

## GI-TOC Procurement Policy Guidelines

The Global Initiative is a small and rapidly growing organisation with limited resources which it aims to maximise in fulfilling its mission. Whenever buying or commissioning goods or services, we hope to implement good practice, operate fairly and transparently, obtain best value for money and procure ethically, taking into account environmental concerns.

If the Project Funder's procurement policy or procedure is more stringent than GI-TOC's, then the funder's policy will always take precedence. Funder rules and guidelines highlighted in contracts signed with the GI must always be followed.

Therefore the key aims of the organisation's procurement policy and process are:

- Value for money – a prime aim of the procurement process is to ensure that best Value for Money (VFM) is achieved.
- Ethical standards – procurement must be undertaken to highest ethical standards, and fairness to suppliers.
- Modern slavery and human trafficking – our commitment to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business must be upheld.
- Legal aspects – contracts must be in writing and be fair and non-discriminatory
- Environmental impact – suppliers must consider environmental impacts and aim to minimise adverse effects.

### Procurement Procedure

All staff and contractors are required to keep excellent records of all expenditure and should submit any claims or records according to the project's requirements.

Staff and contractors are trusted to and have the flexibility to manage their own budgets effectively and responsibly. Procurement of goods and services of a relatively low value should be managed as part of the overall project budget, provided that all procurement conforms with the Procurement Policy outlined above. However, an appropriate authority must agree to procurement of higher value goods and services.

Having worked for many years with the same supplier doesn't mean that we will always select the same suppliers. It is good practice from time to time to search for alternatives.

The thresholds at which to seek permission for general expenses are as follows:

Procurement value	Process	Authority Requirement
€99 and below	Manage within budget, securing best VFM and efficiency	None
€100 – €9,999	Manage within budget, securing best VFM and efficiency	Email approval from the Project Leader and a signed contract with the service provider
€10,000 to €24,999	A minimum of 3 separate and competitive written quotes presented to manager	Email approval from the Project Leader and a signed contract with the service provider

€25,000 to €149,999	A minimum of 3 separate and competitive written quotes presented to manager	Email approval from the Project Leader and Director or Deputy Director and a signed contract with the service provider
€150,000 and above	A minimum of 3 separate and competitive written quotes presented to a review committee of at least four people, including a Director from Administration (one of Deputy Director, Finance Director or Director of Administration), and two relevant senior staff, plus the project manager.	Recommendation of the Committee presented to the Director for approval.

The thresholds at which to seek permission for editorial/communication/translation work are:

Procurement value	Process	Authority Requirement
€99 and below	Manage within budget, securing best VFM and efficiency	None
€100 – €9,999	Manage within budget, securing best VFM and efficiency	Email approval from the Process Owner and a signed contract with the service provider
€10,000 to €24,999	A minimum of 3 separate and competitive written quotes presented to manager	Email approval from the Process Owner and a signed contract with the service provider
€25,000 to €149,999	A minimum of 3 separate and competitive written quotes presented to manager	Email approval from the Process Owner and Director or Deputy Director and a signed contract with the service provider
€150,000 and above	A minimum of 3 separate and competitive written quotes presented to a review committee of at least four people, including a Director from Administration (one of Deputy Director, Finance Director or Director of Administration), and two relevant senior staff, plus the project manager.	Recommendation of the Committee presented to the Director for approval.

For specific products and some services, the purchase can be made on the basis of the quote, however for other services such as consultancy, it is desirable to interview potential suppliers. For some high value products or services it may be worth considering inviting a shortlist of suppliers to make a presentation.

Where 3 written quotes are specified, and if a specialist item or service is required for which it is not possible to obtain more than 1 quote within a reasonable amount of time, a business case must be made and signed off by the appropriate authority (according to procurement value). This business case must be clearly explained in a detailed manner.

Before proceeding to request quotes or put a service out to tender, it is good practice to research the service or goods in question and undertake some 'window shopping' to ensure that when the specification is developed it is for the best product or service and one that is relevant.

## PROCUREMENT STEPS

- 1) Identify a specific product or service for which you need an external consultant/service provider/vendor
- 2) Have a set of criteria against which you will be evaluating the tender and start filling in the procurement award file

- 3) Check with the project leader how much you are allowed to pay the consultant/service provider/vendor
- 4) Identify potential suppliers using previous suppliers used in the GI and any other sources including local knowledge and personal recommendations
- 5) Send your written criteria for the job to at least 3 different suppliers. This rule applies to general consultants/service providers/vendors as well as the ones with framework agreements. Your email should include:
  - A detailed description of the work you need them to carry out
  - A clear start and end date for the job
  - A date by which you need to receive a response from them
  - If it is a public tender the consultant/service provider/vendor needs to show his/her capacity to meet the requirements of the work they need to carry out (e.g. show previous papers written on the subject)
  - A request for a quotation that you will need to receive from them with their desired price for the work they will perform
  - A final date by which you will let them know if they have been selected to perform the work
- 6) Once you have received a minimum of 3 quotes/responses you will need to decide the best fit for the job using weightings and scores. Make sure to take in account the access/networks/evidence of ability to deliver the task, the price offered, the timeline of proposed services, quality/reliability of the correspondence etc.
- 7) When you have made a selection, please send a contract to the selected consultant/service provider/vendor. The contract needs to be signed by both parties before the service or supply can be rendered.
- 8) Finally, please make sure to finalize the procurement award file is saved in the shared drive with the supporting documents relating to the contract, the competitive process and the final invoices.