



PROCUREMENT POLICY for Icon for Child and Adult Nurturing (I-CAN) Enterprise

1- OBJECTIVES

1.1 The objective of the Procurement Policy is:

To ensure a consistent, efficient and best practice approach to procurement.

1.2 The aims of the Policy are to:

- Ensure that all individuals involved in the procurement of goods services and works have a clear understanding of their role and what is required of them;

2- SCOPE

2.1 This policy covers all procurement carried out by ICAN, namely the acquisition by purchase, lease or other legal means of the goods, works, services and resources required to discharge functions in an effective, efficient and economic manner.

2.2 There are two types of procurement

- Purchasing; and
- Strategic Procurement

2.3 Purchasing is the process supporting day to day buying

2.4 Strategic procurement enables the delivery of specified requirements and takes into account legislative requirements, contract and supplier management.

3- THE PROCUREMENT PROCESS

3.1- Procurement Planning

All departments shall produce a bi-annual procurement plan following the agreement of the revenue budget.

The procurement plan shall detail the procurement arrangements relating to each commodity purchased by the department.

A template will be provided for completion by Departments as part of this process. All contracts with suppliers will be managed by an appropriate officer either within the service or at a corporate level through the implementation of a Contract and Supplier Management Plan.

Contracts will be assessed to identify the type of contract management required. Guidance and procedure relating to contract management are provided for this purpose.

3.2- IT Systems

In all but exceptional circumstances, eSourcing and eProcurement IT systems will be used for ordering, seeking quotations and tendering.

3.3- Performance Management

Procurement performance will be managed through an agreed set of performance indicators.

Procurement scorecards will be produced on a regular basis category and departmental level to assist in target setting, monitoring and accountability.

COLLABORATION

ICAN will seek to collaborate with other public sector organisations where best value can be demonstrated. Collaboration at national, regional and local level will be considered for all commodities being procured. Internal collaboration will be pursued where more than one service requires a commodity to ensure compliance with procurement legislation and best value is secured.

MONITORING THE POLICY

The implementation of this policy will be monitored using the following indicators:

- a. % spending with suppliers that complies with contract regulations (spend with contracted suppliers)
- b. % of authorised and qualified staff who have undertaken procurement training and
- c. % of spend undertaken through electronic ordering systems.