



PROCUREMENT POLICY

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Cornwall Museums Partnership Procurement Policy

Procurement is the purchase of works, assets, goods and services for CMP according to a process that is open and transparent. The aim of this internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and quality specified in the order.

Objectives of this procurement policy

The key elements of CMP's Procurement Policy are:

- To maintain the highest ethical standards in procurement matters for example to minimise the

risk of fraud

To ensure the correct goods or services are purchased, in terms of quality and specification

- To achieve the best value for money
- To reduce the paperwork so that the process is fast enough to meet programme

needs

- To ensure that grant conditions are complied with
- To act fairly towards suppliers
- To promote equality, diversity and sustainability throughout procurement matters, in line with CMP's values.

Cornwall suppliers – CMP wants to purchase from Cornish suppliers wherever possible. There are and maybe some circumstances where this is not possible either because the services we require are not available locally but otherwise Cornish is expected where the supplier meets the tender criteria. A Cornish supplier will receive preferential scoring compared to out of county and before a new non-Cornish supplier is appointed the CEO will need to approve. A Cornish supplier is defined as an organisation that has its principal headquarters in Cornwall.

Values – CMP wants suppliers to embrace, share and support the values of CMP - collaboration, innovation, integrity and inclusion. We are committed to taking positive action on climate change and to work with suppliers who share our commitment to sustainability and delivering against the UN Global Goals. To achieve this in practice when assessing suppliers for formal quotations, we need to ask them about their values and introduce a scoring system for the supplier's sustainability commitment and approach – an example is given below.

We'll assess your proposal against the following criteria:

- Understanding of our values and the brief (15%)
- Relevant experience (10%)
- Methodology (30%)
- Value for money (30%)
- Sustainability commitment and approach (15%)

Scope

For all purchase transactions, the following thresholds are applicable. When calculating the contract value, for a one-off purchase, the total cost of the good(s) or service(s) will provide the contract value, which includes VAT.

Up to £9,999: the budget holder has discretion but rules regarding preferred suppliers, transparency and value for money must always be met.

£10,000 - £24,999: the budget holder must obtain three written quotations.

Above £25,000 there must be a formal tender process.

If there is a legal contract for the supply, only the Finance Manager and CEO have authority to authorise for CMP.

A standard CMP service agreement must be used and signed when engaging a new contractor for a service.

A CMP purchase order must be completed and sent to a supplier to confirm an order for goods or services.

Key Principles

To Maintain the Highest Ethical Standards

CMP values its reputation for ethical behaviour and financial probity and reliability and has a zero-tolerance policy towards bribery.

Staff must not accept any gift, reward or hospitality from any organisation or individual with whom you have contact in the course of your work as an inducement either for doing something or not doing something in your official capacity.

In the event of a conflict of interest, which occurs if an employee has an interest in an organisation providing goods or services to CMP, that interest must be declared in writing to the CEO or Finance Manager at the earliest possible opportunity.

To Achieve Value for Money

There are 2 main aspects that impact on value for money in terms of purchasing goods and/or services:

1. Product specification – quality and quantity.
2. Source of supply – right time, right place, right price.

If you are involved in the purchase of goods and/or services you must be clear on how to develop an output-based specification for a product. This usually includes:

- Purpose of goods or services.
- Necessary characteristics (size, finish etc).
- Life span.
- Equality/accessibility issues.
- Reliability.
- Installation arrangements.
- Technical concurrence.
- Maintenance arrangements.

To Act Fairly Towards Suppliers

CMP will try to ensure that small and medium-sized enterprises (SMEs) have fair and equal access to contracts advertised and standard processes to ensure consistency to provide a fair and open approach to tendering. CMP will, where possible:

- Facilitate understanding of charity sector procurement policy and legislation by relevant stakeholders.
- Ensure that the approach to individual contracts, including large contracts and framework agreements, is supported by a sound business case.
- Keep the tender process as simple as possible, but consistent with achieving value for money, to help minimise costs to suppliers.
- Offer meaningful feedback to suppliers on the evaluation of their proposal at the end of the tendering process.
- Publish guidance for the business community on tendering for opportunities.
- Support training for procurement staff to develop consistency in the use of best practice procurement.

CMP aims to pay suppliers for goods and/or services within 30 days of receiving an invoice. To achieve this aim staff and suppliers are required to ensure related paperwork is processed promptly.

To promote Equality, Diversity and Sustainability

CMP has a statutory duty to outlaw disability, race and gender discrimination in all of its functions. We will ensure that the purchase of goods, services and facilities is undertaken in line with our equality and diversity commitments.

We will not use suppliers who do not share our values on equality of opportunity and diversity. In all cases, the general equality duty requires staff and its contractors to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Governance and Audit

CMP is responsible for establishing arrangements for ensuring the proper conduct of our affairs, including conformance to standards of good governance and accountability with regard to procurement.

This involves the Finance, Audit and Risk (FAR) Committee in monitoring these arrangements and ensuring that its internal control systems are adequate and effective.

The FAR Committee should set the degree of assurance it requires concerning the management of procurement risk, and any internal audit should plan its work accordingly.

The external audit may review and report on standards of risk management and governance concerning procurement in any contracting authority.

Note there may be funding arrangements where a specific procurement route/policy has to be adopted, which may need to supersede this policy. This is permitted, on the basis that such procurement would have been reviewed and agreed upon as part of the funding application.

Frequently asked questions

Who has purchasing authority? Any CMP employee with an official budget can spend up to their authorised budget on purchases and services. This could be by Soldo credit card purchases, supplier invoices or personal expenses.

What items can that person (or people) purchase? No specific exceptions, but purchases should be in line with CMP values and objectives.

Who has the authority to award contracts? Only the CEO and Finance Manager can authorise a legal contract for CMP.

What, if any, spending limitations are there? The CEO (together with the Finance Manager) has authority up to £25,000 (beyond that is the Board of Trustees).

What are the requirements for adequate supplier competition? 3 formal quotations/tenders above £5k

What evaluation criteria should be used to choose potential suppliers? Scoring system

What is the company position on conflict of interest? Any conflict must be notified to the CEO/Finance Manager

What's the position on personal loans from suppliers? Not allowed

What is the company position on accepting gifts to staff? Not accepted and must be declared.

What is the procedure for addressing legal questions? Consult with CEO/Finance Manager

Under what circumstances, if any, can the competitive bidding requirement be waived? CEO's discretion