



PROCUREMENT: POLICY AND PROCEDURE

Process Area	Finance
Reference Number	FIN/008
Directorate	Finance & Planning

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If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1. PROCUREMENT POLICY

This policy is intended to be a high-level internal college procurement policy to guide purchasing decisions and practices, ensuring fairness, honesty, and transparency throughout the procurement process. Other policies and procedures governing public sector procurement are detailed throughout this document at the relevant sections.

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) [Managing Public Money NI \(MPMNI\) | Department of Finance](#)

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, 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.

This procurement policy and procedure reflects the four main principles as set out in the Northern Ireland Public Procurement Policy Statement (NIPPPS) [Public procurement policy in Northern Ireland | Department of Finance](#) adopted by the Northern Ireland Executive in June 2025; Procurement Policy Notes [Procurement Policy Notes \(PPNs\) | Department of Finance](#); and any other guidelines or guidance issued by the Department of Finance.

2. THE FOUR PRINCIPLES OF PUBLIC PROCUREMENT

- Accessibility;
- Efficiency and Effectiveness;
- Social Value and
- Transparency

3. PRINCIPLE OBJECTIVES

3.1 Accessibility: Government contracts will be accessible to Small and Medium Sized Enterprises, Micro Businesses and Social Enterprises.

The College will meet this objective by ensuring that our processes and practices are proportionate, fair and non-discriminatory and that Suppliers are paid on time. Processes will be simplified where possible and unnecessary barriers reduced, making it easier for new entrants, such as small businesses, voluntary or charitable organisations and Social Enterprises, to compete and win college contracts

3.2 Efficiency and Effectiveness; We have a high performing, efficient and effective procurement function.

The College will meet this objective by maximising opportunities to collaborate on the procurement of goods, services and works by using local or national Frameworks and collaboration with the FE Sector. Having appropriately trained and experienced Procurement Team to establish and manage college contracts and ensuring that strong financial management controls are in place allowing for appropriate monitoring of expenditure.

3.3 Social Value: We will maximise social, economic and environmental outcomes through procurement spend and grant funding.

The College will meet this objective by adhering to the applicable Procurement Policy Notes (PPN's), ensuring Social Value is an integral part of the procurement strategy where applicable and giving due consideration to environmental impacts and appropriate mitigations.

3.4 Transparency Objective: We will be transparent about our pipeline of procurement opportunities; how public money is being spent and how we are meeting the Executive's procurement policy requirements.

The College will meet this objective by ensuring the college procurement plans and details of all Direct Award Contracts are updated and reported to DfE as appropriate and ensuring that we are transparent in sharing contract information with CPD, the College's Centre of Procurement Expertise (CoPE).

4. PROCUREMENT POLICY AND PROCEDURE

4.1. Scope

This Procurement Policy and Procedure applies to all purchases made by any member of the Governing Body, staff and any third parties employed by or used by SRC on behalf of the College.

4.2. Procurement Context

This policy reflects guidance contained in the Partnership Agreement between the Department for the Economy and Southern Regional College.

The College's procurement activity is carried out by means of a Service Level Agreement the Department for the Economy (DfE) has with Construction & Procurement Delivery (CPD). This ensures compliance with relevant UK procurement rules.

The current Procurement Control Limits (PCL's) as updated in March 2025, are detailed in **Appendix 2**

The process to select the appropriate procurement route is detailed in the Flowchart in **Appendix 4**.

4.3. Definitions

Construction & Procurement Delivery (CPD)	Construction & Procurement Delivery (CPD) provides expert advice and professional project management and procurement services to NI departments, agencies and arms-length bodies. CPD is the Centre of Procurement Expertise (CoPE) for the college.
Department for the Economy (DfE)	The Department for the Economy (DfE) is responsible for the policy, strategic development and financing of the statutory further education sector.
Department of Finance (DoF)	The Department of Finance (DoF) has overall responsibility for public procurement policy across all Northern Ireland Executive (Executive) Departments and their Arms' Length Bodies (ALBs) and non-departmental public bodies (NDPBs).
Procurement	Procurement is defined in this policy as the process of the acquisition, usually by means of a contractual arrangement after public competition, of goods, services and works by the College. The process spans the whole life cycle from initial conception and definition of the needs of the College, through to the end of the useful life of an asset or the end of a contract.

