

Procurement Policy

Objective

The procurement of all works, goods and services by the Museum is to be based on value for money, having due regard for propriety and regularity, and in doing so, it will support the strategic objectives of the Museum – in particular to maximise and make best use of the resources available.

Statements of Practice

1. Procedures covering the procurement of goods, services and works (i.e. all non pay expenditure) will be designed to obtain best value for money, whilst reducing risk, ensuring legal compliance and establishing a clear audit trail. Value for money takes financial and qualitative factors, and fitness for purpose into consideration.
2. Procurement activities will be undertaken in a transparent, professional, ethical manner.
3. The Procurement Manager has overall responsibility for the operation of efficient and effective procurement processes and for overseeing the procurement of all goods, services and works.
4. Goods and services will be procured by competition unless there are compelling reasons to the contrary. The minimum competitive requirements for expenditure will be set out in the Procurement Guidance and Financial Regulations. #1
5. Single tender action where only one supplier is asked to respond to a procurement need should only be used in exceptional circumstances and must, be justified in advance in accordance with the Procurement Guidance and Financial Regulations. #2
6. Where the value of a procurement or single tender action exceeds certain thresholds, as set out in the Procurement Guidance and Financial Regulations it is mandatory to consult the Procurement Manager before the procurement commences. #1, #2
7. Maximum use will be made of aggregation of requirements across the Museum in order to establish central contracts to ensure economies of scale. It will be compulsory to use such contracts unless otherwise agreed with the Procurement Manager.
8. Maximum use will be made of consortia such as the Office of Government Commerce (OGC), and London Universities Purchasing Consortium (LUPC) where it can shown that benefits are delivered.
9. The procurement of works, goods and services over certain financial thresholds will be in accordance with the European Community Procurement Rules i.e. the publishing of notices in the Official Journal of the European Union.
10. All staff (including externally grant funded) and any party who may commit expenditure directly on behalf of the Museum have a responsibility to familiarise themselves and comply with the Procurement Policy. In doing so they will support and maintain the integrity of the procurement process, and seek to ensure value for money.
11. Procurement activities will support the Museum's Environmental Policy by assessing the need for purchases, promoting sustainable and environmentally friendly products, and assessing the environmental standards of contractors.
12. The Museum will strive to encourage its suppliers to use small and medium-sized enterprises (SME's) in its supply chain and encourage where possible SME's to bid for the Museum contracts.

Approved by Directors Group 8 November 2005