



LTE Group Procurement Profile & Supplier Management

The LTE Group is structured into discrete Operating Divisions:

LTE Group Operations provide high quality professional advice and expertise, along with highly efficient (best value) transactional processes to underpin the service delivery of our businesses for our learners.

Novus & Novus Cambria (education, rehabilitation support and opportunity)

The Manchester College is one of the largest Further Education colleges in the UK.

UCEN Manchester is focused on delivering first-class technical and professional higher-level skills.

MOL is a leading provider of professional corporate development, with over thirty years' experience.

Total People is one of the largest providers of apprenticeships and work-based learning in the North West of England.

These Operating Divisions are supported by a number of professional departments including Facilities, Finance, Human Resources, Information Technology, Learning and Information Marketing, and Student and Academic Services, which are responsible for supporting the the delivery of the academic services.

The LTE Group operates a devolved Procurement and Management structure.

The object of the procurement function is to ensure the Operating Divisions of the LTE Group operate in an open, transparent and legally compliant manner during the procurement of goods, works and services, culminating in the delivery of value for money.

Procurement activities are conducted at local level within an enabling framework managed by the Strategic Procurement Team. This framework comprises procedures, order processing systems and, for many commodities, pre-determined contractual arrangements that faculties and departments must comply with when conducting their procurement operations.

Procurement Approved Supplier Lists

It is not LTE Group policy to maintain Approved Supplier Lists. If a firm is accepted by the LTE Group to deliver goods, works or services following a Tender or Quotation opportunity, it does not therefore mean that the firm in question is the only preferred provider. LTE Group encourage all interested parties to check the Contracts Finder, Proactis and OJEU websites on a regular basis to obtain information about future and current tenders. LTE Group recognise the important contribution that small and medium-sized enterprises make to the economy, therefore LTE Group treat all firms fairly while being consistent with achieving best value for money for all contracts that are advertised.

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 firm 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.

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 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.

Information assurance in procurement

Through the support of a diverse range of suppliers, the LTE Group hold a substantial amount of personal information. Protecting that data is a key legal requirement under the General Data Protection Regulation (GDPR). It is therefore important that suppliers have measures in place to meet this requirement throughout the life of a contract

Procurement procedures

As a public sector organisation, the LTE Group is bound by procurement legislation from both the UK and the European Union. The requirements of this legislation along with all other procurement requirements are embodied in detailed procedures.

In addition, procurement have imposed a set of strict Spend Thresholds:

Financial Regulations Procurement Spend Thresholds

Up to £9,999

For orders/contracts with an estimated value of up to £9,999 (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, a formal written quotation must be sought.

£10,000 – £19,999

For orders/contracts with an estimated value between £10,000 and £19,999 a minimum of two competitive quotations, and where practical three, in order to obtain the most competitive price. Exceptions may be appropriate where the product is a standard catalogue item, in which case at least two written quotations may be appropriate. It is the responsibility of the Cost Centre Manager to retain all quotations for Audit purposes.

£20,000 – £99,999

For orders/contracts with an estimated value between £20,000 and £99,999 the Cost Centre Manager must approach the Procurement Manager regarding the appropriateness of Procurement running a competitive mini competition or formal tender in order to obtain the most competitive price.

>£100,000

Formal Tender or mini competition procedures apply. To be discussed with the Procurement Manager to establish the appropriateness of Procurement running a competitive mini competition or formal tender in order to obtain the most competitive price.

OJEU Tender Jan 2020 £189,330 goods and services and £4,733,252 works

Where value exceeds the OJEU threshold an OJEU Tender process must be followed in addition to the Board approvals. Contact the Procurement Manager for guidance on this level of Procurement

Light Touch Regime Jan 2020

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

Single Source Justification or Waiver

The only exception to these rules is where a reason not to competitively tender for a contract has been agreed and financial regulations have been waived, for example where there is only one supplier or timescales are very short or for reasons of emergency i.e. unforeseen circumstance.

These Spend Thresholds will not apply where a purchase is to be made against an LTE Group contract or framework agreement or third-party contract or framework agreement that the LTE Group may access.

Current contracts / agreements

In order for the procurement team to support Operating Division objectives, contracts/agreements are in place for certain goods and services.

EU Public Procurement Legislation (possible future Brexit implications)

Where a contract, whether for goods, works or services, is estimated to be over the determined value threshold, and in the case of services is not specifically exempt from the regulations, the LTE Group is required, unless we intend to utilise an available framework agreement, to conduct a competitive tendering process in accordance with procedures laid down by the EU.

Such contracts are advertised in the Supplement to the Official Journal of the European Union (OJEU). The advertisements take the form of contract notices and allow firms to express an interest in the proposed purchase.

The legislation sets out several procedures by which LTE Group may invite firms to tender. The LTE Group will utilise either the open procedure or the restricted procedure. Under the open procedure any firm that applies for an invitation to tender will be sent the document and may submit a tender. Under the restricted procedure firms who express interest in an advertised contract are subject to a qualifying process from which a short list will be produced of firms that will be invited to tender.

Order processing

All goods, works and services procured by the LTE Group will be purchased either by use of an official purchase order or by means of a purchase card transaction.

Before making any supply to the LTE Group, firms must ensure they have a valid purchase order or purchase card transaction. Any charge made to the LTE Group without a valid purchase order or purchasing card transaction will be rejected.

LTE Group Delivery Terms

Deliveries to LTE Group Operating Division sites will only be accepted between 08:00 and 16:00 Monday to Friday other than in exceptional circumstances and by prior express agreement.

The LTE Group does not have facilities to offload large or palletised consignments therefore such deliveries must be made on vehicles with a tail lift facility.

The LTE Group will accept no responsibility for the loss of, damage to or return of goods that are delivered outside these requirements.

Terms and conditions of purchase

The LTE Group conducts all procurement in accordance with its own Generic Terms and Conditions of Purchase. Firms' terms and conditions will not be accepted either in whole or in part without prior written agreement and in exceptional circumstances.

The LTE Group's payment terms are 30 days from receipt of a valid invoice. The Group Finance Director is the only person authorised to change these terms.

Freedom of Information Act

The LTE Group is committed to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the LTE Group may need to be disclosed and/or published.

Where suppliers consider that any of the information they provide either in a tender or otherwise is commercially confidential they must identify it and explain in broad terms what harm might result from disclosure and/or publication. It should be noted however that, even where it is indicated that information is commercially sensitive, LTE Group may be required to disclose and/or publish it where the public interest in its disclosure and/or publication requires us to do so.

Race relations

The Race Relations (Amendment) Act 2000 places a duty on the LTE Group to promote race equality, eliminate unlawful racial discrimination, and to take account of race equality in all procurement matters. Existing and prospective suppliers may therefore be subject to assessment of their race equality credentials.

Waste Electrical and Electronic Equipment Directive and the Restriction of Hazardous Substances in Electrical and Electronic Equipment Directive

The LTE Group is required to ensure that its suppliers meet the obligations imposed by these directives. Existing and prospective suppliers may therefore be subject to assessment of their arrangements to comply with the directives.