**F3 Procurement Policy**

The Charity Commission recommend having a procurement policy in place to reduce risk and foster best practice.

The key aims of BTOG’s procurement policy are:-

- Value for money and quality assurance.
- Legal – contractual agreements must be in writing and be fair and non-discriminatory
- Payment on time and in accordance with contractual agreements.
- Ethical and environment standards – highest ethical standards and fairness to suppliers and taking account of environmental impact where possible.
- Conflict of interest – Declare any conflict of interest from any member of staff, steering committee and trustees relating to any suppliers.
- Keep a register of previous suppliers and check new/potential suppliers are legitimate through internet search (e.g. check supplier has a website and address/phone no. etc matches the supplier information given).
- Competition – procurement follows the value of purchase/quote levels as below.
- Decision Making - For £0 - £5,000 is delegated to the Senior Executive Officer (SEO) and for £5,000 to £20,000 to the SEO and Steering Committee (SC) Chair - provided the expenditure is within budget approved by Board of Trustees (BoT). The number of quotes as below must have been received and a copy of all quotes (successful and not successful) must be kept in the relevant finance file for reference. Reason/s for decision making should be recorded (e.g. cheapest or quickest delivery time). Additional expenditure not included in approved budgets will be circulated for approval to the BoT using the new development/change proposal form.
- Formal tender – this must be published on-line and circulated to relevant suppliers. A tender/quote waiver may be completed for exceptional reasons for specialist services - e.g. For the annual conference or on-line abstract submission where a new supplier could not provide a seamless transfer of provision of services as they do not have the experience of BTOG and BTOG believes that change of supplier would have a detrimental effect on that service both in terms of quality but also in terms of cost and value for money. A tender/quote waiver must be approved by the Board of Trustees.
- Decision making for formal tenders will be judged by a minimum panel of 2 BoT and 2 SC with input from the SC Chair and SEO.

**Value of Purchase / Quote Levels:**

<table>
<thead>
<tr>
<th>Value Range</th>
<th>Number of Quotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>£1,500 and under</td>
<td>1 quote</td>
</tr>
<tr>
<td>£1,500 - £5,000</td>
<td>2 quotes</td>
</tr>
<tr>
<td>£5,000 - £20,000</td>
<td>3 quotes</td>
</tr>
<tr>
<td>£20,000 &gt;</td>
<td>Formal tender</td>
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</tbody>
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