



Co Wicklow Public Participation Network

Procurement Policy & Procedures

1. Responsibility for approval of policy	<i>Secretariat</i>
2. Responsibility for implementation	<i>Resource and Support Worker, Secretariat, Host</i>
3. Responsibility for ensuring review	<i>Secretariat</i>
4. Date of Adoption	<i>December 2020</i>
5. Date for Review	

Policy Statement

- Co Wicklow PPN values the economical and efficient use of resources and aims to ensure that all expenditure on capital items utilises effective planning and decision making and ensures that the most economical options have been sourced.

Purpose

- This policy aims to clarify decision making processes and safeguards in regards to capital expenditure.

Scope

- This policy covers all expenditure over **€1,000**. For amounts less than **€1,000** the Financial Policy and Procedure will contain the relevant details on processes and procedures.

Glossary of Terms and Definitions

- Procurement: the acquisition of goods and/or services at the best possible total cost and in the right quantity and quality.
- Capital expenditure: expenditure where the benefits last more than 12 months. For the most part, this means expenditure on assets such as equipment, which can be used over a long period.

Principles

- All goods and services will be purchased at the most competitive price available.
- Prior to the initiation of a tender process, a risk assessment will be carried out to pre-empt any difficulties and ensure that sufficient safeguards and checks are in place.
- Individuals will declare any conflict of interest in relation to any purchases to ensure that processes are fair and transparent.
- Decision making processes will be transparent.
- Staff members will undertake adequate research in relation to purchasing and procurement and will be encouraged to exercise initiative in suggesting ways to reduce expenditure or obtain value for money.
- Where a company or service is selected that is not the most economical, there should be a clear reason provided and recorded.

Roles and Responsibilities

- It is the role of the Secretariat to ensure that the procurement and capital expenditure policy is followed and that decision making is recorded and transparent. A satisfactory risk assessment and planning process must be undertaken, and any required advice must be sought before the commitment of any funds.
- It is the responsibility of the Resource and Support workers when obtaining quotes to actively seek out value for money in the purchase of goods and services.
- All staff and members of the Secretariat must operate in line with the provisions of this policy and must declare any conflicts of interest in relation to procurement.

Procurement and Capital Expenditure Procedures

- In general, a competitive process carried out in an open, objective and transparent manner can achieve best value for money in public procurement.
- For the purchase of any goods or services, approval is required at the following organisational level according to the amount of expenditure, as indicated:
 - **Up to €500** - Resource Worker.
 - **Over €500** - Secretariat.
- The following processes are required for purchase of any goods or services (**with expenditure equalling this amount over a twelve month period**) according to the amount of expenditure as indicated:
 - Over €1,000 - Three quotes are required, except where there is an existing supplier who has already been through a quote process and won the organisations custom.
 - Over €5,000 - Three quotes are required, or have an open tender process and subsequent approval by the Secretariat.

Quotation and Tender Based Purchasing Process

- The following procurement guidelines are from Government guidelines and must be adhered to by Co. Wicklow PPN in relation to the Quotation and Tender based purchase process.
- For contracts or purchases below EU threshold values and not part of a framework contract, supplies or purchases less than €5,000 in value might be purchased on the basis of verbal quotes from one or more competitive suppliers.
- Supplies or service contracts between the values of €5000-€25,000 might be awarded on the basis of details sent by fax or email to at least three or more suppliers or service providers.
- Contracts above €25,000 and up to EU thresholds and not part of a framework contract should be advertised as part of a formal tendering process.
- A Tax Clearance Certificate must be obtained for any contracts or purchases over the value of €6350 in any 12 month period.
- A 'brief' will be prepared and sent to any potential suppliers. This is to ensure that quotes are for the same level and quality of goods and services.

The brief will include the following:

- Clear description of what is required. (non-negotiable aspects)
- Preferred elements. (may be negotiable)
- Any relevant time-frames.
- Information on preferred warranty / servicing information.
- Request to include the cost of VAT and shipping.
- Once quotes are received they should be reviewed to ensure that there is sufficient information to enable comparison and review. Information not provided should be requested:
 - Tax and VAT should be included in all final figures.
 - Warrantees information should be provided.
 - Services arrangements should be clarified if relevant.
 - Whether there are any additional hidden costs.
 - Postage / transport costs.
 - Installation and assembly costs.
 - Availability of parts / related products. (i.e. paper, ink)
- Where products differ, the staff member managing this process will attempt to obtain comprehensive relevant information to assist in decision making.
- The briefs and quotes should be collated by the staff member managing the quotation process and should be delivered to the **Secretariat or Secretariat sub group** responsible for the final decision. If there is a preferred option, the staff member may include a note on this with a clear explanation.
- Decision making will be undertaken by the Secretariat or Secretariat subgroup identified above. If there are a number of competitive quotes, it may be recommended by the decision maker that service / business providers are given an opportunity to match a competitor's price or provide a more attractive deal.
- The staff member ordering the goods will confirm the quote before placing the order.
- When goods are received these should be checked against the invoice, any issues with the goods should be followed up immediately.

Reducing Expenditure on Casual Purchases

- Purchasing patterns should be examined to minimise the cost of casual or "once off" purchases.
- An appropriate contracting arrangement should be put in place for efficient and cost effective delivery of recurring supplies and services.