

Procurement at Ofcom

Aims & Values

The procurement function at Ofcom (that resides within the Commercial Team) has two key objectives:

- to ensure that Ofcom procures in accordance with EU public procurement law (as implemented in the UK) together with all other relevant legislation and regulations; and
- to ensure that value for money is achieved for the organisation whilst minimising commercial and legal risk.

This is underpinned by clear and robust procurement processes.

Procurement Policies

Ofcom uses a broad range of suppliers, including SMEs, appointed following suitable competitive tendering processes. Table 1 summarises the threshold approach taken to manage the procurement process, ensuring fairness, transparency, value for money and adherence to Ofcom and EU procurement rules. Ofcom is committed to ensuring potential suppliers are given equality of opportunity to compete for Ofcom's business.

Table 1 – Procurement Thresholds

Value Threshold

£0 - £10,000	These requirements are procured by the business and generally do not require the input of the Commercial Team. A minimum of three written quotes must be obtained wherever possible. Depending on the requirement, quotes may be obtained via an Invitation to Quote (ITQ) process or via emailed quotations. This does not apply to requirements that are procured under any of Ofcom's framework agreements as these are conducted under a defined mini competition process regardless of the expected total cost.
£10,000 - £50,000	These requirements are also procured by the business and generally do not require the input of the Commercial Team (although there are some exceptions). A competition is usually conducted following an Invitation to Tender (ITT) process but may also be via an Ofcom framework or other framework (e.g. procured by the Crown Commercial Service or another public body).
£50,000 and above	All procurements over £50,000 require the involvement of the Commercial Team. A competition is usually conducted following an Invitation to Tender (ITT) process but may also be via an Ofcom framework or other framework (e.g. procured by the Crown Commercial Service or another public body). Procurements for supplies and services over c. £164,000 are likely to be subject to a fully compliant OJEU procurement process.

Corporate Responsibility

As a contracting authority, we expect our suppliers (and their sub-contractors) to:

- share our approach to corporate responsibility and commitment to equality and diversity through their policies, principles and actions;

- understand and comply (or have plans for compliance) with all legislation relevant to their business (and their interactions with our organisation) covering such matters as environmental protection, discrimination, employment, minimum wage, health and safety, equality of treatment for all the diversity strands including making reasonable adjustments for disabled workers and to have policies, where appropriate, and to actively monitor performance against such policies;
- communicate openly and honestly with us so we can support and develop our mutual commitment to corporate responsibility; and
- manage their suppliers of products and services responsibly.

Consultancy Services

In addition to the involvement of the Commercial Team, the following approvals are required before proceeding with the procurement of Consultancy requirements;

Estimated Value (ex. VAT)

- £20,000 to £99,999: approval by Group Director
- £100,000+: approval by CEO