

RUTLAND FIRST CIC

Procurement Policy

Rutland First CIC will ensure that:

- spending is for the purpose intended, that the need has been established and that there is financial probity
- spending decisions represent value for money - securing the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought
- that there is a policy for internal delegation levels and that this is applied within the CIC
- relevant professional advice is obtained where appropriate
- a clear record is made of the reason for selecting a particular supplier
- there is no involvement by anyone in the CIC with a personal interest in the transaction. All directors and employees have a duty to ensure such conflicts of interest are avoided and must declare any such interests. Breaches of this provision are a serious issue.
- suppliers are treated fairly – with professional communications, clearly established contact points, adequate information to participate in the bidding process, the outcome of bids announced promptly, feedback to all participants, prompt courteous and efficient responses to suggestions enquiries and complaints
- a competitive tendering process is in place and applied and the thresholds for competitive tendering are:
 - For all projects funded by The Big Lottery, £10,000 for capital spending or for services or a series of services
 - For all other projects £10,000
 - When it is decided not to award a contract to the cheapest tender, reasons for the decision should be recorded

Where it proves impossible to obtain alternative suppliers to support a competitive tender arrangement, a waiver must be obtained from the Rutland First CIC Board (and The Big Lottery if appropriate) supported by the following:

- Documentation demonstrating the lack of alternatives. This can be by way of (1) professional advice or (2) a lack of response to the publication of the competitive tender on my Tenders PRO or Contracts Finder or an equivalent system

Procurement of services or assets over £1,000 and below £10,000 in value requires approval of Rutland First CIC Board (this may be obtained electronically or at a Board Meeting).

Procurement of services or assets over £100 and below £1,000 in value requires approval by two bank signatories.

Procurement of services or assets below £100 in value may be approved by a single bank signatory.