

# **Procurement Policy**

## **St James Church, Silsden**

### **Our Vision is to be a Jesus-Shaped Church**

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#### **1/ What is Procurement?**

Procurement is the process of finding and buying works, equipment, goods and services.

#### **2/ Our Policy**

St James Church PCC is committed to ensuring that all procurement which we finance, whether directly or indirectly, achieves value for money and is not environmentally questionable and/or unethical.

All expenditure must therefore demonstrate that value for money will be achieved. We will also consider the lifetime environmental impact of our decisions.

This policy applies where the PCC may devolve procurement responsibility for a specific project to a project team such as in the case of major building works, repairs or refurbishment, which means the project team must follow this Policy

Where any works are grant funded the terms of the grant regarding procurement must also be met.

#### **3/ Procurement procedures which must be followed**

The following procedures will apply:

- 3.1. Routine procurement in line with the approved budget can be made without prior permission. However it is prudent to check with the PCC Treasurer that there are sufficient funds available to meet the cost. Items exceeding the limits defined in points 3 and 4 below should be subject to the appropriate permissions and quotes (with the exception of running costs such as utility bills and insurance renewal).
  - 3.2. Items below £100 in value (outside or exceeding the budget) can be approved by the churchwardens and Vicar (or any of them).
  - 3.3. For items between £100 and £500, purchasing decisions are to be approved by the churchwardens and vicar as a joint decision of all of them.
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3.4. For items between £500 and £15,000 the permission of the full PCC is required and we would normally seek written quotes from three suppliers based on a clear specification. In all cases our decision will be based on value for money which might include an unbiased consideration of the following factors:

- Environmental and ethical considerations (following the policy above)
- price
- ability to deliver the required service quality and timescales (which may include attendance on-site if necessary)
- warranty and guarantees
- experience/reputation/recommendation

3.5. For items or services between £15,000 and £50,000 full PCC approval is required and we will draw up a written specification and aim to obtain a minimum of three competitive quotes. We may select a preferred supplier directly where the service required:

- is highly specialist and we cannot identify potential alternative suppliers
- extends or relies on knowledge from a relevant previous collaboration with one particular supplier

In these cases, we will take reasonable steps to establish that the supplier's costs are acceptable e.g. by comparing rates from other similar businesses where this is practicable and record and retain that information in the form of a file note.

3.6. For larger projects, over £50,000, full PCC approval is required and we will:-

- research potential suppliers and invite expressions of interest.
  - invite to tender, by sending tender documents to all those who respond .
  - evaluate the tenders by considering:
    - whether the tenderer has suitable technical capability for the project
    - whether the tenderer can provide evidence of minimum standard of experience (3 Jobs of a similar nature within the last three years)
    - whether the tenderer can demonstrate that they have the necessary resources available (manpower, equipment and the ability to perform the contract by the anticipated deadline) to successfully undertake the commission.
  - assess the tenders. This may be price-only, or quality/price where the quality criteria are other than the tenderer's expertise, experience, and resources available as set out above.
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- appoint successful tenderer
- inform unsuccessful tenderers.

We will keep records of the procurement process so that we can show how we have appointed the successful tenderer.

In the case of an emergency the PCC waives the requirement for competitive quotes and full PCC permission, provided attempts are made to obtain the approval of as many members of the PCC as is reasonably possible, given the nature of the emergency. In an emergency situation the only expenditure incurred following this emergency procedure is that required to resolve the immediate problem.

St James Church Silsden PCC (Parochial Church Council)

Reviewed April 2025