Procurement and Contract Management Policy

University of East Anglia

Procurement and Contract Management at University of East Anglia

University of East Anglia

1. Foreword

1.1 This Procurement Policy is part of the University Financial Regulations and as such is integral to the business processes of the University. It is essential that the policy is understood and adhered to so the University can deliver significant efficiencies, savings and added value to achieve Strategy 2030.

1.2 The University has a duty of care to ensure that public funds are managed correctly and that value for money is sought for all purchases. As employees with delegated authority, budget holders have an obligation to follow the requirements laid out within the policy to mitigate risk of legal non-compliance.

1.3 The University adopts a flexible procurement approach which aims to undertake procurement activity in a proportionate manner, placing responsibility and control closer to users when it is appropriate to do so.

1.4 Reporting to the Director of Finance, the Deputy Director of Finance – Procurement and Financial Services has overall responsibility for university non-pay expenditure.

2. Procurement and contract management legislation

2.1 The University of East Anglia is classified as a Public Contracting Authority for the purposes of determining how it manages non-pay expenditure. This includes all funds used by the University, including Grants awarded for research activities. The University tests it's classification on a periodic basis.

2.2 This classification means that the University is required to abide by applicable procurement law. During the life of this policy applicable law includes:

a. Public Contracts Regulations 2015 for all procurement commenced before 23/02/2025 and use of frameworks procured before this date;
b. The Procurement Act 2023 which applies to all procurement undertaken from 24/02/2025;
c. Any amendments or equivalents brought into UK law. This occurs immediately upon implementation into law without update to this policy.

2.3 In addition to core legislation, the University is obliged to procure in line with the governments' stated Procurement Objectives, which can be found in the National Procurement Policy Statement. This will be periodically updated.

2.4 Failure of the institution to comply with relevant legal obligations and the UEA Procurement Policy can lead to prosecution for the University and disciplinary actions for individuals involved. Staff are strongly advised to seek guidance from the procurement team to ensure best practise and compliance.

2.5 Relevant legislation links:

2.5.1.1 The Public Contracts Regulations 2015
2.5.1.2 Procurement Act 2023
2.5.1.3 UK Government Procurement Policy
2.5.1.4 Statement Procurement Policy Notes

3. Non-pay expenditure policy statement

3.1 The University of East Anglia believes that effective and efficient management of non-pay expenditure is vital to the long term economic, social and environmental sustainability of the institution.

3.2 The University of East Anglia is committed to the principle of maximising value for money for all its non-pay expenditure.

3.3 The University is committed to sustainable and ethical procurement. This includes only buying goods and services that are genuinely needed. When procurement is necessary, the University seeks to procure in a manner that minimises negative impacts and encourages positive outcomes along economic, social and environmental themes.

3.4 In following this policy staff are expected to be aware of and follow the requirements of other university departments where relevant to this procurement, for example ITCS standards for software, Safety Services required safety standards, data protection requirements, PCI compliance and Cyber Security.

4. Devolved procurement authority

4.1 Heads of Department/Faculties are responsible for procuring the goods and services they require within defined budgets and in line with UEA financial regulations, procurement policy and applicable law. Purchasing authority may be delegated to designated budget holders within a department. In exercising this delegated authority, budget holders are required to follow the University's policies and procedures.

4.2 Heads of Department/Faculties and their delegated budget holders are only authorised to commit the University to any expenditure after ensuring that sufficient funds are available within approved budgets, and procurement activity which meets the requirements of this policy has been undertaken. In addition, only bona fide expenditure, as outlined in the financial governance procedures, may be authorised from university funds.

4.3 Procurement should be undertaken to source a solution that meets the definition of the 'Most Advantageous Tender' for the requirement. It should be noted that "most advantageous" does not necessarily mean "lowest price"

5. Key procurement principles

5.1 Before any purchase is made a clear business need must be established. This principle applies to all purchases. Purchases might be avoided by sharing with others, using similar existing equipment, or by renting or hiring. Avoiding a purchase not only saves money but also reduces negative sustainability impacts.

5.2 Having established a business need, the next step is to specify the requirement. In doing so users should (a) avoid over-specifying and its associated costliness; (b) seek to specifiy the requirement, rather than the supplier and (c) consider whether a more ethical and sustainable option is available. Pre-market engagement is an expected activity for all procurement above the threshold of **£214,904** and must be conducted in conjunction with the Procurement team.

