



# Procurement Policy

## Introduction

The way in which we manage our procurement and supply chain is increasingly important to our financial health, reputation and corporate social responsibility objectives. We recognise that good procurement practice directly enhances our business performance by securing best value goods and services against favourable commercial and contractual terms.

## Scope

This policy relates to the management and controls of all non-salary related expenditure. It covers the acquisition of goods, services, works and infrastructure for the University as well as its subsidiary companies; it does not cover visiting lecturers. It is the duty of all employees who are involved within the procurement process to understand and adhere to this policy.

## Cranfield University is committed to:

- Delivering value for money - spending less, spending well and spending wisely.
- Measuring not only the cost of goods and service, but taking into account the mix of cost with quality, resource use and fitness for purpose.
- Maximising our spending power by aggregating demand and establishing group-wide contracts and framework agreements wherever possible.
- Maintaining a healthy supply chain and supplier risk management process.
- Procurement practice that upholds the University's environmental, social and corporate responsibility and equality and diversity aims and objectives.
- Recognising professional procurement as a significant contributor to enhancing business performance.
- Provision of leadership, co-ordination, appropriate resources, information, instruction, training and supervision by all purchasing staff.
- Use of the University's own internal supply market whenever possible.
- Provision and use of high quality management data.
- Core procurement principles based on fair and free competition.
- Conducting all procurement activities with the utmost integrity, making sure they are carried out in accordance with any relevant obligations in:
  - a. University's Financial Regulations;
  - b. University Procurement Procedure;
  - c. UK Government Public Procurement Contracts Regulations where applicable;
  - d. Any other legislative or Government policy obligation as may apply.
- Be compliant with The Bribery Act 2010 and not engage in any form of corruption or bribery, including any payment or other form of benefit conferred for the purpose of influencing decision making.

- Incorporate, where possible sustainable aspects in the procurement process: defining the impacts, and evaluating the options, the design, and the selection of suppliers.
- Make every effort to ensure local business is aware of our requirements, does not have unnecessary barriers put in their way and that any firm regardless of size and location is treated fairly and transparently.

The University Executive fully endorses this policy. It is owned by the University Director of Finance, who is responsible for its implementation and periodic review. It is supported by a Procurement Procedure.

The organisation and arrangements for implementing this policy are set out in detail in University policies and procedures. The University will communicate and make this policy available to the general public and all persons working in, for or on behalf of the University.

**Professor Karen Holford**  
**Chief Executive and Vice-Chancellor**  
**Date: 23 November 2023**

## Defining Value for Money

The National Audit Office (NAO) uses three criteria to assess value for money (VfM), Economy, Efficiency, Effectiveness. Figure 1 features in the [NAO Successful commissioning toolkit](#) and shows the relationship between inputs, outputs, and outcomes.

### Relationship between Inputs, Outputs and Outcomes

*This figure shows the relationship between inputs, outputs and outcomes*

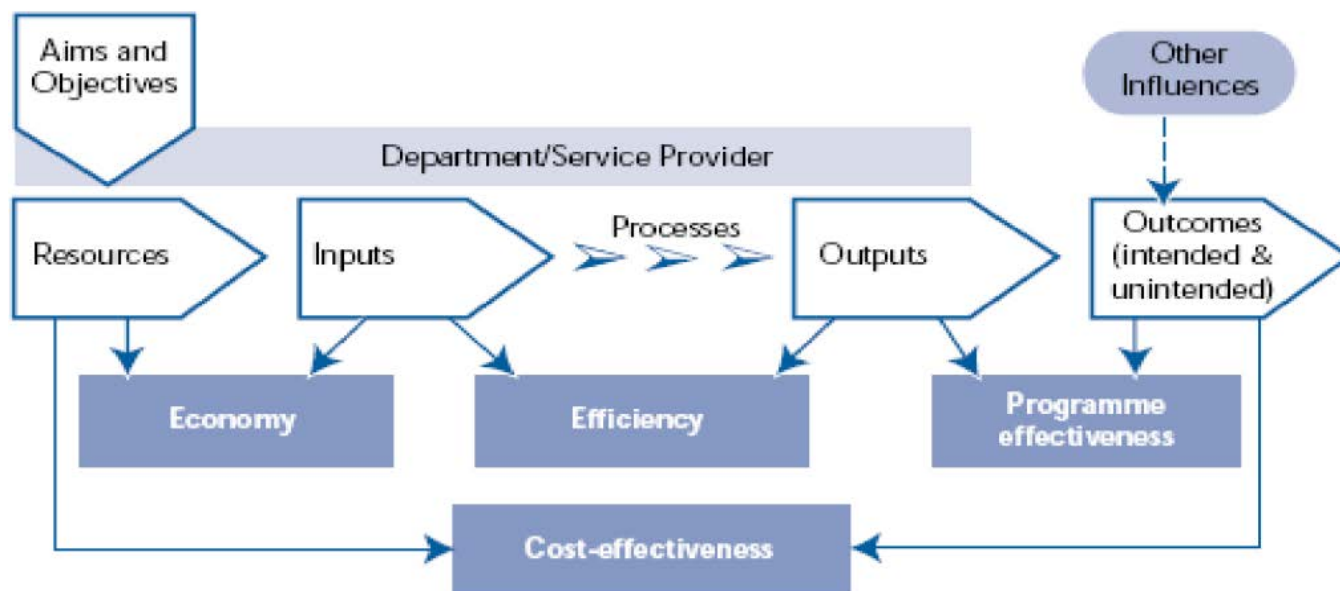


Figure 1: Defining Value for Money Diagram (adapted from National Audit Office <https://www.nao.org.uk/successful-commissioning/general-principles/value-for-money/assessing-value-for-money/>)

## Document Control

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## Document Review

Version	Amendment	By	Date
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