

Doing Business with LTE Group

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Doing Business with LTE Group

LTE Group Procurement & Tenders

LTE Group is the first integrated education and skills group of its kind in the UK and the largest social enterprise in the country dedicated to learning, training and employment.

The Group is made up of specialist organisations comprising of:

Further Education: 'The leading college for progression and employability.'

Higher Education: 'A leading provider of flexible, affordable, career-relevant, university education.'

Novus: 'The UK leader and innovator in offender learning, skills and employability.'

Apprenticeships and Employer Training: 'A leading provider of regional and national employer training.'

MOL: 'The UK leader in the flexible provision of professional qualifications.'

Register as a potential supplier

Subject to the category and size of contract, The LTE Group make opportunities available to potential suppliers by utilising a variety of tools.

If you are a supplier interested in doing business with The LTE Group, you can improve your chances of receiving forthcoming business opportunities by registering your details at [Pro Contract](#) our endorsed provider for Tender Opportunities.

Suppliers - If you are not currently registered on the Pro Contract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

In addition, The LTE Group also publish its Tenders on the Governments Tender Portal [Contracts Finder](#) that lets you search for information about contracts worth over £10,000 with the government and its agencies. – [Register free](#)

You can use Contracts Finder to:

- search for contract opportunities in different sectors
- find out what's coming up in the future
- look up details of previous tenders and contracts

You can create an account to get email updates and save your searches. You can still search and apply for contracts without an account.

Advertising

All Tenders are advertised on these Tender Portals website as well as relevant journals/publications.

Tenders over the Public Sector Procurement thresholds will additionally be advertised in Find a Tender

E-Procurement

E-Procurement means using an electronic system to buy goods, works and services rather than a paper-based system.

All elements of the transaction from the initial ordering to the invoicing and payment are now carried out electronically via email and web in order to streamline processes and reduce costs.

LTE Group will only conduct its trading electronically to maximise efficiencies, such as:

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- Better interaction with other customers and suppliers.
- Better ability to compete with other suppliers, regardless of size in a much wider market.
- Helping to reduce costs and streamline processes, increasing efficiency.

Capital Construction Works

LTE Group have simplified our processes to make it easier for you to Tender for our Capital Construction Tendering opportunities with all major Tenders being publicised on Pro Contract & Contracts Finder, publicised through endorsed Frameworks or if over the Public Sector Procurement thresholds advertised in My Tenders.

Public Sector Regulations

Contracts over certain values are currently subject to a series of Public Sector Procurement Directives. These directives require LTE Group to:

- advertise and award contracts in My Tenders
- follow specified timescales and
- award contracts on the basis the 'most economically advantageous tender' (a consideration of both quality and cost)

The Public Sector regulations apply to contracts that exceed the following amounts (as of January 2022) are:

- service and supply contracts over £213,477 including VAT
- works contracts over £5,336,937 including VAT
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The thresholds vary from time to time and have traditionally been amended every two years on 1 January.

The Tender Process

There are six ways in which LTE Group can competitively Tender contracts:

Open Procedure

Restricted Procedure

Competitive dialogue

Competitive procedure with negotiation

Innovation partnership

Negotiated procedure without prior advertising

Or the use of an approved List and Framework Arrangements

Open Procedure

A procedure for inviting Tenders whereby all Vendors who express an interest must be sent the relevant ITT.

Restricted Procedure

A procedure for inviting Tenders from a limited number of Tenderers under which only matters of clarification may be discussed and any negotiation which could affect price is not permissible.

Competitive Dialogue

Competitive Dialogue is a procedure in which any economic operator may request to participate and whereby the Contracting Authority conducts a dialogue with the candidates admitted to that procedure, with the aim of developing one or more suitable alternatives capable of meeting its needs.

Competitive procedure with negotiation

This procedure can now be used in wider circumstances than used to be the case under the 2006 Regulations. The conditions that must be met for their use are set out at Regulation 26(4) of the 2015 Regulations and are as follows:

- the needs of the contracting authority cannot be met without adaptation of readily available solutions; or
- the requirements include design or innovative solutions; or
- the contract cannot be awarded without prior negotiation because of specific circumstances related to the nature, the complexity or the legal and financial make-up or because of risks attaching to them; or
- the technical specifications cannot be established with sufficient precision by the contracting authority with reference to a standard, European Technical Assessment, common technical specification or technical reference; or
- an open/restricted procedure procurement has been run but only irregular or unacceptable tenders have been submitted.

The competitive with negotiation procedure allows the contracting authority flexibility around whether to negotiate - it is possible to reserve the right (by stating this in the advertisement) not to negotiate and to simply award the contract based on initial tenders submitted. This reservation is not possible in the competitive dialogue procedure. That said, the competitive dialogue procedure contains more flexibility around negotiation with the winning bidder (provided this does not modify the essential aspects of the contract or procurement or amount to a distortion of competition). It is not possible to negotiate following submission of final tenders if you are using the competitive with negotiation process.

Innovation Partnership

The new innovation partnership process is set out at Regulation 31, and now allows for the R&D and purchase of a product or service within the same single procurement process (with transparency and other safeguards built into it).

Negotiated procedure without prior publication

This procedure should be limited to cases where publishing a call for competition e.g. Contract Notice, is not possible, such as where you have received:

- no bids
- no suitable bids
- no requests to participate or
- no suitable requests to participate to a previous Open or Restricted tender exercise.

For your NPwPP you cannot substantially alter the conditions of the contract from those in your previous Open or Restricted tender exercise.