5.3 The Procurement team operates a Goods and Services catalogue which covers a range of commonly purchased goods and services. These have been selected, through a competitive tendering process, usually on a national or regional basis. They represent good value for money and their selection takes into account the University's sustainability objectives and legal obligations such as duty of care. Purchasers must use suppliers on the Goods and Services catalogue wherever they are available and appropriate.

5.4 Use of the Goods and Services catalogue is designed to:

a. Reduce the time and therefore cost incurred for colleagues to access goods and services in a compliant way, without having to undertake a full procurement exercise.
b. Ensure that the University obtains the best value for money by exerting the maximum leverage on suppliers to improve prices, quality and/or service, bearing in mind the University's total spend (and that of other HE institutions where regional or national deals are used).
c. Be able to demonstrate to existing and potential funding bodies that the University is making good use of their money.
d. Ensure compliance with relevant Procurement Law.

5.5 Where there is no suitable supplier on the catalogue, purchasers must comply with the procedure applicable to the total aggregate value of spend (see Procurement Thresholds below).

5.6 When available, collaborative procurement (such as the use of public sector frameworks provided by relevant procurement consortia) will be recommended by the procurement service which reduces the cost to procure, drive economies of scale and provides access to broader contract management support.

5.7 All Purchase Orders must be issued through the University's Finance System and be authorised by means of a Purchase Requisition signed by an appropriate Authorised Signatory, or through the e-procurement system. A Purchase Order must be raised prior to goods or services being provided, or works being undertaken, to ensure correct budget allocation, eliminate overspend and clarify commitment to and expectations of our suppliers.

5.8 In raising and/or approving a requisition, the requisitioner and the Authorised Signatory are confirming that:

5.8.1 The goods and/or services are required for the business needs of the university;

5.8.2 The University's Financial Regulations and Procurement Policy have been complied with, in particular the 'no purchase order, no payment' policy;

5.8.3 There are sufficient funds available in the budget or project to cover the purchase price including any ongoing commitment; and

5.8.4 In the case of specialist procurement such as hazardous goods (as defined by the Control of Substances Hazardous to Health Regulations 2002), that appropriate arrangements, including a risk assessment (unless one already exists), have been made for their receipt, handling and storage.

5.9 Once an order has been placed the Authorised Signatory (or their nominee) is responsible for ensuring that both the supplier and the University comply with their respective obligations. If a significant variation is required, the advice of the Procurement department should be sought. More information regarding contract management obligations can be found from Section 7 of this policy.

5.10 It should be noted that a supplier having a record on the University's finance system does not mean they are an approved or preferred supplier.

5.11 In all cases, use of e-procurement and online systems is preferred to paper based exercises in line with our obligations to widen access under law and ability to collate and demonstrate transparency requirements.

5.12 Planning is essential in all procurement activity. All budget holders are expected to plan well in advance when sourcing goods, services and works to ensure time is available to deliver value for money outcomes for the University. In particular:

5.12.1 Pipeline notices are required to be published in April each year for contracts which are expected to be let in the subsequent 18 months and are valued in excess of £2,000,000.

5.12.2 Business Cases to demonstrate the business need and benefit of undertaking procurement activity will be expected in line with the University approach to utilising business cases.

5.12.3 Pre-Market engagement is expected for all procurement activity above £214,709 and must be conducted in conjunction with the Procurement service.

6. Procurement procedures and thresholds

Calculating the Value of a Contract

6.1 A contract's value determines the procurement process and transparency obligations required under law. A contract's value is determined by the spend on the goods, works or services over the life of the contract. The following equation should be used to determine the total contract value and thereby the procurement process:

6.1.1 (one off costs)+((cost per annum) x (number of years of contract)) = Contract Value

6.2 Whenever a purchase is made the contract value should be considered to determine the appropriate procurement process; not the cost per annum or the individual requisition value.

6.3 If unsure of the length of a contract being put in place, a minimum term of 12 months must be used to calculate the length of the contract being put in place.

Thresholds of procurement procedures

Less than £10,000 (Incl. VAT)

6.4 For purchases below **£10,000**, that aren't available on the Goods and Services Catalogue, there is no formal procurement requirement, but sourcing quotes from suppliers can ensure value for money.

£10,000 - £99,999 (Incl. VAT)

6.5 For purchases between **£10,000** and **£99,999**, that aren't available on the Goods and Services Catalogue, you must seek to obtain at least 3 written quotes and place the order with the company offering the most advantageous tender. You must keep a copy of all quotes together with a written record of how the best value offer was decided and attach the quotes to the requisition on UERP.