5. ROLES AND RESPONSIBILITIES

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.

Failure to comply with the Procurement Policy and Procedures will be treated as a disciplinary offence.

5.1 Principal & Chief Executive (Accounting Officer)

The Principal & Chief Executive is responsible for:

- ensuring the College is compliant with the Partnership Agreement between Department for the Economy and Southern Regional College;
- 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 NIPPPS;
- ensuring that an effective system of contract management is maintained;
- ensure 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 UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000 are complied with.

5.2 Director of Finance and Planning

The Director of Finance & Planning is responsible for:

- ensuring the College Procurement Policy and 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;
- representing the College at the DfE Procurement sub-Committee;
- ensuring the Procurement Policy and Procedure is reviewed regularly to reflect changes in legislation, guidance and good practice;
- ensuring the Procurement Policy and Procedure is reviewed regularly; and
- deputising, as required, for the Principal & Chief Executive in respect of Procurement responsibilities.

5.3 Assistant Director of Finance

The Assistant Director of Finance is responsible for:

- ensuring appropriate accounting and purchasing systems are in place and are operating effectively;
- monitoring compliance with the policy and procedure and reporting as appropriate to the Director of Finance and Planning; and

- developing and implementing supporting procedures and guidance.

5.4 Procurement Manager

The Procurement Manager is responsible for:

- implementing relevant aspects of the Procurement Policy and Procedure and guidance;
- recording and providing information on procurement activity;
- providing advice and guidance to budget holders and others engaged in procurement actions;
- coordinating 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);
- acting as the College contact with CPD; and
- bringing to the attention of the Assistant Director of Finance any incidence of non-compliance with this policy.

5.5 Heads of Faculty / Departments / Managers

College procurement is conducted by Faculties and Departments organised within Directorates and should be carried out in line with laid down guidance. Heads of Faculty, Departments and Managers are 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, taking account the need to develop a business case and appropriate specification;
- ensuring College procedures have been applied to all procurement exercises within their Faculty or Department;
- ensuring that detailed and accurate specifications for goods and/or services to be purchased are prepared; and
- participating in tender evaluation exercises.

5.6 All Staff

All staff involved in procurement have a duty to make sound choices and avoid unethical behaviours. Principled procurement practices are crucial for building trust with suppliers, maintaining the positive reputation of the college, and mitigating legal and financial risks.

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, staff should contact the Procurement Manager for advice.

6. DELEGATED PROCUREMENT LIMITS

All procurements must be approved by a manager with the appropriate level of delegated authority. The approved delegated procurement limits that will operate within Southern Regional College are set out in **Appendix 1**.

7. PROCUREMENT ADVICE & SUPPORT

All procurements should be conducted in line with guidance issued by DoF. Procurement exercises will vary in complexity depending on their value and nature and advice should be sought in all cases through the Procurement Manager who will arrange appropriate advice and guidance, including, as necessary, that of the Centre of Procurement Expertise (CoPE) or equivalent.

All requests for procurement advice and support should be directed, in the first instance, to the Procurement Manager who will act as a single point of contact with the appropriate procurement advisers acting on behalf of the College.

8. USE OF FRAMEWORK AGREEMENTS / COLLABORATIVE CONTRACTS

The College will make use of existing compliant framework agreements and collaborative contracts where these are available and accessible. Framework Agreements have been established for many of the routine supplies, services and works required by the Public Sector. Framework Agreements can be used for contracts above the UK threshold as the primary competition to establish the Framework has already been subject to the rigor of the procurement regulations. It will also be more administratively efficient and represents value for money to use pre-established framework agreements.

