

Blackburn College: **a guide for potential suppliers**

Procurement Blackburn College

Blackburn College is classed as a public funded organisation and is therefore subject to UK procurement regulations (Public Contracts Regulations 2015), which means it has an obligation to ensure value for money from its external expenditure. Value for money is based upon the most economically advantageous tender or quote, considering a number of factors including price, quality, sustainability, social value and running costs to establish the full life cycle costs.

Blackburn College has a Procurement Policy to determine the approach to market for prices*, which is summarised as follows;

- For individual orders under £10,000, 3 quotes are recommended
- For individual orders between £10,000 and £25,000, 3 quotes are required
- For orders or multi-year contracts orders over £25,000, a formal tender exercise is to be undertaken

* a tender waiver can be issued by the Principal and Chief Executive in limited circumstances. Any waivers are reportable to the Governors

Blackburn College seek to use Procurement Frameworks to support the efficient, effective and compliant procurement of goods and services wherever possible. The key organisations used for frameworks are as follows;

- Crescent Purchasing Consortium (CPC)
- North West Universities Purchasing Consortium (NWUPC)
- The University Caterers' Organisation (TUCO)
- Crown Commercial Service (CCS)
- The Energy Consortium (TEC)

For items purchased through these frameworks, suppliers will need to engage with the framework suppliers for opportunities with Blackburn College and other suppliers. Typically, multi-year and higher value contracts are operated through these frameworks e.g. Utility supply, IT licences, specialist software (student records, HR, Finance, progress tracking).

Where a framework is not being used, opportunities of over £25,000 are likely to be processed through Sourcing Cloud. Potential suppliers can register through registering as a supplier via <https://www.elcom.com/solutions/supplier/>. Any opportunities published through this route will include instructions, specifications, timescales and forms of response. We will endeavour to publish contract opportunities on these pages including where possible any pre-qualification requirements.

Where expenditure is under £25,000 quotes may be obtained through Sourcing Cloud, existing suppliers, suppliers found through desktop research or another legitimate method.

The College spent around £6.6 million in the year to July 2021 on 'non-pay' expenditure, which includes:

- Building adaptations
- Books, online services and other learning resources.
- Equipment and materials.
- Estates, property-related costs, utilities and facilities management.
- Examinations.
- Food ingredients cooked and sold through our food outlets.
- Insurance.
- Professional services such as consultancy services, legal, audit and financial services.
- Student travel.
- Software.
- Sponsorship and promotional services promoting the colleges as providers of choice for students and employers.
- Utilities.

With potential suppliers we are looking for companies who provide;

- Goods and services which are fit for purpose, reliable and professionally delivered
- Long-term value such as goods that last and that offer lifecycle benefits such as energy savings and ease of maintenance.
- Compliance with our health, safety, safeguarding, equality and diversity requirements, especially when suppliers will be in contact with students and staff or working in college premises.
- Compliance with legal requirements including data protection, environmental responsibility, probity and good employment practice.
- Fair dealings with the businesses and people working in their supply chain. Specifically, being committed to respecting fundamental human rights by conducting themselves in line with the Modern Slavery Act. This applies to the supplier and its supply chain.
- Mutually beneficial business relationships which offer the College continuity of supply, efficient ordering, payment and communication processes and effective contract management.
- Support to the College, local community and the economy as a whole to stimulate growth, economic recovery and skills development, especially through innovative product development and investment in the future skills of the workforce.

In turn the College offers to its suppliers;

- Efficient ordering and purchasing processes.
- Payment within 30 days (subject to receipt of a valid invoice, including our purchase order number.
- Advance information, where possible, of our future purchasing plans.

As mentioned above, the College wishes to work with suppliers who support the College's mission, the local community and the economy as a whole. In practice we seek suppliers who are able to provide good value and support us through curriculum links. This includes site visits, industry links, classroom materials, work placements and engagement with other local employers and businesses

Purchase orders are generally issued by email from our financial system, it is therefore important that we have an email address to which orders can be sent. You should not begin to provide goods and services before a purchase order has been issued. Invoices for payment must include the purchase order number and may be returned unpaid if the number is not stated.

The Colleges' conditions of purchase apply to all contracts and purchase orders. In the absence of any specific terms and conditions covering a contract, our standard conditions of purchase will apply.

Where possible we use Government Purchasing Cards (GPC) for lower value purchases and purchases made away from the colleges.

The College takes our mutual financial protection very seriously and take careful steps to prevent procurement fraud. For example, you will see this reflected in the steps we take to ensure that bank payments are made to the correct account.

Contact us

If you would like to notify us of your interest in supplying the College please get in touch and make us aware of your organisation's capabilities via email on purchasing@blackburn.ac.uk. We will endeavour to reply to all requests, but cannot guarantee a response or an opportunity.

purchasing@blackburn.ac.uk

Feilden Street, Blackburn, Lancashire BB2 1LH
Tel: 01254 292929
Web: www.blackburn.ac.uk

Associate College of Lancaster University

