



TITLE: *PROCUREMENT POLICY*

Effective Date	18 January 2023	Version	2
			This policy was reviewed as part of the three-year cyclical review of policies, there were no changes of note.
Approved By	Management Board	Date Approved	18 January 2023
		Review Date	18 January 2028 <i>or as required</i>
Superseded or Obsolete Policy / Procedure(s)		Owner	
1 – <i>Procurement Policy</i> (20 March 2019)		Director of Operations and Strategy	
Initial Issue			

1. Purpose of Policy

Carlow College, St. Patrick’s (hereafter Carlow College) in receiving in excess of 50% of its funding / income from public sources is obliged to adhere to the guidelines set down in the Public Procurement Guidelines-Competitive Process document as set out by the Office of Government Procurement (OPG). In addition, and in pursuing our *Procurement Policy*, the College complies with all relevant legislation including National and EU Directives. The *Freedom of Information Act 2014* and, in particular Notice No. 5 covering FOI and Public Procurement, is adhered to. The Policy also follows the best accounting practices / Companies Act including Statement of Recommended Practices for Charities (SORP) and adheres to the guidelines of the Charities Regulator.

This *Procurement Policy* will ensure that in adhering to the above requirements there will be accountability, efficiency, transparency and good governance evident in contracting to purchase all non-pay goods and services. It is a basic principle of public procurement that a competitive process should be used, unless there are justifiably exceptional circumstances, and this will be pursued through the Policy guidelines. It is recognised that the type of competitive process can vary depending on the size and characteristics of the contract to be awarded and the nature of the contracting authority.

Value for Money (VFM) is critical in delivering on the College’s goals to provide our learners and staff with top class facilities to run the programmes and enhance the learner experience.

This is foremost in considering all expenditure to be undertaken thus maximising the quality, service and value obtained.

2. Scope of Policy

This Policy covers the management and control of all non-pay expenditure incurred by the College. All areas and individuals who spend funds or commit to contracts that have a financial bearing for the College are impacted. All staff engaged in purchasing activities must have an understanding of and adhere to the College's procurement objectives / guidelines.

3. Policy Statement

Carlow College is committed to fulfilling all its obligations covering the investigation, consideration and investment/ outlay in all non-pay expenditure areas.

The successful pursuit of this Policy and implementation of related guidelines is at the centre of the College's financial responsibilities and our requirements to adhere to all legislative frameworks.

The principles by which the College will operate to successfully implement this Policy will see all impacted staff follow a code of practice which will put the organisation above reproach in the area of the procurement.

In ensuring there will be accountability, efficiency, transparency and good governance evident in contracting all non-pay goods and services the College and impacted staff will understand and follow:

- the clear guidelines in place;
- obtain appropriate sign off;
- the expenditure is subject to internal and external review /audit.

4. Roles and Responsibilities

As an integral part of the Finance Function of the College the Governing Body through the President's role has responsibility for the Good Governance of all procurement undertaken.

The Director of Operations and Strategy has overall responsibility for Finance within the College including the *Procurement Policy*, reporting to the Governing Body through the sub committees of Finance and Audit, to the Board of Management and the College Bursar.

The Finance Office with its responsibility to make payments at foot of agreed expenditure will ensure appropriate sign offs are in place authorising the payments.

All impacted staff who authorise expenditure must ensure the appropriate guidelines have been adhere to.

5. Referenced Policies

- *Data Protection Policy*
- *Freedom of Information Policy*

6. Associated Documentation

- Appendix 1: Carlow College, St. Patrick's Procurement Guidelines

- Appendix 1.1: Public Procurement Process – Competitive Process
- Appendix 1.2: Tender for Goods and Services Form
- Public Procurement Guidelines for Goods and Services (available [here](#))
- FOI & Public Procurement Notice No 5 guidelines (available [here](#))

7. Monitoring and Review

The Director of Operations and Strategy, in reporting to the Governing Body sub committees on Finance and Audit, will undertake an annual review of the Policy. The outcome of the review will be advised to the Management Board.

Appendix 1: Procurement Guidelines



Procurement Guidelines

Carlow College, St. Patrick's, in receiving in excess of 50% of its funding / income from public sources, is obliged to adhere to the guidelines set down in *the Public Procurement Guidelines-Competitive Process* document and the *Freedom of Information Act 2014*.

Transparency and Good Governance is required in contracting to purchase all goods and services. It is a basic principle of public procurement that a competitive process should be used unless there are justifiably exceptional circumstances. The type of competitive process can vary depending on the size and characteristics of the contract to be awarded and the nature of the contracting authority. The steps in conducting a competitive process for contracts below EU Thresholds are found in Appendix 1.1 and a full Public Procurement Guidelines-Competitive Process is held on file for reference.