CPD approval is required before the College can commence using new framework agreements and this request must be submitted to CPD by the Procurement Manager.

9. FE SECTOR COLLABORATION

The FE Sector will maximise opportunities to collaborate for the procurement of common goods and services.

10. PROCUREMENT CONTROL LIMITS

The Procurement Control Limits (PCL's) are set out in PPN 04/21 and detailed in Appendix 2. The PCL's are determined by DoF and updated from time to time. The PCL's are designed to ensure public procurement contributes to a strong, competitive, regionally balanced economy by:

- stimulating effective competition;
- achieving a balance between the value of the contract and the transactional cost of undertaking the relevant procurement procedures; and
- ensuring a proportionate approach is taken to procurement for low value requirements.

In determining the value of a contract (for the purpose of assessing the thresholds) the value of all options and renewals, for the whole life cost, i.e. the total estimated spend over the contract's duration, generally three to four years, must be taken into account. The College must not split a

purchase or disaggregate project costs to circumvent the control limits.

10.1 Purchases up to £10,000 excluding VAT

Purchases up to £10,000 exclusive of VAT are classified as procurement expenditure, but they are not subject to procurement rules. The College must ensure that all purchases below £10,000 (ex VAT) are subject to normal value for money considerations and are in compliance with Managing Public Money Northern Ireland (MPMNI).

The College must therefore ensure:

- total spend must be less than £10,000 (ex VAT) and cover the combined costs of all purchases associated with the requirement; and requirement is clearly specified.
- Where repeat orders are likely to be required, then the aggregate value and a longer-term contract must be considered.

If the purchase is not covered by an existing approved framework or call off contract then staff should obtain a minimum of two prices, which could include internet price checks, from at least two suppliers to ensure value for money has been achieved. Quotations/price checks should be documented and evidence submitted with requisitions for approval. When seeking a price check / quotation, staff must not lead the supplier to believe that this is a formal offer / request, but rather an enquiry, until an official purchase order is issued by the Procurement Team.

The documented quotations/price checks must be retained by the College for inspection by the College's Auditors at any time. Budget Holders, or their designated approvers, should not approve requisitions for which there is no evidence of the quotations /price checks attached.

Where third party funders require 3 quotes for all expenditure to be reclaimed from them 3 quotes must be sought from relevant suppliers, in such instances it will be necessary for the Budget Holder to ensure compliance with the funder's requirements.

12.2 Purchases up to £50,000 excluding VAT

Purchases less than £50,000 (ex VAT) will be administered and managed by the Procurement Team under the direction of the Procurement Manager. The Procurement Manager will establish the most appropriate procurement strategy for each requirement based on factors such as complexity, market availability and readiness, ensuring that the procurement process adheres to the four principles outlined in the NIPPPS.

Quality assessments must be evaluated by a suitable panel (a minimum of 3 evaluators) who have received tender evaluation training. The panel should include the representatives from the relevant area who will be supported College Procurement team. Price assessments must be approved by the budget holder before a contract is awarded.

12.3 Purchases Above £50,000 excluding VAT

All purchases above £50,000 (ex VAT) must be procured under the direction and guidance of CPD. The Procurement Manager will raise a work request for a CPD buyer to be assigned to the project. The only exception to this is for procurements via educational framework agreements carried out under the direction of the Procurement Manager. The College will appoint an evaluation panel for all purchases above £50,000 who will approve the tender documents and evaluate the bids.

11. SPECIFICATIONS

The Budget Holder, Project Lead or another knowledgeable person delegated by the Budget Holder, is responsible for compiling all technical or project specific requirements of the specification for the proposed procurement with the support of the Procurement Manager.

