

## Guidance on procurement policy at GTR

Our procurement governance at GTR is key to delivering **value**, **risk mitigation** and **sustainability** via robust and transparent policies.

Our strategy is to obtain value for money by driving competition, optimising specifications, minimising whole life costs, and seeking innovation. For GTR to procure goods and services in accordance with these principles, our competition requirements should be followed based on the anticipated (or actual) value of spend for a requirement or with a supplier.

Estimated spend/Value	Sourcing requirement
Up to £20,000	A priced <b>quotation</b> from the supplier (with a scope of work)
Between £20,000 and £50,000	A minimum of <b>three quotes</b> should be sought from suitable suppliers (for the same scope of work)
Between £50,000 and the Utilities Contract Threshold (UCR16)	Seek procurement advice. A formal tender should be undertaken for requirements over £100k
Above the applicable Utilities Contract Threshold (UCR16)	An <b>UCR16 compliant tender</b> must be undertaken by the Procurement Team

In some occasions a defined contract may be appropriate for any spend depending on the risk to the business- i.e. operational delivery / safe working practices / customer related services.

If the above sourcing requirement/s cannot be followed, a **Single Tender Action (STA)** can be applied for via Procurement. This document explains the reasons for non-competition and must be authorised by an Executive Director.

Evidence that the sourcing requirement has been followed should be attached to your requisition to provide context to the requirement (e.g., three quotes or a tender report). Oracle (P2P) business processes and guidance are in addition to the above.

If you need assistance in understanding this guidance, planning, or procuring an upcoming requirement, please contact the GTR Procurement Team.

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