In considering Carlow College's own processes and budget levels the following is the agreed parameters covering Contract Values and the required steps to be pursued:

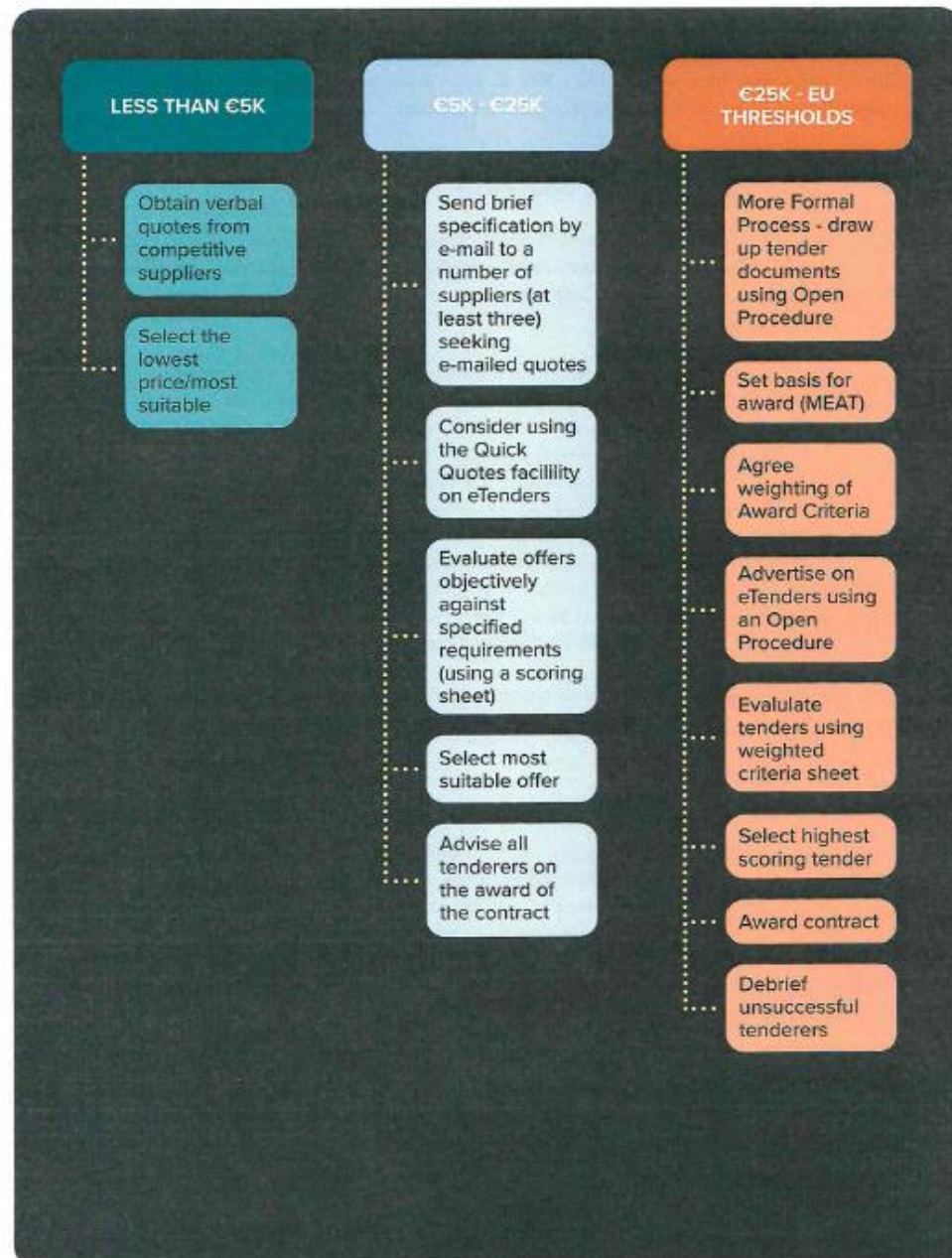
1. All verbal and written quotes should be recorded on our standard Tender for Goods and Services Form (Appendix 1.2) and held on file with appropriate authorisation / sign off and all quotations received.
2. In renewing annual contracts and, where the supply of goods and services from one particular supplier may exceeds the agreed Thresholds, care should be taken to ensure value for money and good transparent procurement requirements are applied. Rational for renewing any annual contracts should be documented on file.

CONTRACT VALUE

Less Than €5,000	€5,000 to €25,000	€25,000 to EU Threshold
<ul style="list-style-type: none">• Obtain three verbal quotes.• Document quotes and evaluate /select lowest price / most suitable.	<ul style="list-style-type: none">• Supply three brief specifications and obtain minimum three written quotes.• Document quotes and evaluate /select lowest price / most suitable.	<ul style="list-style-type: none">• Draw up tender document.• Follow formal process as set out by GPO.

Appendix 1.1: Public Procurement Process – Competitive Process

STEPS IN BELOW THRESHOLD TENDERING



Appendix 1.2: Tender for Goods and Services Form



Tender for Goods and Services Form

Description of Goods or Services Being Acquired			
Quotations Received			
Supplier Name	Date	Quote Amount (Including VAT)	Comment

(see next page)

Comment on Evaluation and Selection Process (*please attach all supporting quotations*)