



# **BOGNOR REGIS TOWN COUNCIL PROCUREMENT POLICY**

**Adopted by the Council at its Meeting held on 13<sup>th</sup> January 2014**

The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account.
- For goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.