Framework Arrangement

A Framework Arrangement is an agreement with suppliers to establish terms governing contracts that may be awarded during the life of the agreement. In other words, it is a general term for agreements that set out terms and conditions for making specific purchases (call-offs).

These are well established procedures which The LTE Group follow to ensure we get the best value for money. The process we follow will be determined by a range of factors, including:

- value of contract
- number of suppliers in the market
- the complexity of our requirements
- timescales

Regardless of the process followed, all bids are evaluated according to clear, pre-published criteria by a panel of experienced personnel, and contracts will be awarded on the basis of value for money, which means a balance of quality and cost.

Financial Regulations Procurement Spend Thresholds

Up to £10,000 inc VAT

For orders/contracts with an estimated value of up to £10,000 from a recognised Group supplier will not need a formal written quotation, but value for money must be demonstrated. From a non-recognised Group supplier one formal written quotation must be sought

£10,001 – £50,000 inc VAT

For orders/contracts with an estimated value between £10,001 and £50,000 a minimum of three competitive quotations are required in order to obtain the most competitive price. Exceptions to this are if you are using a contracted supplier. It is the responsibility of the Cost Centre Manager to retain all quotations for Audit purposes.

£50,001 – £213,477 inc VAT

For orders/contracts with an estimated value between £50,001 and £213,477 you must approach the Head of Procurement as a formal competitive tender will need to be carried out unless there is a local or national agreement available i.e. via ESPO/TUCO/CCS/NHS SBS/CPC where a mini competition can be carried out or a direct award placed, if this is an option

Public Sector Threshold Tender Jan 2022 £213,477 for goods and services and £5,336,937 for works

Where the value exceeds the Public Sector threshold a full Tender process must be followed in addition to the Board approvals. Contact the Head of Procurement for guidance on this level of Procurement

Light Touch Regime Jan 2022

Consult with the Procurement Manager for these restricted CPV Codes “Common Procurement Vocabulary” of which the Threshold is **£663,540**

Waiver

The request to waiver the Group Financial Regulations must be submitted on a Waiver Form. These forms are available from the Procurement Team, who will provide advice and guidance on the legitimacy of each request.

Sustainable procurement

The LTE Groups Sustainable Procurement Policy covers four key areas:

- Effective protection of the environment
- Prudent use of natural resources
- Social progress which recognises the needs of everyone
- Maintenance of high stable levels of economic growth and employment

Information on how we embed this into our Procurement processes is available from the Head of Procurement.

Slavery and Human Trafficking Statement & Supplier Code of Conduct

LTE Group is dedicated to procuring goods, works and services for its operating divisions without causing harm to others. In so doing, LTE Group is committed to supporting the UK Government's approach to implementing the UN Guiding Principles on Business and Human Rights.

LTE Group procures a large amount of goods, works and services from National Frameworks, who will as part of Public Sector Tendering Regulations, have undertaken enquiries and evaluations into the wide range of products that are supplied, many of which are sourced from overseas manufacturers who operate in low-cost countries where modern forms of slavery are prevalent.

For those suppliers that fall into higher-risk areas, these will be asked to commit to the [ETI Base Code](#) of the [Ethical Trading Initiative](#) (ETI) and LTE Group will be working to encourage all suppliers in these areas to support these initiatives. The ETI Base Code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice, requiring that:

Employment is freely chosen;

Freedom of association and the right to collective bargaining are respected;

Working conditions are safe and hygienic;

Child labour shall not be used;

Living wages are paid;

Working hours are not excessive;

No discrimination is practised;

Regular employment is provided; and

No harsh or inhumane treatment is allowed.

Supplier Code of Conduct

LTE Group endeavour to engage with suppliers, sub-contractors and strategic partners who treat their workers with dignity and respect, adhere to applicable laws and regulations, and provide their goods, works or services in an environmentally sustainable manner. It is the organisations policy to request our Supply Chain to respect the principles of our Supplier Code of Conduct and adopt practices which comply with it. LTE Group expect our suppliers, sub-contractors and strategic partners undertake to commit to the following requirements:

Employment Practices

- To comply with all employment laws applicable to its business.

- Must not use child labour which prevents children from complying with compulsory schooling or training, being harmful to their health or development.
- Must make no use of forced or compulsory labour.
- Must comply with national law and regulations regarding working hours, wages, benefits and written employment conditions.
- LTE Group is a Real Living Wage Employer, as a Living Wage Accredited Employer, LTE Group will vow to only work with suppliers who adhere to regulations regarding the Minimum Wage, National Living Wage & Real Living Wage Rates.
- Must not discriminate unlawfully in its employment decisions based on: age, disability, race (including colour, nationality, ethnic group), religion or belief, sex, sexual orientation, trans gender, pregnancy or maternity, marriage or civil partnership, trade union membership or political affiliation.
- Shall not treat its workers in an inhumane or harsh way including harassment, bullying, physical or verbal abuse or other forms of intimidation.
- Must notify its employees of the applicable supplier code of conduct.

Ethics and Integrity

- LTE Group's Supply Chain must not offer or give, any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to the obtaining of any contract with LTE Group, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any such other.
- LTE Group's Supply Chain must comply with all anti-bribery and anti-corruption laws applicable to our business, including the Bribery Act 2010 and the Prevention of Corruption Act 1889 to 1916.

LTE Group reserves the right to request details of how its Supply Chain complies with this Supplier Code of Conduct and expects the application of principles of the Code with their Supply Chains.

Louise Timms MCIPS
Head of Procurement & Payables
LTE Group