The specification should:

- be expressed in terms of output and performance and, where appropriate, include economic, social and environmental policy objectives;
- include contract management arrangements and KPI's
- be sufficiently defined so that the needs are well detailed, but not to purposefully exclude any suppliers;
- not be written in a way that may restrict or distort competition, for example trade names or patents should be avoided. References to specific proprietary brand names must be avoided unless there are sound reasons to the contrary (e.g. for compatibility reasons). Where brand names or specific standards are used the words "or compatible" or "or equivalent" must be used after the description
- ensure that goods/services conform to the requirements of health and safety, environmental and any other relevant legislation and recognised standards.

12. SOCIAL VALUE, SUSTAINABILITY AND ENVIRONMENTAL IMPACTS

The College will adhere to PPN 01/21 for all applicable contracts, ensuring social value is considered as part of the economic appraisal and quality assessment.

The College will have due regard and take positive action in its purchasing decisions to maximise opportunities to source sustainably and reduce negative impacts on the environment. All specifications shall encourage contractors to reduce environmental impacts by reducing unnecessary waste and lowering carbon emissions where possible. Procurement strategies will seek to promote sustainable practices and improve the college's environmental impact within local communities by ensuring they are not adversely affected by any environmental or social impacts of the College's purchasing decisions.

The College will adopt the Crown Commercial Terms and Conditions to ensure all Contractors comply with appropriate Equality, Diversity, Human Rights, Health and Safety and Environment and Sustainability Laws.

13. CONFLICT OF INTEREST

Any member of staff involved in a procurement exercise will be required to formally declare if any conflicts of interest exist in respect of each procurement exercise they are involved in.

Should a conflict of interest be identified, whether actual or perceived, this will be documented and that individual will be excluded from the procurement exercise.

A conflict of interest is a situation in which a College official has competing professional or personal interests or where it could be perceived as such. 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.

Any perceived conflict of interest must in the first instance be referred to the Procurement Manager, 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 tenderers 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.

14. TENDER EVALUATION PANELS

Individual panel members should include those that are responsible / end users for the goods /services being procured or have specific technical expertise. Panel members must be suitably competent, trained and not have a personal or business-related interest in the tender outcome. The Procurement Manager will oversee and support the tender evaluation panel to conduct a fair and transparent evaluation.

15. CONTRACT MANAGEMENT

Each contract must have an appointed Contract Manager, usually the Budget Holder or Project Lead. The Contract Manager is responsible for overseeing the successful implementation and performance management of the contract for the entire duration of the contract period. Guidance for contract managers is set out in FIN008 Procedural Note 002.

16. CONTRACT MODIFICATIONS

Contracts must only be modified through engagement with the Procurement Manager before any action is taken with a supplier.

17. DIRECT AWARD CONTRACTS

A Direct Award Contract (DAC) occurs when a contract is awarded to a Contractor without a competition, unless otherwise exempted. All Direct Award Contracts require an approved business case.

The Department of Finance has issued guidance in respect of Direct Award Contracts [DAO \(DoF\) 06/22 - Direct Award Contracts - Revised Guidance](#)

Direct Award Contracts must be approved in advance by the Accounting Officer (Principal & Chief Executive) of the College following advice from CPD, 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 DfE.

DfE Partnership Agreement - Direct Award Contracts

Value	CPD advice	College AO Approval	Perm Sec Approval	Disclosure to DFE Board	Minister Approval
DACs under £10k (Including External Consultancy DACs)					
<£5k	X	✓	X	✓	X
£5-10k	✓	✓	X	✓	X
DACs over £10k which are not External Consultancy					
£10-30k	✓	✓	X	✓	X
£30k+	✓	✓	✓	✓	X
DACs over £10k which are External Consultancy					
>£10k	✓	✓	✓	✓	✓

A list of all Direct Award Contracts, including summary information for each action, should be retained and presented to the Audit and Risk Committee. A list of all Direct Award Contracts must also be submitted to the DfE in the bi-annual returns.

