

# PROCUREMENT POLICY

## Introduction

- The purpose of the procurement policy (and supporting) process document is to establish guidelines for the acquisition of goods and services by PRI.
- This policy aims to ensure transparency, accountability, and efficiency in procurement activities while upholding PRI’s values and mission.

## Applicability

- This policy (and supporting) process document applies to all employees, contractors, and agents involved in procurement activities on behalf of PRI.
- Procurement activities encompass the sourcing, purchasing, leasing, renting, or contracting of goods, services, or works required for the operation and fulfilment of the PRI’s objectives.
- This policy applies to grant funded procurement as well as non-grant funded procurement.
- Invoicing signatories for membership fees or customers for services delivered by the PRI is not included.

## Guiding Principles

The procurement process shall adhere to the following guiding principles:

- **Alignment:** Procurement should be consistent with the PRI’s mission, purpose and values.
- **Accountability:** Personnel involved in procurement activities shall be accountable for their actions and decisions, with clear roles and responsibilities defined and upheld.
- **Fairness and Impartiality:** Procurement processes shall be fair, impartial, and free from bias, conflict of interest or favouritism, ensuring equal opportunities for all potential suppliers.
- **Efficiency:** Procurement activities shall be conducted in a timely and cost-effective manner, optimizing resources and minimizing unnecessary delays or expenses, without compromising on decision making or implementation.
- **Ethical Conduct:** All procurement activities shall adhere to high ethical standards, including integrity, honesty, and compliance with applicable laws and regulations.
- **Value for Money:** Procurement decisions shall prioritize obtaining the best value for money, considering factors such as quality, price, sustainability, and long-term benefits.
- **System Compliance:** A reduction in the threshold for spend requiring a Purchase Order will lead to greater system compliance.

## Procurement authorisation thresholds and requirements

- Total committed spend is applicable for procurement thresholds. This includes the immediate committed spend but also the anticipated spend over the lifetime of the contract plus any additional options, extensions or variations that are likely to affect spend.
- Contracts or projects must not be artificially split to avoid falling into a higher authorisation category.

## Procurement Requirements

The table below indicates the minimum requirements.

Expenditure	Suggested three supplier quotes	Mandatory three supplier quotes	Purchase Order required	Supplier Due Diligence Questionnaire	Request for Proposal
£0 - £1,000	Y				

£1,001 - £10,000	Y				
£10,001- £24,999		Y	Y		
£25,000 - £100,000		Y	Y	Y	
over £100,000		Y	Y	Y	Y

Strategic, multi-year relationships need not be tendered on an annual basis but must be retendered every three years to ensure competitiveness.

**Authorisation of expenditure**

Expenditure	Head of Department	Director	Department Chief	Chief Operating Officer	Chief Executive Officer
£0 - £1,000	Y				
£1,001 - £10,000	Y	Y			
£10,001- £24,999		Y	Y		
£25,000 -£100,000		Y	Y		
over £100,000				Y	Y

Where two individuals are required to authorise expenditure **both individuals** must authorise the expenditure.

**Roles and Responsibilities**

- The procurement process operates within the framework of the PRI’s structure.
- The Chief Operating Officer (COO) holds ultimate responsibility for procurement activities and oversight, with the Finance Director, the primary point of contact for procurement matters.

**Procurement process**

This policy is supported by a procurement process document that includes direction on the procurement lifecycle, legal review thresholds, supplier due diligence and risk, and code of conduct and ethics.

**Review and Amendments**

- *This procurement process shall be reviewed periodically to ensure its effectiveness and relevance in meeting PRI's objectives and regulatory requirements.*
- *Amendments may be made as necessary, with approval from the Executive team and Board.*
- *Increased system compliance should be a factor when the policy is reviewed*
- *Feedback from stakeholders shall be solicited and considered during the review process to enhance the process documents’ effectiveness and alignment with organizational needs.*

Version #	Approved by	Owner	Approved date	Date last updated	Review date	Review frequency	Next review
1.0	Board	Finance Director	October 2024	October 2024	October 2024	Every 3 years	October 2027