

Procurement

With ERDF funded grant schemes there is a requirement to adhere to ERDF procurement policies. A brief outline can be found below. Please contact us for further information via: thegrowthfund@weareumi.co.uk.

Contract Value	Category	Minimum Procedure	Advertising required
£0 - £24,999	Purchase of a fixed asset	One quote needed	None
£0 - £24,999	Capital works (labour costs and materials)	One quote needed	None
£25,000 - £181,302	Purchase of a fixed asset	3 quotes (where possible)	No - the SME will provide 3 quotes where possible, this will be supported by a 'specification' of the requirement, to be submitted at the application stage. Where less than three quotes are available a written statement will be provided by the SME at application stage to back this up providing the rationale.
£25,000 - £181,302	Works (where only one quote has been received)	Advertised Tender – SMEs own website or other suitable website for a minimum of 10 days.	Yes - advert needs to incorporate or direct any interested party to the following information: <ul style="list-style-type: none"> • Details of the opportunity • What is required from all interested parties • How successful candidate will be chosen • Deadline and details of how to apply Tender Advert template, Invitation to Tender Template, Procurement Process Doc, Outcome Justification Doc and Single Tender Justification Doc, must all be provided.
Over £181,302	Purchase of fixed asset Capital Works above £181,302, and those Capital Works contracts under £181,302 where multiple tenders have been received	Advertised Tender – SMEs own website or other suitable website for a minimum of 10 days.	Yes - advert needs to incorporate or direct any interested party to the following information: <ul style="list-style-type: none"> • Details of the opportunity • What is required from all interested parties • How successful candidate will be chosen • Deadline and details of how to apply Adhere to the Guidance on Identifying, Managing and Monitoring Conflicts of Interest within ERDF and ESF, and submit a declaration; Impartially assess each bid against the same criteria and demonstrate this through use of a score/evaluation sheet; and Provide evidence to demonstrate that the winning bidder has been selected on merit – as a minimum this should include a rationale behind the decision to award
	Building Purchase	Building Specification and independent valuation report to be provided.	