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# Procurement Policy

## Municipal And Carter Owen Almshouse Charity

B Norton-Smith - 12 July 2024

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### 1. Policy Statement

Procurement means the way that we buy the goods, services and work needed to support the work of the charity. At all stages of procurement, the charity uses procedures that are fair, competitive and auditable and that meet the relevant legislation.

This policy covers:

- Appointments 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 charity and our beneficiaries

### 2. Policy

Purchases must follow a competitive procedure based on invited proposals from a shortlist of qualified firms. The selection process for suppliers should involve the following steps;

1. Define the scope, objectives, estimated budget and timescales
2. Identify a minimum of **three** suppliers that are qualified to deliver the required services and prepare short list
3. Invite proposals from the short-list
4. Evaluate and compare capabilities and proposals at a trustee meeting and select preferred consultant/ supplier
5. Negotiate contract and manage process.
6. Record the process and retain for three years for auditing purposes.

**2.1. For contracts or purchases estimated to cost less than £1000**, a supplier may be selected directly without the requirement to prepare a shortlist of quotations however it must still seek value for money. The chairperson may authorise this without the discretion of fellow trustees.

**2.2 For contract or purchases estimated to cost over £1000 but less than £5000**, a minimum of three quotations but ideally five should be prepared and presented to the chair person. The chair person may authorise suppliers or purchases up to the amount of **£5000** without the discretion of fellow trustees

**2.3 For contracts or purchases estimated to cost over £5000**, selection may be made on the basis of an evaluation by trustees of short-listed, qualified candidates/ suppliers and the rationale for choice must be recorded.

**2.4 Short-lists** shall normally include a minimum of **three** proposals and no more than **six** qualified and experienced contracts. Ideally the list shall comprise at least one from the local area. Any short-list must also follow the Municipal and Carter Owen Conflict of Interest Policy.

**2.5. Records** should be kept for proposals of services and goods for auditing purposes.

### **3. Evaluation and Selection**

3.1. There must be a clear criteria for evaluating any short-list of proposals. This should be based on technical considerations including but not limited to; experience in similar assignments, local experience and presence , qualifications of key personnel proposed and suitability and quality of the work plan.

The price of the services must be a consideration but **quality and value for money** should remain the principal factor in selection. The supplier that submits the highest rated proposal should be selected.

In some circumstances it may be necessary or advantageous to engage or continue with a specific consultant where;

- The consultant has unique expertise or experience; or
- The consultant has been or is involved in the early phases of a project and it is determined that continuity is necessary and no advantage would be gained from following competitive procedures.
- Additional services not included in the original contract have through unforeseen circumstances, become necessary for the performance of contract services and can not be technically or economically separated from original contract without major inconvenience.

**4. This policy has been approved for issue by the board of trustees:**

Signature:.....

Name:.....

Date:.....