**Procurement Policy**

NAME OF ORGANISATION

Companies Houser Registration No.

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| Last updated | DATE |

**Definitions**

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| **Organisation** | is NAME OF ORGANISATION |
| **Procurement** | means the way we buy the goods, services and work needed to support the work of the company |
| **Community** | means the community we serve |
| **Register of contracts** | means a register of all systems or contexts in which personal data is processed by the Organisation |

1. **Policy Statement**

At all stages of the procurement process, (NAME OF ORGANISATION) uses procedures that are fair, competitive, auditable and meets the relevant legislation.

This policy covers:

* Appointment of (non-staff) personnel, such as consultants and contractors
* Purchase of all services, goods and equipment.

This policy is based on:

* Principles of non-discrimination, fairness and transparency,
* The promotion of efficiency and effectiveness, and
* Minimising risk to the company, our members and beneficiaries in the community we serve.

1. **Policy**
   1. Purchases estimated to cost in excess of £TBD will normally follow a competitive procedure based on invited proposals from a short list of qualified organisations or individuals. The selection process of the suppliers will normally involve the following steps:
2. Defining the scope, objectives and estimated budget, timescales, including any anticipated follow-on services and determining the selection procedure to be followed (the brief or specification)
3. Identifying suppliers that are qualified to deliver the required services and preparing a short list of qualified organisations / people
4. Inviting proposals from the short-list
5. Evaluating and comparing capabilities and proposals and selecting the preferred consultant / supplier
6. Negotiating a contract with the selected consultant / supplier
7. Managing the process properly.
   * 1. Short lists shall normally include no less than three and no more than six qualified and experienced consultants or contractors (individuals or firms, as the case may be). Ideally the list shall normally comprise at least one consultant from the local area.
     2. For contracts or purchases estimated to cost £TBD or less, a supplier may be selected directly, without the requirement to prepare a shortlist, and a contract negotiated with the selected consultant. The rationale for the choice and the reason for not seeking competitive tenders must be recorded.

**Evaluation and selection**

* 1. When formal proposals are requested from a short list of suppliers, the invitation for proposals must clearly state the criteria for evaluating them. The evaluation of consultants should normally be based only on technical considerations including, but not limited to, experience in similar assignments, local experience and presence, qualifications of key personnel proposed for the assignment, and suitability and quality of the work plan.
  2. Quality and value for money should be the principal factor in selection. When formal proposals have been requested, the supplier that submits the highest rated proposal should be selected.
  3. In some circumstances it may be necessary or advantageous to engage with a specific consultant or organisation where:

1. the consultant or organisation has a unique expertise or experience; or
2. the consultant or organisation has been or is involved in the early phases of the project such as feasibility or design and it has been determined that continuity is necessary and no advantage would be gained from the following competitive procedures; or
3. additional services not included in the original contract have, through unforeseen circumstances, become necessary for the performance of the contracted services, on condition that those additional services cannot be technically or economically separated from the original contract without major inconvenience to the contracting authorities or when such services, although separable from the performance of the original contract, are strictly necessary for its completion.