The following are deemed to be general transactions under the DAO guidance and are not considered Direct Award Contracts:

- procurements below £10,000, where price checks cannot be obtained (section 18 refers);
- some specialist supplies or services below £50,000 which are technical or specialist in nature and where there is only one supplier available (e.g. replacing specialist materials and there is no comparable alternative; supplementing a specific piece of work after a contract has ended which can only be completed by the previous supplier etc). (section 18 refers);
- contracts for arbitration or conciliation services;
- contracts for employment;
- contracts for the acquisition or lease of land and buildings;
- subscriptions;
- professional journals;
- payment of professional membership fees;
- attendance at training courses and conferences (unless bespoke);
- 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.

18. ABSENCE OF COMPETITION

In some limited circumstances it may **not** be possible to obtain a competitive tender or quote. The PCL's and DAO guidance have recognised this fact and where it can be demonstrated that competition is truly absent for purchases below £50,000 this will not constitute a DAC.

Absence of competition may relate to technical capabilities or manufacturer approved trading partners, software licencing/intellectual property rights. A preference for, or an established relationship with a particular brand or supplier is not a justifiable reason to suggest competition is absent. In all cases staff must provide a record of robust evidence to the Procurement Manager for approval.

All purchases made without seeking competitive quotes will be approved in line with the Financial Scheme of Delegation.

19. EXTERNAL CONSULTANCY

For all individual consultancy assignments in excess of £10,000, Colleges must submit a proportionate economic appraisal/business case to DfE and secure Ministerial approval. All assignments in excess of £75,000 will also require DOF approval.

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.

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

20. CAPITAL EXPENDITURE

All capital expenditure requires an approved business case and have secured budget cover before procurement can progress.

Capital expenditure procurements will involve purchasing items that will result in a fixed asset being acquired. These typically would include land and buildings, plant, machinery, motor vehicles, specialized electronic and computer equipment. These purchases by their nature are likely to be large and require specific approval steps to be followed prior to procurement. The capital thresholds and business case requirements are summarised in **Appendix 3**.

The general procurement process to be followed in respect of capital expenditure items is the same as that outlined above.

21. REVENUE EXPENDITURE

The College is required to adopt Better Business Cases NI guidance. This guidance must be applied to all proposals that involve spending or saving public money and to all proposed changes in the use of public resources. There are no exceptions to this general requirement.

The effort required to assess a small expenditure is very much less than that needed to justify a major programme, a new policy or a large project.

The thresholds and business case requirements are also summarised in **Appendix 3**.

22. CREDIT CARD PURCHASES

The College operates a small number of credit cards, primarily to facilitate electronic and online purchases, where no other means of payment are accepted, and these are held centrally by the Finance Department.. Expenditure incurred by credit/payment cards is subject to the same rules and the same levels of control that apply to all other methods of expenditure and the normal procurement control limits apply. Anyone wishing to purchase goods or services via the College credit cards should contact the Procurement Manager for advice and guidance.

23. BRIBERY ACT 2010

The Bribery Act 2010 modernises the law on bribery and came onto 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 legitimately be offered, for example, as part of a tender process.

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 Director of Finance and Planning.

24. Distribution

Policy Centre on SharePoint

25. Related documents

- Northern Ireland Public Procurement Policy Statement (NIPPPS)
- Managing Public Money Northern Ireland (MPMNI)
- FIN 008 Procurement Procedural Note 01
- FIN 008 Contract Management Procedural Note 02
- FIN 009 Financial Scheme of Delegation Policy
- FIN 009 Financial Scheme of Delegation Procedural Note 01

26. Appendices

Appendix 1 - Delegated Approval Limits

Appendix 2 - Procurement Control Limits

Appendix 3 - Capital and Specific Revenue Expenditure Approval Thresholds

Appendix 4 - Procurement Process Flowchart

Appendix 5 - College Procurement Process Flowchart - Approvals to Director Level

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 Policy Notes issued by CPD.

