

Procurement Policy 2025

Date: May 2025

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Policy Sponsor	Director of Business Support
Policy Owner(s)	Finance Manager (Goods and Services) Assets Manager (Construction and Works) ICU Manager (IT hardware, software and services)
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Related Policies	Environmental Policy

PROCUREMENT POLICY

1. INTRODUCTION

Procurement is the process of acquiring goods, services and construction works from third parties. The process spans the whole cycle from pre-market activity through award, entry into and management to the end of a service contract or the end of the useful life of an asset. Libraries NI is supported in its procurement of goods, services and construction works by the Commercial Business Unit (CBU) within the Department for Communities (DfC), a Centre of Procurement Excellence (CoPE) provided by the Education Authority under a Service Level Agreement, and by the Construction and Procurement Delivery (CPD) for construction works and specialised technical consultancy and ICT services.

2. PURPOSE

The purpose of this policy is to establish the framework to ensure that all procurements of goods, services and construction works in Libraries NI are carried out so as to achieve the seven objectives outlined in the Procurement Regulations 2024, having due regard to legislation, regulations, and directives established by CPD, DfC or other Executive Department.

3. POLICY

All procurement activity in Libraries NI will seek to deliver the seven objectives set out in the Procurement Regulations 2024 - value for money, public benefit, information sharing, acting with integrity, having due regard to Small and Medium Enterprises, treating suppliers equally, and not putting any supplier at a disadvantage, in a way which is consistent with the Procurement Regulations 2024, Northern Ireland Public Procurement Policy (NIPPP), PPN 01/21 – Social Value in Procurement, Procurement Guidance Notes issued by CPD, and any guidance issued by DfC. Value for Money will normally be achieved through competition.

- Libraries NI will seek to obtain social, environmental and economic outcomes contained in the NI Executive's Programme for Government where possible and appropriate
- Libraries NI will respect, protect and promote human rights through the procurement process
- Libraries NI will ensure that all procurement activity is carried out by a CoPE, by Libraries NI acting under the advice of a CoPE, by the DfC Procurement Team or by the utilisation of public sector frameworks
- Libraries NI will use collaborative contracts and existing framework arrangements where possible, to deliver efficiencies

- Libraries NI will foster competition by advertising tenders as appropriate based on the contract value
- Libraries NI's Terms and Conditions will attach to contracts administered specifically for Libraries NI. Works contracts will be subject to specific industry terms and conditions which will be identified at the time of the procurement exercise. Other goods and services procured from frameworks will be subject to the terms and conditions attached to the relevant contract
- Libraries NI will ensure value for money is achieved in land and property transactions by the use of Land and Property Services to provide independent professional advice, by benchmarking or market testing rental values and by assessing lease terms and conditions prior to entering into land/property transactions
- Libraries NI will procure services from other government bodies under Service Level Agreements where appropriate and economic.

Value for Money is defined as; "the most advantageous combination of cost, quality and sustainability to meet requirements". Cost is defined as whole life costs. Quality is defined as meeting a specification that is fit for purpose and sufficient to meet the customer's requirements.

4. AUTHORITY

4.1 Policy Sponsor

The Director of Business Support

4.2 Policy Owners

The Assets Manager is responsible for procurement of construction-related capital works and maintenance works; the ICU Manager is responsible for procurement of ICT and related services, and the Finance Manager is responsible for procurement of all other goods and services. These managers oversee policy implementation, review and compliance in their respective areas.

4.3 Policy Contacts

The Procurement Officer has day to day responsibility for implementation of the policy in respect of goods and services and for providing advice and support on procurement related issues.

The Assets Manager is responsible for implementation of the policy in respect of procurement activity relating to construction and works.

The ICU manager is responsible for implementation of the policy in respect of procurement activities relating to IT hardware, software and services and specialist consultants.

5 RELATED DOCUMENTS

Procedures and Guidelines:

Procurement in Libraries NI

Flowchart of Procurement Processes for Goods and Services

LNI Standard Terms and Conditions- goods, services

Conflict of Interest – a good practice guide

Guidance Notes for Staff - Procurement

Single Use Plastics Reduction Action Plan

Policies

Environmental Policy

Regulations and Directives:

Procurement Regulations 2024

Northern Ireland Public Procurement Policy (under review)

CPD and Procurement Board Procurement Guidance Notes

Equality of Opportunity and Sustainable Development in Public Sector
Procurement

FD (DFP) 07/12 Guidance on the Use of Professional Services (inc Consultants)

Consultancy Forum Guidance (Appendices)

DfC CO1/16/192307 Role and Responsibilities of Project Manager

Managing Public Money Northern Ireland (MPMNI)

Guidance on the Management of Capital projects – Department of
Finance

The Partnership Agreement between DfC and Libraries NI