

Procurement Policy

Implemented: 16/05/2020

Last Review: 01/01/2022

Next Review: 01/01/2026

1. Introduction

The purpose of this policy is to ensure that Poole Communities Trust is transparent in the way that it acquires goods and services from suppliers that are high quality and value for money. Where possible Poole Communities Trust aims to encourage positive social and environmental impact through its procurement of goods and services.

Poole Communities Trust will take the following steps in support of this policy:

Suppliers list /register:

Poole Communities Trust will aim to develop a diverse list of suppliers and contractors, including social and community enterprises.

Monitoring and Evaluation:

All contracts and tenders will be assessed and monitored against criteria that will include:

- quality
- value for money
- social, environmental and economic impacts
- relationships
- timescales

Amendments to this procurement procedure will be made with the agreement of the Poole Communities Trust Board.

2. Procurement

Subject to procurement requirements imposed by grant or other funders as a condition of funding, all procurement by Poole Communities Trust shall be conducted in line with the procurement policy above and the following procedures:

- For orders between £2,000 and £5,000 (including VAT) two quotes are required;
- For orders between £5,001 and £10,000 (including VAT) three quotes are required;
- For orders over £10,000 or a formal tendering process should be used.

Poole Communities Trust accepts that the lowest price resulting from tenders or quotations will not necessarily provide the best value for money. All procurement decisions should be made in accordance with the procurement policy in 1.1 to 1.5. Where the lowest quote is not accepted, the reasons for choosing a higher price should be documented.

All quotes and tender submission will be filed for reference purposes for the duration of the service or contract period.

The procedure in 1.6 will be applied to project contractors where practical.

Recurring expenditure does not require multiple quotations or tender on renewal. Recurrent expenditure is defined as:

- Insurance
- Rent
- Utility payments for light and heat, general rates, water rates, and telephone
- IT support and other service contracts
- Audit fees

These amounts may be paid by standing order or direct debit, in accordance with the above authorisation procedures.

Any long term or recurring purchase commitments should be reviewed at least once every three years in line with the procedures in section 1.6.

3. Capital expenditure

The Board of the Poole Communities Trust must first approve a capital project before any individual expenditure can be authorised. The proposal to the Board should be supported by a clear business/charity justification including a business case.

The business case should include any potential impact on future running and maintenance costs as well as income generation.

The authorisation from the Board should include specific budget allocations for the different elements (such as for building refurbishments, equipment etc). Once the capital project has been authorised by the Board then before an order is actually placed for goods or services, a Purchase Order Form must be completed and this must be authorised by the Chair.

The purchase order should be supported as appropriate by a relevant (draft) contract and any non-standard terms and conditions. It should also indicate the expected useful life of the asset.

The Purchase Order Form is retained and matched against the corresponding invoice by the Accountant when it is received.

The Chair or any employee cannot authorise payment to themselves, partners or relatives.

For individual or linked orders of over £2,000 (including VAT), two quotes are required. For orders over £5,000 (including VAT), three quotes are needed. All quotes to be filed for reference purposes for the duration of the service or contract period. This procedure will also be applied to project contractors where practical.

Where the total of the order is for more than £20,000 then a tender specification should be issued for either an open tender or to a number of suppliers. The Board must approve any such potential order.