SOUTHERN REGIONAL COLLEGE - DELEGATED APPROVAL LIMITS

Purchases over £30,000 (excluding VAT)

Principal & Chief Executive (all areas)

Purchases between £10,000 - £29,999 (excluding VAT) (Directorate)

Director of Finance and Planning	Director of Curriculum	Director of Client Services
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Purchases between £5,000 - £9,999 (Excluding VAT)

Assistant Director Finance	Assistant Director Curriculum (HE & Quality)	Assistant Director Student Services & Marketing
Assistant Director IS and ILT Development	Assistant Director Curriculum (FE & Training)	Assistant Director Human Resources
Assistant Director Business and Economic Development		Head of Estates
		Project Director

Purchases less than £5,000 (excluding VAT)

Deputy Head of Finance	Heads of Faculty	Head of Marketing
Head of ICT	Head of Quality & Pedagogy	Learning Resources Manager
Head of Examinations	Training and Apprenticeship Manager	Head of Learning Support
Head of MIS		Campus Service Manager
Head of Business Skills & Economic Engagement	Development Manager	Deputy Head of HR
Head of Innovation, Technology & Economic Engagement		Organisational Development Manager
Head of Programme Management Office		Estates Project Manager
PA to Chief Executive		Estates Managers
		Health, Safety & Environmental Manager
		Health & Safety Manager

* The Director of Finance and Planning has been designated to deputise for the Principal & Chief Executive in relation to procurement approvals in any case where the Principal & Chief Executive is not available or likely not to be available during the timeframe within which a procurement needs to be progressed. This deputisation is expected to operate by exception only.

SOUTHERN REGIONAL COLLEGE – PROCUREMENT CONTROL LIMITS

General Procurement Limits if the purchase is not covered by an existing approved framework or call off contract.

[Master Copy PPN 04 21 - Procurement Control Limits.pdf](#)

For Expenditure (exclusive of VAT)	Procurement Requirement
Up to £10,000	Provide evidence that 2 prices have been sought, where this is possible**
£10,000 to £50,000	3 written quotations are sought, where this is possible**
£50,000 to UK Thresholds*	Advertise on eTendersNI (Undertaken by CPD as the College's COPE)
Above UK Thresholds*	Advertise on eTendersNI and Find a Tender Service (Undertaken by CPD as the College's COPE)

*Please note calculations to determine the UK Procurement Thresholds are inclusive of VAT
Any purchases above the UK Purchasing thresholds must comply fully with Public Procurement procedures.

**For some specialist supplies or services there may only be one supplier in the market. If this is the case, sufficient justification for not seeking a second price check must be documented and approval sought from the Procurement Manager in the first instance.

The thresholds at which public procurement opportunities are subject to the 2023 Procurement Act governing public contracts are revised every two years. This is to take account of currency fluctuations, and to ensure the UK complies with its obligations under the World Trade Organisation's Agreement on Government Procurement (GPA).

The current UK Procurement Thresholds can be found in Procurement Policy Note 11/23
[PPN 11/23: New Thresholds - GOV.UK](#)

CAPITAL AND SPECIFIC REVENUE (1) EXPENDITURE APPROVAL THRESHOLDS AND REQUIREMENTS

For Expenditure	Business Case Requirement
Less than £30,000	A DfE Business Case template should be completed and approved by the appropriate Director
£30,000 to £500,000	A DfE Business Case template should be completed and approved by the Principal & Chief Executive.
£500,001 to £1,000,000	A DfE Business Case template should be completed and approved by the Principal & Chief Executive and the Finance & General Purposes Committee of the Governing Body
Greater than £1,000,000	A DfE Business Case template should be completed This should be approved by the Principal & Chief Executive and the Governing Body and submitted to the Department for approval.
IT Projects greater than £1,000,000	Same as for expenditure greater than £500,000 but in addition will require DOF approval