6.6 There is a legal requirement to publish award details for any contract exceeding **£30,000** incl. VAT. If a contract exceeds this value, evidence of a fair and consistent quotations process and rationale for the award decision must be attached to Supplier Setups and requisitions for them to be approved. UERP requests which provide insufficient information may be rejected.

£100,000 - £214,904* (Incl. VAT)

6.7 For purchases with an estimated aggregate value of **£100,000** or more, you must inform the Procurement team as soon as the need has been established and before going to the market or selecting a supplier, as there are legal obligations to meet at this value. The procurement category management team will determine the most appropriate route to market for your needs.

This may include but not be limited to:

- Formal Request for Quotation (RFQ)
- Use of an established Framework
- Sealed Bid Tender Exercise

6.8 The Procurement team have specialist knowledge of the relevant processes and must conduct activity above **£100,000** on the institution's behalf, with the support and engagement of the buyer as the technical expert.

6.9 Any purchases that do not follow the stated requirements put the University at risk of legal repercussions and may result in disciplinary action.

6.10 The Procurement team have specialist knowledge of the relevant processes and must be consulted when the need to purchase for an aggregate value of **£100,000** or above is identified. The category management team has final authority on deciding the correct compliant route to market.

≥£214,904* (Incl. VAT)

6.11 In the case of goods or services purchases in excess of **£214,904** or estates works over **£5,372,609** the purchase must be advertised in compliance with the Procurement Act 2023, which the Procurement team must conduct with your support).

* This value is determined by Government on a bi-annual basis and is subject to immediate update without approval when required.

7. User responsibilities

7.1 All procurement above £100,000 in whole life value at UEA is undertaken with a partnership approach, between the Procurement team as the commercial lead and the budget holder/user department as the technical lead. There are responsibilities on both parties to deliver work to agreed deadlines

Lead Responsibility	Procurement	Budget Holder
Procedure management	X	
Engaging with other departments e.g. ITCS, Estates, Data Protection or Safety Services		X
Specification development		X
Evaluation criteria and question sets	X	X
Procurement document pack	X	
Publishing of competition and awards	X	
Managing bidder interactions	X	
Technical input to answer bidder queries		X
Scoring and evaluation of tenders in line with published guidance		X
Moderation of scores, comments and finalisation of ranking	X	X
Producing detailed evaluation notes and feedback		X
Completion of feedback documentation and award letters	X	
Contract pack produced and countersigned	X	
Contract handover document	X	
Supplier Setup and requisition raised if required		X

8. Contract management principles

8.1 Effective contract management is not only a legal requirement but is an important part of the University's financial responsibilities. The process of managing non-pay expenditure extends throughout the life of any contract, past the initial procurement process.

8.2 Heads of Department/Faculties and their delegated Contract Owners are responsible for ensuring contracts are managed in line with UEA financial regulations and legal regulations. The Procurement Service will support contracts as described below and ensure that any legally required contract notices are published, but Contract Owners must record and provide the required information.

8.3 Contract owners within the organisation are defined by being the key point of contact between the supplier and the University at the point of delivery. The contract owner will only be a member of the Procurement Service team when there is no department stakeholder responsible for the delivery of the contract.

8.4 Contract management begins as soon as a procurement need is identified, as the information provided to begin a procurement process will inform the contract management approach.

9. Contract Management Categorisation

9.1 UEA approaches contract categorisation depending on the significance and risk of the contract to the University. This is informed both by the monetary value of the contract, and by the perceived risk to the university's operation and reputation should the contract fail. The Categorisation is calculated by the Procurement Service via a standard set of questions prior to every contract. It is understood that some contracts may require a categorisation to be upgraded. In this instance the Procurement Service and Contract Owner will agree a revised categorisation.

