

# HOPTON AND COTON PARISH COUNCIL

## PROCUREMENT POLICY

**Adopted by Council: 12<sup>th</sup> January 2022**

**Review Date: January 2023**

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, Standing Orders 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 £25,000, an evaluation model encompassing both price and quality, will be developed in advance, against which best value can be judged. A simpler scoring matrix should be used for all purchases or contracts above £3,000 for which quotations are required.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested.
- The Council will purchase Fair Trade goods where possible
- The Council will purchase recycled goods or less environmentally damaging materials where they meet the required functional standard.