



3rd Party Procurement

1 INTRODUCTION

The overall purpose of the procurement policy is to ensure that Owl Live and therefore our clients receive the highest quality of desired goods and services at the best price possible. Further, the regulations are aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and to all types of procurement.

2 SUPPLIER SELECTION

Any new suppliers that we feel could add value to a project all undergo a robust approval process to ensure they have the capability to deliver our high standard of work, and that they also share our company principles of: Detail, Passion, Value and Care.

- Potential suppliers need to supply / complete all of the following in order to be considered as an Owl Live partner:
 - Initial statement stating services and their USPs
 - 3 references
 - Portfolio of work
 - Required industry certification
 - Insurances both Public and employee liability and where appropriate professional indemnity
 - Our SLA agreement (including NDA)
 - Rate Card / costings
 - Copies of all relevant policies for review
- Once received, Owl Live will:
 - Perform a credit check and review company's details
 - Aim to see the company in action to review services, or receive samples of goods
 - Review all documentation and chase references
 - Review value for money based on a mix of quality, cost, resource use, reputation, warranty/guarantees, and timeliness

Should all the above come back as satisfactory based on Owl Live's and our client's needs, we will send the Client our supplier agreement, stating terms and conditions.

Supplier relationships are reviewed periodically to ensure we also receive the very best value for money and the highest quality goods or service.

3 CHANGE HISTORY RECORD

Issue	Description of Change	Author	Approval	Date of Issue
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1	Initial issue	Holly Roberts	Antony Greenberg	12.01.2020
2	Change of format	Rachael McDougall	Nicola Neal	16.08.2021