



Outdoor & Woodland Learning North East Group

Policy of Procurement

The key elements to OWLNEG's Procurement Policy are:

1. To maintain the highest ethical standards
2. To act fairly towards suppliers
3. To achieve value for money
4. To promote equality, diversity and sustainability throughout procurement matters

1. For Goods and Services under £250 purchasing decisions are at the discretion of the majority of the OWLNEG committee, who is responsible for ensuring value for money.

2. For Goods and Services between £250-1,000 purchasing decisions must be put to the OWLNEG quarterly committee meeting.

3. For Goods and Services over £1,000—we will seek three written quotes from suppliers based on a clear specification. Our decision will be based on value for money which might include an unbiased consideration of the following factors:

3.1 Price

3.2 Ability to deliver the required service quality within an appropriate timescale (which may include attendance on-site if necessary)

3.3 Warranty and guarantees

3.4 Experience/reputation /recommendation

4. For Goods and Services above £20,000 we will advertise the opportunity and draw up a written specification. Where we advertise, and the selection criteria, will depend on the nature of the opportunity and the likely suppliers – the range of locations where adverts are placed may include, but is not restricted to; web advertising, local, national and/or trade press.

5. In exceptional circumstances, we may select a preferred supplier directly, but only where a specialist service is required and:-

5.1 we cannot identify potential alternative suppliers

5.2 is highly commercially confidential and we do not wish to release information about our need for the service to the market

5.3 extends or relies on knowledge from a relevant previous collaboration with one particular supplier

6. If a member of OWLNEG provides services to the group, this will be agreed by the committee at their quarterly meeting.

6.1 Every three years OWLNEG will test the employment status of volunteers to ensure OWLNEG and its volunteers are working within HMRC rules

6.2 OWLNEG's rate of payment are:-

6.21 Travel – 45p per mile

6.22 Planning Events & administration - £20 per hour

6.23 Event Delivery - £150/day rate

6.24 Specialist Delivery - £250/day rate

6.25 Volunteer – mileage and expenses

6.26 Expenses – paper, ink, stamps, tea & coffee & other resources

In these cases, we will take reasonable steps to establish that the supplier's costs are acceptable e.g. by comparing with day rates from other similar businesses where this is practicable and record and retain that information in the form of a file note. The final purchasing decision rests with the committee.

Policy created:

Policy to be reviewed: