



Procurement Policy

Version 3.1

Category: Corporate

Latest Review Date: February 2015

**Review Frequency: 3 years or on any material amendment to the
EU Procurement Rules**

Owner: Finance Director

**Contributors: Procurement Manager, Facilities Manager,
Commissioning Buyer, Operational Finance Manager, Head of
Statutory and Institutional Fundraising**

POLICY

1. Policy Goal

To ensure all procurement activities within ExtraCare Charitable Trust (ECCT) are compliant with EU Procurement Directives and that all staff comply with ECCT procurement procedures for obtaining tenders and quotations and a competitive process is followed for providing value for money and delivering a high standard to end users.

2. Business Objectives

To minimise any risk or exposure to ECCT and to ensure the purchase of goods and services is managed in a fair, open, competitive and non-fraudulent and non discrimination manner, in line with legal obligations and EU Procurement principles. To maximise value for money opportunities throughout the lifetime of a product or service.

3. Organisational Statement

ECCT provides a range of accommodation with care and support, to its residents across England. The business returns an annual surplus and it is critical that ECCT's method of purchasing does not compromise the stability of the organisation or its residents' homes and lives.

4. Outcomes

That ECCT procure goods and services in line with EU Procurement Regulation Act 2006, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality, health, safety and environmental requirements, delivery requirements, sustainability and in accordance with Financial Regulations, the Bribery Act 2010 and in accordance with sound business practice.

5. Application

ECCT staff understand, agree and comply with the policy. Purchasing procedures must be followed in accordance with EU Procurement Regulations and a due diligence process be followed for below spend thresholds.

Contract Value (net) £	Purchasing Method
Less than £5k	Audit trail with details of costing obtained
£5000 or more and less than £25,000	3 Written quotes should be requested
£25,001 and less than £172,000	ExtraCare Tender to be completed in conjunction with Purchasing
£172,001 and more	EU Tender to be completed in conjunction with Purchasing

Factors to be considered, but not limited to include, purchase costs, fitness for purpose, terms of payment, warranty, running costs and disposal, agreement to ECCT Terms and Conditions. Determining whether value for money has been obtained is to be fully justified and recorded.

6. Reason for the Policy

ECCT, as a public body, has a legal obligation under the HCA (Homes and Community Agency) to abide to EU Procurement Regulations Act 2006. ECCT, if found not to be compliant with the legislation, could face penalties such as suspension of a specific contract award procedure, payment of damages (post contract award) or cut in or suspension of grants as a whole

7. What is new / What is different

This revision reflects a change in EU procurement regulations regarding contract values.

8. How to measure success

Success will be measured on the reduction of risk associated with non-compliant contracts and the creation of a compliant approved supplier list which is to be used by all staff in ECCT. A system recording value for money, transparency, fairness, encouraging competition throughout the procurement process has been defined.

9. Reference to relevant documents

Regulation / Guidance	In House Documents
EU Procurement Regulations Act 2006	New Village Development Scoping Policy
Regulatory Framework or Social Housing	

2012

Dealing with Tenders Policy*

Bribery Act 2010

Planned Repairs and Renewals Policy*

Responsive Repairs Policy*

Contract Management Policy*

Appointing Construction Contractors and
Consultants Policy

Planning Application and Land
Acquisition Policy

Design Specification and Purchasing
Policy

ECCT Financial Regulations

(Those policies marked * are currently
under review)

Business Ethics and Conflict of Interest
Agreement

ECCT Terms and Conditions for supply
of goods or services

Variation to Terms Form

Request for Quote Template

Alternative Purchasing Procedure

Purchase Order

List of Approved Frameworks

Invitation to Tender Document (ITT)

Environmental Policy

Gifts & Hospitality Policy

10. Approval date – February 2015

11. **Next review date** – February 2018 or earlier if any material change to the EU procurement rules.