

Summary of changes to the Procurement Policy – July 2025

Section 1.2 Objectives – a new objective has been added that provides support for the University's equality objectives and promotion of social value through the University's procurement activity.

Section 1.3 Principles (and various other sections) – References to the Public Contract Regulations have been replaced with the Procurement Act 2023 to reflect the recent change in UK legislation.

Section 1.3 Principles – The addition of a new requirement to inform the University's Information Security team when procuring a service that will involve the sharing of university data with a prospective supplier/s.

Section 1.4 Responsibilities - The addition of information that describes the role of the university's Information Security team in relation to prospective and existing contracts that involve the sharing of university data.

Section 2.4 Supplies & Services Procurement 7 Section 2.9 Requesting quotations for works less than £10,000 – The removal of the requirement to complete a small quotes form. All quotations must be received in written format, as opposed to verbal, to protect the University and the individual requesting the quote against any dispute that may arise at the point of product/service delivery or payment.

Section 2.7 Tender level procurements for supplies and service greater than £40,000 – The addition of a new requirement for those tenders to follow the documented '*procedures for tendering*'.

Section 2.13 Mandatory evaluation criteria and minimum weightings – The addition of new mandatory criteria and weightings to be used for all procurement activity above the tender thresholds. The criteria and weightings are 'Price' that must carry a minimum weighting of 40%, and 'Sustainability' that must carry a minimum weighting of 10%. This is supported by a new Sustainable Procurement Policy which can be found [here](#).

2.14 Tender Governance – The addition of confirmation that in addition to the tender governance approvals required within the Procurement Policy, additional financial approvals may also be necessary in accordance with the University's financial scheme of delegation.

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2.19 Exceptions to these rules and the use of Single Action Waivers – Confirmation that all Single Action Waivers with a value greater than £100k will require approval from the Head of Procurement and the Director of Finance.

3.6 On-going Supplier Management – The addition of a new commitment to deliver periodic performance reviews with key suppliers, and the introduction of additional measures related to data security where relevant and necessary.