VISIT ROYAL SUTTON COLDFIELD BUSINESS IMPROVEMENT DISTRICT

PROCUREMENT POLICY

Updated August 2026

1. Purpose
This policy ensures BID funds are spent responsibly and effectively while allowing sufficient flexibility to deliver the Business Plan, projects and events. Value for money includes price, quality, reliability, experience, expertise, continuity and ability to deliver.

2. General Principles
The BID will always seek appropriate value for money, use suitable and reliable suppliers, maintain appropriate financial controls, act fairly and transparently, support local businesses where appropriate and possible, and ensure procurement processes are proportionate to the value, risk and nature of the expenditure.

We will spend levy-payer money responsibly, achieve appropriate value for money, avoid conflicts of interest, maintain an appropriate audit trail and apply controls proportionate to the value and risk of the expenditure.

3. Expenditure of £5,000 or Less
For purchases or contracts of **£5,000 or less, three quotations are not required**. Management may appoint an appropriate supplier based on price, quality, experience, reliability, expertise, availability and overall value. Alternative quotations may be obtained where useful but are not mandatory.

Where expenditure is funded wholly or partly by an external grant, funding agreement or other third-party arrangement, any additional procurement requirements attached to that funding will also be observed.

4. Expenditure Over £5,000
For expenditure **exceeding £5,000, the BID will normally seek three quotations** from suitable suppliers. The lowest quotation does not have to be accepted; selection may consider quality, experience, reliability, expertise, continuity, local knowledge, timescales and overall value.

5. Existing Suppliers and Exceptions
The BID may continue to use established suppliers without obtaining three new quotations for every repeat commission, project or event where the relationship continues to provide appropriate quality, continuity and value for money.

The BID may also depart from the normal three-quotation requirement where this is reasonably justified, including for specialist or unique services, continuity of existing work, limited supplier markets, urgent requirements, events or venues, or where obtaining quotations would create disproportionate cost, delay or administration. The reason should be recorded for material decisions.

6. Projects, Frameworks and Preferred Suppliers
Separate quotations are not required for every component of a project or event where this would be disproportionate. The BID may use frameworks, retainers and preferred-supplier arrangements, with periodic review where appropriate.

7. Conflicts of Interest
Anyone with a personal, business or financial interest in a supplier must declare it and must not participate in the relevant procurement decision. This also applies to BID Board Members whose businesses supply or seek to supply the BID.

8. Records and Authority
Appropriate records should be retained for significant procurement decisions. Where expenditure exceeds £5,000 and three quotations are not obtained, the reason should be recorded proportionately.

The BID Manager may appoint suppliers and authorise expenditure within this policy, in accordance with the approved annual budget, delegated authority limits and applicable financial controls. Matters outside that authority must be referred to the Board.

9. Review
The BID Board will oversee this policy and may approve supplier arrangements or exceptions where appropriate. The policy will be reviewed periodically and amended as required.