



TITLE: *PROCUREMENT POLICY*

Effective Date	20 March 2019	Version	01
Approved By	Board Of Management	Date Approved	20 March 2019
		Review Date	20 March 2022 <i>or as required</i>
Superseded or Obsolete Policy / Procedure(s)		Owner	
		Director of Operations	

1. Purpose of Policy

Carlow College, St. Patrick's (hereafter Carlow College) in receiving in excess of 50% of its funding / income from public sources is obliged to adhere to the guidelines set down in the Public Procurement Guidelines-Competitive Process document as set out by the Office of Government Procurement (OPG). In addition, and in pursuing our *Procurement Policy*, the College complies with all relevant legislation including National and EU Directives. The *Freedom of Information Act 2014* and, in particular Notice No. 5 covering FOI and Public Procurement, is adhered to. The Policy also follows the best accounting practices / Companies Act including Statement of Recommended Practices for Charities (SORP) and adheres to the guidelines of the Charities Regulator.

This *Procurement Policy* will ensure that in adhering to the above requirements there will be accountability, efficiency, transparency and good governance evident in contracting to purchase all non-pay goods and services. It is a basic principle of public procurement that a competitive process should be used, unless there are justifiably exceptional circumstances, and this will be pursued through the Policy guidelines. It is recognised that the type of competitive process can vary depending on the size and characteristics of the contract to be awarded and the nature of the contracting authority.

Value for Money (VFM) is critical in delivering on the College's goals to provide our learners and staff with top class facilities to run the programmes and enhance the learner experience. This is foremost in considering all expenditure to be undertaken thus maximising the quality, service and value obtained.

2. Scope of Policy

This Policy covers the management and control of all non-pay expenditure incurred by the College. All areas and individuals who spend funds or commit to contracts that have a financial

bearing for the College are impacted. All staff engaged in purchasing activities must have an understanding of and adhere to the College's procurement objectives / guidelines.

3. Policy Statement

Carlow College is committed to fulfilling all its obligations covering the investigation, consideration and investment/ outlay in all non-pay expenditure areas.

The successful pursuit of this Policy and implementation of related guidelines is at the centre of the College's financial responsibilities and our requirements to adhere to all legislative frameworks.

The principles by which the College will operate to successfully implement this Policy will see all impacted staff follow a code of practice which will put the organisation above reproach in the area of the procurement.

In ensuring there will be accountability, efficiency, transparency and good governance evident in contracting all non-pay goods and services the College and impacted staff will understand and follow:

- the clear guidelines in place;
- obtain appropriate sign off;
- the expenditure is subject to internal and external review /audit.

4. Roles and Responsibilities

As an integral part of the Finance Function of the College the Governing Body through the President's role has responsibility for the Good Governance of all procurement undertaken.

The Director of Operations has overall responsibility for Finance within the College including the *Procurement Policy*, reporting to the Governing Body through the sub committees of Finance and Audit, to the Board of Management and the College Bursar.

The Finance Office with its responsibility to make payments at foot of agreed expenditure will ensure appropriate sign offs are in place authorising the payments.

All impacted staff who authorise expenditure must ensure the appropriate guidelines have been adhere to.

5. Referenced Policies

- *Data Protection Policy*
- *Freedom of Information Policy*

6. Associated Documentation

- Appendix 1: Carlow College, St. Patrick's Procurement Guidelines
- Appendix 1.1: Public Procurement Process – Competitive Process
- Appendix 1.2: Tender for Goods and Services Form
- Public Procurement Guidelines for Goods and Services (available [here](#))
- FOI & Public Procurement Notice No 5 guidelines (available [here](#))

7. Monitoring and Review

The Director of Operations in reporting to the Governing Body sub committees on Finance and Audit will undertake an annual review of the Policy. The outcome of the review will be advised to the Board of