



8.14 Procurement Policy

Policy statement

Procurement means the way that we buy the goods, services and work needed to support the work of Mother Goose Pre School. At all stages of procurement, the charity uses procedures that are fair and competitive.

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 charity.

Procedures

Purchases or services estimated to cost £500.00 or more will normally follow a competitive procedure based on quotes from qualified firms or contractors.

The selection process for suppliers will normally involve the following steps:

- defining the scope, objectives and estimated budget, timescales, including any anticipated follow-on services
- identifying suppliers that are qualified to deliver the required services and preparing a short list of qualified firms / contractors
- inviting quotes from the short-list
- evaluating and comparing capabilities and quotes and selecting the preferred consultant / supplier
- negotiating a contract with the selected consultant / supplier

Some of these steps may be simplified, depending on the value of the contract or services to be performed, for example:

- For contracts or purchases estimated to cost less than £400.00, a supplier may be selected directly, without the requirement to prepare a shortlist, and a contract negotiated with the selected firm or contractor.

- For contracts or purchases estimated to cost £4-500.00, selection may be made on the basis of an evaluation of short-listed, qualified individuals or suppliers and the rationale for the choice must be recorded.

Short lists shall normally include no less than three and no more than six qualified and experienced contractors (individuals or firms, as the case may be). Ideally, the list shall normally comprise at least one qualified contractor from the local area.

Evaluation and Selection

The evaluation of contractors 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.

For some assignments of a straightforward technical nature, the price of the services must be a consideration but quality and value for money should remain the principal factor in selection. When formal quotes have been requested, the supplier that submits the highest rated quote should be selected.

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

- the contractor has unique expertise or experience; or
- the contractor 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 following competitive procedures; or
- 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.

This policy was adopted by

Mother Goose Pre-school

On

8th June 2022

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Reviewed on:	Changes made:	Reviewed by:	Review date:

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