Contract Category	Procurement Service Responsibilities	Contract Owner Responsibilities
A – Strategic A high value contract that is essential to the daily running of the University's core operations, without which it cannot function • All Category B, C & D actions also applicable	• Procurement Service involved in all quarterly review meetings • Provide issue log template/ KPI measuring template • Procurement Service involvement in any contract disputes • Post any notices and documentation as required by regulations	• Organise monthly update meetings with supplier, and quarterly meetings to involve contracts manager • Record all issues on issue log and maintain visibility of KPIs during contract • Maintain accurate records and documentation relating to supplier communications

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	• Maintain a database of compliance information including insurances and attestations of compliance • Assist with contingency planning.	• Escalate any contract disputes to Procurement Service • Construct contingency plan for unexpected supply chain failure (secondary supplier, limited service etc).
B – Bottleneck A contract that severely limits the operation of the University due to the limited market/supplier pool, not necessarily of high value • All Category C & D actions also applicable	• Create Contract Handover Document and attend commencement meeting • Procurement Service involvement in yearly review/extension meetings • Procurement involvement in mitigating potential supply shortage/interruption during contract • Post any notices and documentation as required by regulations • Maintain a database of compliance information including insurances and attestations of compliance.	• Organise quarterly review meetings with supplier, involve Procurement Service in yearly meetings • Comprehensive documentation of supplier meetings and issues using FPG templates • Design KPIs for contract with assistance/review from Procurement Service • Gather all required regulatory documentation before commencing contract (eg. Insurances, employment policy, cyber security policy etc).
C – Leverage A contract that is operationally important, but allows the University room for negotiation as there is a large number of suppliers that could fulfil the service • All Category D actions also applicable	• Help with understanding contract handover document • Procurement Service development of KPIs as necessary • Procurement Service involved in major contract disputes • Ensure contracts contain flow-down actions to any sub-contractors in the supply chain • Post any notices and documentation as required by regulations • Maintain contract details on central contracts register.	• Maintain open and well documented communication channels • Organise quarterly/yearly review meetings • Awareness of market developments that could be used to leverage greater value from suppliers • Retain any required compliance information such as insurances and attestations of compliance.
D – Routine A contract that provides basic services to the University and can be managed without in depth involvement from Procurement	• Help with escalated major contract disputes • Assistance with contracts, especially niche requirements as and when necessary	• Independent management of review meetings during contract • Ensure delivery of contract against key deliverables

	• Post any notices and documentation as required by regulations.	• Prompt creation of Purchase Orders to ensure prompt payment to suppliers • Maintain details of issues and communication with supplier • Centralise all documentation and contract records with contract owner • All UERP tasks to be completed in good time (supplier creation, contact details, product codes) • Provide any information requested by Procurement to enable contract management & legally required notices • Retain any required compliance information such as insurances and attestations of compliance.

10. Contract management legal thresholds

10.1 In addition to the above categorisation, the university has legal obligations to meet in relation to contract management, which apply to contracts at certain value thresholds as detailed below:

10.1.1 Contract value > £5,000,000.00: Regulations require that any contract over £5,000,000 must have the performance of at least 3 KPI's published every 12 months (and at contract termination). A redacted contract document must also be published to the government's Central Digital Platform.

10.1.1.1 KPI Criteria publication within applicable law must follow the below descriptions. If other internal methods of scoring KPI's within contracts are used, they must be translated to the below legally required criteria before publication.

10.1.1.2 While publishing KPIs is only a legal requirement in certain circumstances, it is good practice to set out KPIs for any contract to maintain excellent service provision from any contract. This is especially relevant to any Category A – Strategic suppliers, and the Procurement Service can assist with setting out these KPI.

Rating	Description
Good	Performance is meeting or exceeding the KPI
Approaching target	Performance is close to meeting the KPI
Requires improvement	Performance is below the KPI
Inadequate	Performance is significantly below the KPI
Other	Performance cannot be described as good, approaching target, requires improvement or inadequate

10.1.2 <u>Contract Value > £100,000</u>: In line with procurement thresholds, the Procurement Service will undertake a contract risk assessment. The assessment will classify suppliers according to table 9.1 above, and this will inform the contract management requirements of the Contract Owner, and the support available from the procurement service.

10.1.3 <u>Contract Value < 100,000</u>: Contracts below this threshold will be assumed to be Category D (routine) contracts, and do not require involvement from the procurement service to procure goods and services. Should the Contract Owner believe that the contract represents high risk or is strategically important to the University, they should contact the procurement service where assistance will be provided in line with the below categorisation.

11. Contract Owner responsibilities

11.1 As a Contract Owner within the university, you are required to undertake contract management activities in line with the requirements set out in the Contract Management thresholds and categorisation sections above.

11.2 As the contract risk increases, so does the level of contract management support available from the Procurement Service, in order to ensure the delivery of value for money and excellent service to the University, in addition to meeting our legal requirements where applicable.

