

Effective Date: 1 October 2025
Review Date: 1 August 2026

Procurement Policy

Reference: C17

Owning Department: Planning & PMO

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Procurement Policy

1. Purpose

At London & Partners (L&P), we source and implement a variety of procurement routes that meet compliance and public procurement regulations.

We welcome and engage with suppliers from all sectors of the local, national and international communities. Our procurement of goods and services ensures we always seek value for money by finding the balance between economy, efficiency and effectiveness.

We trade under our own terms and conditions and use different ways and routes to market which will include securing contracts from Public Sector Frameworks, Three Quote processes, RFQ's (Request for Quote) as well as Public Tendering via our E-Tendering platform.

2. Scope

This policy applies to all individuals working for or on behalf of L&P at all levels, including permanent, fixed-term, and temporary employees, directors, officers, contractors, consultants, volunteers, interns, and agency staff.

3. Responsibilities

Personnel

Adhere to procurement policies and procedures, maintain ethical conduct, ensure proper documentation, participate in training, and collaborate with other departments.

Procurement Manager

Oversee policy implementation, manage supplier relationships, identify and mitigate risks, manage the procurement budget, monitor performance, and prepare reports.

4. Legal and Regulatory Compliance

The new Procurement Act 2023 came into force 24th February 2025. It replaces previous legislation, the Public Contracts Regulations 2015 and the Concessions Contracts Regulations 2016. It introduces a new legal framework for how contacting authorities in receipt of public funding, must procure goods, services and works. We will continue to follow the government's directions on implementing the new legislation whilst updating our own internal processes and policies.

London and Partners are not a 'Contracting Authority' and will not use this status in any public or private procurement platform, contract or notice (s) to the market.

We affirm we have no legal or operational association with the procurement practices or policies of the Greater London Authority (GLA) or any other contracting authority in London or outside.

London and Partners are a social enterprise registered as a company (reg number 07493460) in the third sector operating independently and commercially, we fall outside the scope of mandatory contracting authority obligations. However, we

voluntarily align with public procurement principles where appropriate. While we may align the best practices where appropriate, our procurement decisions are made independently and in accordance with National UK Public Procurement Laws (England).

OJEU or EU Procurement Laws do not apply to UK Procurement Laws and have since been deconstructed (Dec 2020).

5. Procurement Thresholds

At London and Partners whether we publish a tender or choose an alternative route to market we continue to apply the principle of non-discrimination, equal treatment, transparency, mutual recognition and proportionality to all our procurement practices. Our London and Partners Procurement Procedure can be read here:

[FI012 Procurement Procedure](#) - this procedure document is currently under review. Its purpose is to provide useful information which can be used as a guide prior to a procurement project.

Our overriding requirement is that all procurements must be based on value for money and should be achieved through clear and fair competition.

Note: Spend Range and Procurement Route to Market . Funded sourcing i.e. grants or awards plus VIK will require you to consult the procurement manager for best route to market options and to assess any T&C's set by the funding authority regardless of procurement value.

Spend Range	Procurement Route to Market *Subject to Funding Source	Stakeholder Actions
<p>£5,000- £25,000 Excluding VAT@20%</p> <p>(Very Low Value)</p>	<ol style="list-style-type: none"> 1. Low-value procurement may be procured via the 3x quote process ensuring value for money 2. Complete a DA 3. Follow PO process NB: If you have multiple suppliers for each product or service will require one DA form and separate PO's each. 	<ul style="list-style-type: none"> • L&P Direct Award - Procurement advice optional. • DA must be reviewed and approved by Procurement to allow for further approvals. • Finalised Contract to be shared with Procurement for auditing • Use L&P Standard Services Agreement or Suppliers own. • Request a credit Search via the Finance Dept
<p>£25,001 – £214,904 (Below Threshold)</p>	<ol style="list-style-type: none"> 1. Complete a DA for renewables or new business with ONE SUPPLIER 	<ul style="list-style-type: none"> • Procurement advice/consultation mandatory.

	<ol style="list-style-type: none"> 2. Complete a PID if multiple suppliers and route to market not defined yet. 3. Able to Use Frameworks 4. Able to use RFQ process 5. Able to use Three quote process. 6. End of contract term Renewed pricing from supplier acceptable. 	<ul style="list-style-type: none"> • May require a Business Case • DA or PID must be reviewed and approved by Procurement to allow for further approvals. • Finalised Contract to be shared with Procurement and Legal input may be required if using suppliers own contract. • Use Tech Contract/SA or Suppliers version. • Will require Data Information and Security Clearance • For Incumbent supplier please consult Procurement in the first instance. • Below Threshold procurements do not need a Tender (Public or Private Funding) • If external grant funded please consult procurement in the first instance
<p style="text-align: center;">Over £214,904+ (Above Threshold Or High Value £m+)</p>	<p style="text-align: center;">*Strategic Procurement Route</p> <ol style="list-style-type: none"> 1. Public Notices required if funding in place from external public bodies under NPA 2023 Regs 2. Use Tender Route or 3. Use Frameworks or 4. Use Tender Waiver Form if conditions are met or 5. RFQ process for Privately Funded 	<ul style="list-style-type: none"> • Requires a Strategic Procurement Plan with full mandatory Procurement Consultation • Requires a Business Case and PID • PID must be reviewed and approved by Procurement and PMO with a defined route to market and planned procurement timeline. • Contracts and Legals will need to be approved via legal@Londonandpartners.co

	<p>L&P CAPEX projects</p> <p>6. Subject to funding source end of contract term Renewed pricing from supplier acceptable.</p>	<ul style="list-style-type: none">• Contracts and SOW's will need specialist review• Use L&P Tech Contract• Will require Data Information and Security Clearance• For incumbent supplier please consult Procurement in the first instance.• Please inform Procurement if outsourcing procurements to external agencies.
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6. Change history

Policy redrafted as part of Policy Refresh Programme 2025.