy Invite Letter**

**Instructions to Tenderers Standard Conditions of Contract**

**Supplementary Standard Conditions of Contract**

**Stage 1 - RECEIPT OF WORK AND CONFIRMATION OF APPROVALS**

SSD to acknowledge receipt of work request form and approves stage 1. There are no actions for FE College at this stage.

**Stage 2 - CONFIRMATION AND APPROVAL OF PROCUREMENT ROUTE/STRATEGY AND DOCUMENTATION**

FE College to begin drafting tender documents and on completion forward to SSD for approval.

SSD to draft Contract Notice.

SSD to approve all documentation.

On receipt of approval of all documents FE College to forward the quality plan to SSD for stage 2 approval.

SSD to publish tender on e-Tendering portal.

**Stage 3a – PUBLICATION OF CONTRACT NOTICE**

SSD to issue Contract Notice to FTS for publication. There are no actions for FE College at this stage.

**STAGE 3b – INVITATION AND RECEIPT OF TENDER**

On receipt of all clarification questions SSD will forward to FE College for consideration and response.

SSD to approve all Clarification responses prior to issue to tenderers. SSD to issue clarification responses through e-Tendering Portal.

On receipt of bids SSD will forward FE College a pre evaluation conflict of interest form. FE College will forward to panel members and collate returns and forward to SSD.

FE College to issue all collated clarification questions and answers to evaluation panel. On receipt of COI forms SSD will issue bids and evaluation panel login details

On receipt of approval of all documents FE College to forward the quality plan to SSD for stage 3b approval.

## **Stage 4 – EVALUATION**

Panel members to complete their individual evaluation assessment of received bids. SSD will attend consensus evaluation meetings with the FE Colleges solely for the purpose of facilitating the recording of the consensus scores and comments.

SSD will forward consensus comments to all panel members for approval. SSD to approve consensus comments.

SSD to forward procurement process/evaluation report to FE College.

FE College to draft procurement process report and forward to SSD for approval.

Where a tenderer has been excluded at Selection Stage, SSD to issue exclusion letter to the FE College.

FE College to draft exclusion letter and forward to SSD for approval. On approval SSD will issue through e-Tendering portal.

On receipt of approval of all documents FE College to forward the quality plan to SSD for stage 4 approval.

## **Stage 5 – AWARD**

SSD to issue standstill intention to award letter and the standstill letter templates for unsuccessful Tenderers to FE College.

FE College to draft standstill intention to award letter and the standstill letter for unsuccessful Tenderers to FE College and forward to SSD for approval. On approval SSD will issue through e-Tendering portal.

After standstill period, SSD to issue award notification letter to unsuccessful Tenderers and post standstill award letter templates to FE College.

FE College to draft award notification letter to unsuccessful Tenderers and post standstill award letter and forward to SSD for approval. On approval SSD will issue through e-

Tendering portal.

SSD to draft award notice and issue to FTS.

SSD to issue handover document template to FE College.

FE College to draft handover document and forward to SSD for approval.

On receipt of approval of all documents FE College to forward the quality plan to SSD for stage 5 approval

## Related Documentation

Title	Location	Owner
Partnership Agreement between SWC and DfE	Website	Principal & CE

## Change Log

Location	Change from deletion/addition	Change to
Page 9	Additional paragraph inserted 8.7	Additional paragraph point 8.7
Page 9	Additional Paragraph inserted 8.8	Additional paragraph point 8.8

## Communication

Who needs to know (for action)	Senior Management Team All Staff
Who needs to be aware	All Staff

## Communication Plan

Action	By Whom	By When
Upload to Gateway	Nicola Nugent	On approval
Communication to key staff	S O'Donnell	November 2025

## Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Sean O'Donnell	Head of Finance & Governance

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date

## Approval Dates

Approved by	Date
Governing Body	19 November 2025



## Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review. Yes/No If yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
2018	October 2021	Sean O'Donnell	Yes	V2.0	No	No
V2.0	October 2024	Sean O'Donnell	Yes	V3.0	No	No
V3.0	October 2025	Sean O'Donnell	Yes	V4.0	No	No