11.3 Regardless of the value or risk of a university contract, Contract Owners are always required to:

- Complete Contract Owner actions as specified within the contract categorisation table
- Proactively manage the supplier relationship on behalf of the university
- Be aware of any key dates, deliverables and issues with the contract
- Record and raise issues for resolution, escalating to the Procurement Service for support when necessary.
- Ensure completion of supplier setup/requisitions/goods receipt and any other UERP activities in a timely manner.
- Be aware of and proactively mitigate for any Conflicts of Interest that may arise in the course of the contract.

12. Exemption from Procurement Policy (Single Action Exemption)

12.1 If a department believes it is not possible to comply with the above processes and feel that they must go to a single supplier, they are required to complete and submit a request for an exemption (Single Action Exemption) Form on UERP for review by the procurement service. Single action requests still operate in line with the standard procedure- e.g. if a contract is likely to be in excess of **£30,000** in value, the procurement team should be contacted before taking any actions or producing a request.

12.2 The single action exemption can only apply in exceptional circumstances and if there is an appropriate justification within schedule 5 of the Procurement Act 2023.

12.3 Colleagues should under no circumstances rely on the single action procedure in place of legal procurement procedures- it should be assumed that a single action request is likely to be rejected and the Deputy Director of Finance – Procurement and Financial Services has the final decision-making authority on the legality of an exemption request.

12.4 For contracts estimated at or over **£30,000**, if the Associate Director of Procurement does not accept that the justification meets the requirements of the regulations (very restricted reasons for not following competitive tendering procedures) then approval is required from the Deputy Director of Finance- Procurement and Financial Services, the Director of Finance or the Registrar and Secretary.

12.5 For exemption requests which are valued in excess of **£214,709** (max threshold) buyers should be aware that mandatory standstill periods days apply, meaning that from the request of an exemption to the exemption being approved may take up to 30 days.

Research collaborator related exemptions

12.6 At times, the university will engage with collaborators to deliver vital elements of research projects or activity where the university is acting as a supplier. In these instances, RIN and UEA Consulting will not be required to complete an exemption from Procurement provided that the UERP forms submitted include:

a. Comprehensive completion of all fields including the nature and purpose of the goods or services supplied
b. Confirmation that the supplier requested is a collaborator under the definition in 12.7
c. The research of project code for which the collaborator is required

12.7 A collaborator is defined as a provider of unique or specialist services or input to a research or consulting project, without which it is likely that the bid/application the university is making would be unsuccessful. It is expected that any collaborators have a relevant collaboration agreement in place should there be an audit requirement to demonstrate this at any time. Typically, collaborators will be engaged in research, retain some share of intellectual property and meet at least one of the following criteria:

12.7.1 party to and named on funding application

12.7.2 party to and named on original contract

12.7.3 responsible for their own compliance with the award letter

12.8 Examples of valid collaborators would be a professor with unique insight or a partner organisation or institution which has built up data and expertise simply unavailable elsewhere due to its uniqueness.

12.9 Examples of subcontractors and therefore not eligible to be considered subcontractors would be laboratory or technical services, particular pieces of equipment or subcontracted services.

12.10 UKRI published definition for information.

13. Responsible procurement

13.1 All procurement should factor in sustainability, ensuring UEA meets the need to procure goods, services, works or utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation but also to maximise the positive economic, social and environmental benefits of procurement, while minimising the negative impacts of the same topics.

13.2 When inviting tenders, specifications should include consideration of sustainability during production, distribution, use and ultimate recycling/disposal of goods, services and works. Tenderers should also be encouraged to put forward more sustainable alternatives where available.

13.3 In any purchase a balance has to be struck between cost, environmental impact and social impacts. The appropriate balance will vary from purchase to purchase and will be decided by the budget holder with advice from the procurement service.

13.4 Staff are required to give due consideration to the University's sustainability policies when undertaking procurement activity.

13.5 The following table shows examples of the key issues to consider:

Environmental Issues	Social Issues	Economic Issues
• Impact on soil, water and air pollution • Use of raw materials (including packaging) • Use of energy • Use of water • Waste and by-products (including final disposal) • Protecting habitats and biodiversity	• Promoting fair employment practices • Promoting workforce health and welfare • Fairtrade and ethical sourcing practices • Encouraging a diverse base of competitive suppliers	• Whole life costing • Achieving value for money • Ensuring suppliers agreements are competitive and fair to promote business viability • Supporting social enterprise and improving local skills

13.6 The University is committed to following all legal requirements, including where specifically related to the sourcing, manufacture and distribution of particular products, such as specific requirements around timber sourcing.