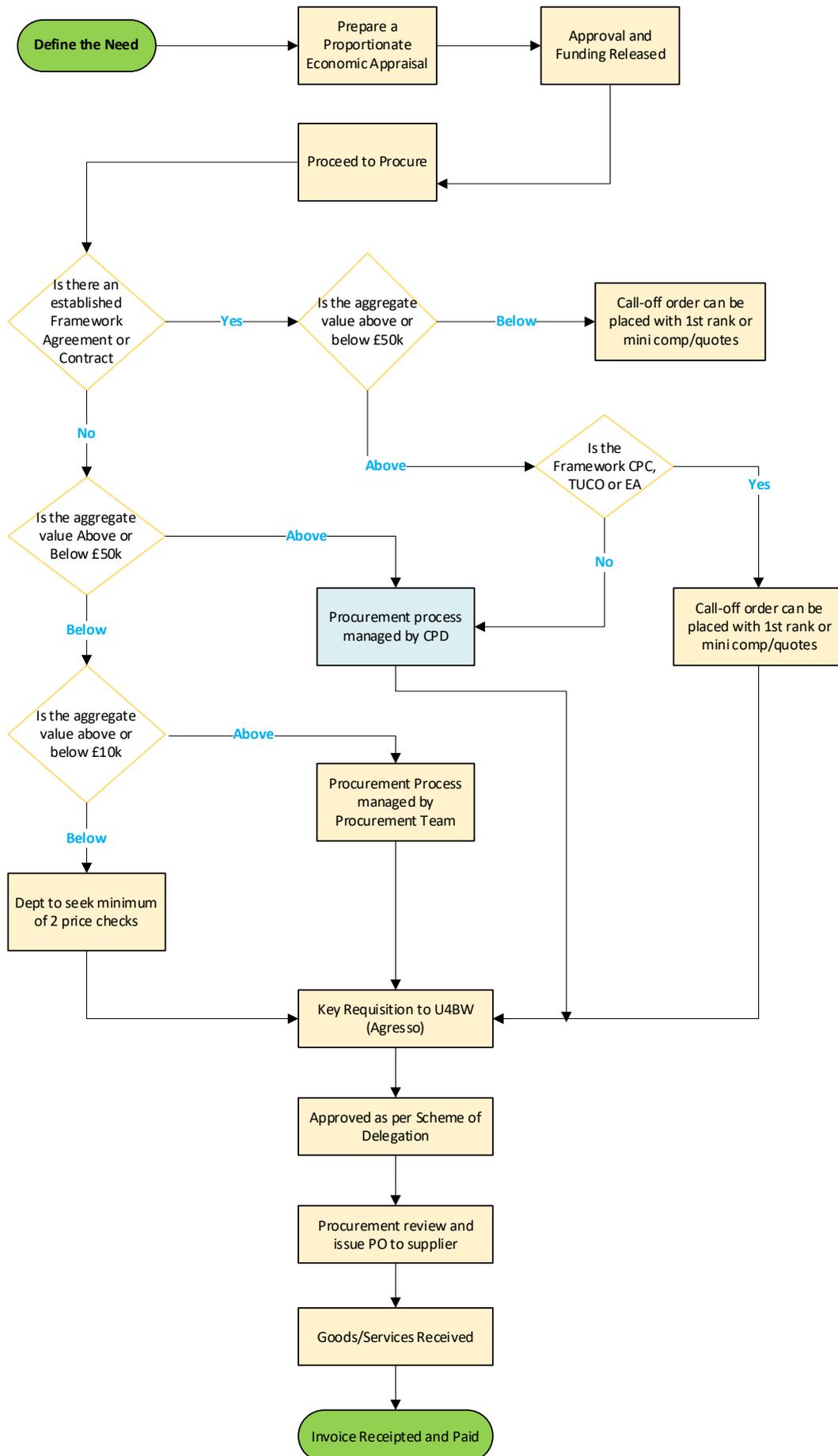
NOTES:

All thresholds in the table above, are inclusive of VAT and apply to capital expenditure, revenue expenditure on new programmes, specific revenue projects and special events.

Business Case templates are available from the Finance Department.

PROCUREMENT PROCESS FLOWCHART

APPENDIX 4



REQUISITION PROCESS FLOWCHART – APPROVALS TO DIRECTOR LEVEL

