

Ilkley BID Ltd Procurement Procedure

Whenever possible and appropriate, Ilkley BID will procure services from Ilkley businesses with preference given to levy paying businesses thus investing directly back into the local economy. Where the service or product cannot be secured in Ilkley or this is not appropriate for other reasons, priority will be given to suppliers within the Bradford District, escalating the reach to West Yorkshire, then Yorkshire or nationally for specialist suppliers.

3 independent quotations will be sought for spending of £1000 or more. Depending on the scope of supply these may be acquired through BID team research, the opportunity may be advertised on the BID website and on the Company Facebook page. Potential suppliers can register a general interest to become a BID supplier by completing a form published on the BID website, outlining their area of work and costs where possible.

In all cases, authorisation will be based on value for money, price, ability to deliver within timescales, experience, reputation, recommendation, warranty, and guarantee. The decision of which supplier to use will be made by the BID Manager, referring to a Director with knowledge of the project in question, if the choice could be queried.

Specialist / preferred suppliers may be used where the product or service in question is -

- Highly specialist and a suitable alternative supplier cannot be identified.
- Highly commercially confident and information regarding the need for this service is confidential and therefore we do not wish to release into the public domain.
- Relies on knowledge from a relevant previous collaboration with a supplier.

Notwithstanding the points above, the Finance Policy will be adhered to at all times.