



Wimborne History Festival’s (WHFL) procurement process and decisions must be open, transparent, well documented and demonstrate value for money.

Whilst WHFL is not a government or pseudo-government body, we have decided to adopt a procurement approach based on good practice and the rules for public procurement.

Procurement Process

All procurement made by WHFL is subject to the following process, depending upon the total value of the procurement, excluding VAT. Once procurement has been approved by the Board, accountability for procurement is delegated to WHFL Chair. They may, at their sole discretion, involve other Directors in the process for procurements below £1,500. Directors MUST be involved in Competitive or Single Action Tenders.

Value of Goods or Services	Procurement process
£1,000 or below	Single Quote
£1,001 - £10,000	Preferred Suppliers List where appropriate, else Competitive Tender
£10,001 and above	Competitive tender <u>Or</u> If there is only one available supplier, use a Single Tender Action. This should be discussed in advance with the Board.

1. Single Quote

For a single quote the WHFL Chair is free to choose suppliers themselves. They should ensure that favour is not shown to any individual supplier where there are options.

Such choice must consider any criteria imposed by external bodies (such as the Heritage Lottery Fund).

The Board will control this by review at Board meetings.

2. Preferred Suppliers List

The WHFL Chair can, at their sole discretion, place business with any supplier on the Preferred Suppliers List (PSL). The PSL has set up to allow us to select suppliers where knowledge of WHFL and its systems and processes provides benefit to WHFL.

For example, in IT services, it is clearly advantageous to work with suppliers who are already familiar with our computer systems. In other cases, it is appropriate to tender for services and receive advantageous pricing for higher volumes of business.

The PSL has initially been drawn up from suppliers that already provide services to WHFL. Where possible we have multiple suppliers in each purchasing category.

The suppliers on the PSL for any given category should be reviewed, through a Competitive Tendering process, at least every three years.



3. Competitive Tender

Where a Competitive Tender is required the WHFL Chair must work with two other Directors (“the Selection Team”) in the process.

Clear selection criteria must be drawn up, and each criteria weighted according to importance. These must consider any criteria imposed by external bodies (such as the Heritage Lottery Fund).

Once agreed by the Selection Team the selection criteria should only be changed in exceptional circumstances and never once scoring has begun. Once the criteria have been agreed, an overall ‘threshold score’ should be set; if, at each stage, no response reaches that threshold then the Board need to agree how to proceed.

Criteria must neither favour nor discriminate against businesses in which WHFL Directors are involved. However, a WHFL Director must not be involved in the selection process where their business is a potential supplier.

A formal Invitation to Tender (ITT) should be created which sets out clearly the goods and services being tendered for. The selection criteria should not be set out explicitly in the ITT, but it should allow for objective scoring against them.

The ITT should include a clear statement of requirements, the process being followed and the timetable for questions, submission of proposals and evaluation. It should also make it clear that respondents are responsible for any costs that they incur during the tender process, and that WHFL retains the right not to go ahead with the procurement

The ITT should be sent to at least three prospective suppliers. If other businesses ask to be included in the tendering process that should be permitted unless the Directors involved agree not.

ITTs do not need to be published but this should be considered if three suppliers cannot be identified.

If any prospective supplier raises questions during the process then both the questions and the answers must be shared with all prospective suppliers. A time limit should be placed on questions (usually one week before ITT responses are due).

Once tenders have been returned the Selection Team should independently review and score each of them. The Selection team should then meet to discuss the responses and agree consolidated scores.

At least the two highest scoring respondents should be invited to present their proposals to the Selection Team. Following the presentations, the Selection Team should again discuss and revise, as appropriate, the scores.

Final negotiations should be held with the preferred supplier to agree terms. If terms cannot be agreed the Selection Team can chose to discuss terms with the second preferred supplier (and so on), or to propose to the Board that the process is re-run, or that the procurement should no longer go ahead.

All respondents must be told of the outcome of the process. Time should be allowed for challenges to the decision. Challenges should only be accepted if the correct procedure has not been followed. Challenges to the criteria or scoring are not a valid reason to revisit the process; in such a case only the scores of the tenderer raising the challenge should be shared with them.

The final decision needs to be ratified by the Board before the successful tender can be awarded the business.

Single Tender Action

Where there is only one possible supplier, and the Board agree, then the Competitive Tender process should be run with the single supplier.

Preference for local suppliers

Where possible preference should be given to local suppliers, all other things being equal. It would be appropriate to have locality as a selection criteria, but it should not be heavily weighted.



Audit trail

The procurement audit trail should cover all documentation and decision-making papers, including:

- The Invitation to Tender.
- Questions asked during the process, and answers given.
- The Tenders received including time and date of receipt.
- A record of the tender evaluation process, including
 - The consolidated selection criteria scores (NOT the individual scores).
 - The short-list
 - Presentation material
 - Post-presentation selection criteria scores
- The rationale for awarding the business.
- The award letter(s).
- Any complaints from tenderers.
- Any other correspondence with applicants.