14. Modern Slavery Act 2015

14.1 The University is committed to the protection of worker rights, we will assess all contracts for the risk of worker rights abuses. Where a risk is identified the University will take steps to mitigate these risks.

14.2 The University will produce an annual statement to include a report on the effectiveness of measures in place to tackle modern slavery and human trafficking.

a. In particular reference to procurement, the statement will list the steps that the organisation has taken during the financial year to ensure that slavery and human trafficking are not taking place in its supply chain.

14.3 Where Procurement activity is devolved, it is explicitly the responsibility of the budget holder to take appropriate steps to mitigate the risk of modern slavery associated with their purchase.

15. Integrity in Procurement

15.1 It is of the utmost importance that officers, employees and agents conduct the University's business affairs in a fair and transparent manner. The University's Financial Regulations must be upheld in addition to its separate policies in relation to fraud and bribery which apply to procurement activities. Appendix B from the Anti-fraud and Corruption policy provides guidance on the gifts and hospitality and is appended to this policy.

15.2 It is illegal to discriminate against any potential supplier on the grounds of sex, sexual orientation, race, disability or religious belief. The Race Relations (Amendment) Act 2000 places a legal obligation on the University to ensure that we promote equal opportunity in our suppliers and contractors.

15.3 Procurement legislation includes explicit requirements to identify and manage possible Conflicts of Interest. Buyers are expected to proactively manage and seek to avoid the impact of Conflicts of Interest.

15.4 The Cabinet Office has a Debarment list which prohibits suppliers that pose unacceptable risks to the public sector from supplying into the public sector. If a supplier is listed with a mandatory exclusion on the government's debarment list, they may not be used except with the express written permission of the Deputy Director of Finance – Procurement and Financial Services.

16. Other policies

16.1 The University Procurement and Contract Management policy is to be read and adhered to in consideration of all other university policies, in particular including:

- UEA Financial Regulations
- UEA Purchase Card Policy
- UEA Staff expenses Policy
- UEA Bribery and Corruption Policies
- UEA Asset Disposal Policy
- UEA Travel Risk Management Policy
- UEA Document Retention Policy
- UEA General Information Security Policy (GISP)

16.2 Where any contradictions between policy are identified staff should immediately consult the Deputy Director of Finance, Procurement and Financial Services to assist with interpretation and resolution of those policies.

16.3 The policy list in 16.1 is non-exhaustive and purchasers are expected to consider the wider impacts of their activity on other areas and risks related to UEA.

17. Training

17.1 All staff members that have been delegated purchasing authority through appropriate Heads of Spending Units are required to undertake internal training provided by the Procurement department. All staff with purchasing authority must ensure they maintain an understanding of and adherence to the University's procurement policy and financial regulations so long as they hold that purchasing authority.

17.2 The Procurement team provides online training on the University's LearnUpon platform, but can provide any training that may be useful on request.

18. Terms and conditions

18.1 The University has standard terms and conditions, available from the Procurement team, to be used in most circumstances in the purchase of goods, services and works. As circumstance and law change the Procurement team will review the terms and conditions.

18.2 Procurement are aware that it may be necessary for some tender processes to include specific terms and conditions not present in the general University conditions and amendments can be made in consultation with the Procurement team.

18.3 Staff should ensure they thoroughly read and understand any terms and conditions which apply to any contractual arrangements, and seek clarifications. It is vital that staff do not make unreasonable agreements or commitments on behalf of the University.

19. Breaches of policy

19.1 The University requires all members of staff to comply fully with this policy. Any breach or suspected breach of procedure, policy or law should be reported to the Chief Resource Officer under the University's whistle blowing policy.

19.2 Breaches of policy designed to safeguard the University can have serious implications and as such may be subject to removal of delegated authority and disciplinary action.

Reviewed by	Role	Approved Date	Review date
R Bloomer	Deputy Director of Finance - Procurement and Financial Services	06/06/2025	01/06/2028
J Brown	Director of Finance	27/06/2025	
D Maguire	Vice Chancellor	08/07/2025	

Any material amends to the Policy required due to changes in the Procurement Act 2023 will be incorporated via approval from the Executive Team.

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