

# Procurement Policy

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## 1. Introduction

- 1.1. Good procurement is essential for our organisation to deliver its strategic aims and day to day operations efficiently conserving charity funds.
- 1.2. All staff and volunteers of OutdoorLads involved in procurement have a responsibility to conduct the procurement legally and ethically and to secure value for money.
- 1.3. Staff and volunteers of OutdoorLads need to be aware of the conditions and consequences of the Bribery Act 2010 when considering the procurement and tender of services requires for OutdoorLads

## 2. Responsibility for Procurement

The Board of Trustees will have overall responsibility for ensuring services and procedures in line with the policy detailed below.

## 3. Policy

- 3.1. When judging value for money we will consider economy, reputation, effectiveness and efficiency.
- 3.2. Achieving value for money does not always mean accepting the lowest price but, making decisions based on the above principles and the detailed criteria below:
  - Price
  - Quality of product or service
  - Fit of product with need
  - Reputation and capacity of provider
  - Range of goods and services and suppliers available
  - Reliability
  - Responsiveness
  - Delivery times
  - Environmental impact
- 3.3. The person making the order should always ensure they have considered the principles laid out in 3.2 before entering into a supply agreement with any external supplier.

### 3.4 Formal Quotes and Tenders

Generally, the following financial limits/procedures should be observed. (These may be overridden by agreement of the Treasurer for specific kinds of purchase by particular services). The thresholds apply to the total order and in the case of contracted services to the annual contract cost. Contracts must not be artificially split in order to avoid appropriate tendering.

- 3.4.1. For goods and services between £5,000-£10,000 two written quotes should be obtained.
- 3.4.2. For goods and services between £10,000-£30,000 three written quotes should be obtained.
- 3.4.3. For goods and services over £30,000 a closed tender system should be issued.
- 3.4.4. Where the service is highly specialist and we cannot identify potential alternative supplies, or where there is benefit to be gained from knowledge from a relevant previous collaboration with one particular supplier, we may select a preferred supplier. For any purchase above the £5,000 threshold, such a decision requires the authorisation of the Treasurer. In these cases we will take reasonable steps to establish the supplier's costs are acceptable e.g. by comparing their day rates from other similar business where this is practicable.

### 3.4 Ethical Standards and the Impact of our Charitable Purpose

OutdoorLads procurement processes must be fair to suppliers:

- There should be no discrimination against groups protected under our Equalities obligations.
- The selection Criteria should be equal.
- There should be no conflicts of interest.
- Suppliers should be paid at agreed date, normally no longer than 30 days from receipt of invoice.
- Payment should not be unreasonably withheld and suppliers should be advised in writing why payments are being withheld.
- In services where we have an explicit service objective about building links with the community, preference may be given to local suppliers.

## 4. Conflict of Interests and Anti-Bribery

- 4.1. Where a conflict of interest occurs during a procurement of services process, this must be noted at the earliest opportunity and documented. A recognised conflict of interest does not mean immediate exclusion of that organisation/service/individual from the procurement of services.
- 4.2. Any individual who holds a conflict of interest when involved in the procurement of services will not be involved in any final decision making when choosing the preferred service or provision.
- 4.3. For the avoidance of doubt, OutdoorLads will never accept bribes, facilitation payments, gifts or hospitality in exchange of preferential selection of services.