

Procurement Policy and Procedures

This policy forms part of our commitment to good governance, sustainability, and our objects to further the social, economic and environmental interests of Crystal Palace and the surrounding area. Through this policy we aim for efficiency and value for money, to reduce our impact on the environment, to stimulate the local economy and to support our local community. We will balance this with the need to procure specialist skills and services to achieve our overall aims.

A Sustainable procurement

1. When procuring services or making purchases, staff and volunteers must:
 - a. secure value for money in all purchases of goods and services made;
 - b. ensure that the CLT complies with all relevant UK and European legislation;
 - c. ensure contract decisions are agreed at an appropriate level;
 - d. act fairly to suppliers;
 - e. ensure the CLT complies with any grant or loan conditions;
2. Where possible we will seek to stimulate the local economy by:
 - a. buying products and services from in Crystal Palace or surrounding areas;
 - b. buying from local small businesses and/or social enterprises;
 - c. buying from suppliers that provide local employment and apprenticeships;
3. Where possible we will seek to protect our environment by:
 - a. buying products that are certified as organic, circular, recycled, low waste, animal friendly or otherwise sustainable by an established and recognised body;
 - b. buying products and services that have a lower carbon footprint in both production and use, and from suppliers with a commitment to 'net zero';

B Procedure for choosing a new supplier

1. All contracts and purchases should be subjected to the following thresholds:

Estimated value	Action	Authorisation
Under £1,000	Reasonable effort to seek 2 written quotes. Evidence retained to show that value for money has been obtained (e.g. through a price comparison with similar goods and services, understanding of the market rate, or by obtaining 3 written or verbal quotes).	Responsible - volunteer/staff member. Authorisation: one of Treasurer, Project Board Chair or other Board member, whichever is applicable.
£1,000 - 10,000	Obtain at least 3 quotes from suitable suppliers using the	Responsible - volunteer/staff member.

	scoring matrix to assess value for money and sustainability. This should always be completed if not contracting the supplier with the lowest price.)	Authorisation: two of Treasurer, Project Board Chair or other Board, whichever is applicable.
Over £10,000	Complete a competitive tender procedure with 2-3 people scoring the tenders.	Responsible - volunteer/staff member. Authorisation: two Board members, or if not included in the agreed budget the full Board.

2. If a single quote is sought, the reasons for doing this must be recorded and retained. The following reasons could apply:
 - a. A Sole Supplier is evidenced (due to specialism or exclusive rights).
 - b. In cases of extreme urgency (unforeseen and through no fault of our own)
 - c. Where an existing contractor is in place and it is more cost efficient to extend the contract than to go back to the market.
3. Where possible and reasonable, we will advertise opportunities locally, both in support of our sustainable procurement objectives (A2) and to identify new suppliers.
4. If multiple quotes or tenders are sought, they should be assessed against a matrix based upon the policy objectives set out in section A, and other measures may be applicable. For example, tenders from professional services might be scored against the following matrix:

Theme	Measure	Weighting
QUALITY	Understanding of tender & methodology	20%
	Experience of similar work	10%
	Ability to deliver within timeframe	10%
PRICE	Price	30%
SUSTAINABILITY	Environmental, economic, social	30%

5. Records should be kept of the supplier's details and the reasons it was chosen (based on the thresholds and matrix set out above).