

# **Green Corridor Procurement Policy & Procedure**

## DOCUMENT CONTROL

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## PRINCIPAL RELATED POLICIES & PROCEDURES

Document Title	Location
Disciplinary & Grievance	GC Policies & Procedures

## CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents.

I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Policies and Procedures folder for future reference.

## Procurement Policy

### Purpose

Green Corridor is a registered charity and has limited resources that we aim to maximise in fulfilling our charitable objects. In buying or commissioning goods and services, we aim to implement good practice, operate fairly and transparently, obtain best value for money and procure ethically, taking into account environmental concerns.

Therefore the key aims of the Trust's procurement policy and process are:

- Value for money - a prime aim of the procurement process is to ensure that best Value for Money (VFM) is achieved.
- Competition - procurement should be through open competition unless there are exceptional reasons.
- Payment on time - suppliers must be paid on time in accordance with contractual arrangements.
- Ethical standards - procurement must be undertaken to highest ethical standards, and fairness to suppliers.
- Legal aspects - contracts must be in writing and be fair and non-discriminatory
- Environmental impact - suppliers must consider environmental impacts and aim to minimise adverse effects. We will procure sustainably sourced products when possible but without compromising competition and within budget constraints.
- Local – goods and services including food should be procured from local sources when possible, but without compromising competition.

We are responsible for managing some funding that was originally held by various Local Authorities in West London and surrounding counties therefore the EU Public Procurement thresholds for procuring goods and services may apply.

### EU Thresholds 2018

Details of the current thresholds are given below. Thresholds are net of VAT and are fixed for 2 years.

Category of spend	SUPPLIES & SERVICES	WORK CONTRACTS
Other contracting authorities (incl. Schedule 1 bodies & charities)	£118,113	£4,551,413
Small Lots	£65,630	£820,370

Schedule 1 bodies include organisations that receive more than 50% of their funding from the state.

Small lots are where a service is broken down into separate contracts in order to be distributed between a number of contractors.

For procurement of services and products over the EU thresholds shown above the requirements will be need to be published in the Official Journal of the EU (OJEU) and thereafter follow specific timescales and procedures in accordance with the EU Procurement Directives. If procuring supplies, services or works over and above these limits, legal advice will be required to ensure that appropriate procedures are followed.

### **Green Corridor Procurement Value Criteria (below EU thresholds)**

<b>Value of purchase £</b>	<b>Action required</b>
1000 and under	Minimum of 1 written quote
1001 – under 5000	Minimum of 2 written quotes
5000 – under 10000	Minimum of 3 written quotes (unless for consultancy)
10000 and above	Formal tender required

When purchasing supplies or services the above is a guideline and the minimum standard. However even for £1000 and under it is usually worth spending the time to get a second quote in order to establish that best value is being sourced. When procuring consultancy and research a formal tender process should be followed.

Where 2 or 3 written quotes are specified, and if a specialist item or service is required for which it is not possible to obtain more than 1 quote within a reasonable amount of time, a business case must be made and signed off by the CEO.

Before proceeding to request quotes or put a service out to tender, it is good practice to research the service or goods in question and undertake some 'window shopping' to ensure that when the specification is developed it is for the best product or service and one that is relevant.

## **PROCUREMENT PROCEDURES**

### **Process for obtaining quotations**

1. Specify the product or service in the light of experience and research
2. Identify potential suppliers using the member directory, previous suppliers and any other sources including local knowledge and personal recommendations
3. Request quotations from a shortlist of potential suppliers
4. Evaluate quotes on the basis of the specification
5. Select supplier based on cost and quality issues

**Tender process (below EU prescribed levels and above £10,000 or above £5,000 for consultancy)**

1. Agree specification for the service or product and the requirements of the supplier including quality issues
2. Advertise as widely as possible through local networks and contacts, place opportunity on the GC website and social media channels, allowing a minimum of 3 weeks for responses
3. Ensure the advertisement gives clear information about how to apply
4. Send out the specification to interested parties with full information of how to submit a tender
5. Evaluate responses on the basis of the specification by a panel of at least 2, preferably 3 people
6. Shortlist if necessary
7. Invite shortlisted suppliers for interview/presentation where required

For specific products and some services the purchase can be made on the basis of the quote, however for other services such as consultancy, it is desirable to interview potential suppliers. For some high value products or services it may be worth considering inviting a shortlist of suppliers to make a presentation.

8. Take up references if appropriate and check that the supplier has Equality and Sustainability policies.
9. Award to supplier issuing appropriate contract checked by CEO.