



## Procurement Policy

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<b>Policy Sponsor</b>	Director of Business Support
<b>Policy Owner(s)</b>	Finance Manager (Goods and Services) Assets Manager (Construction and Works) ICU Manager (IT hardware, software and services)
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<b>Related Policies</b>	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 identification of needs and options appraisal, through 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 a Centre of Procurement Excellence (CoPE) provided by the Education Authority under a Service Level Agreement, and by the Central Procurement Directorate (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 value for money, having due regard to legal obligations, best practice in procurement guidance, and regulations or directives established by the sponsor Department or other Executive Department.

## 3. Policy

All procurement activity in Libraries NI will seek to deliver best value for money for the organisation, in a way which is consistent with the Northern Ireland Executive's Public Procurement Policy, any other relevant legislation or directives, Procurement Guidance Notes issued by CPD, and any guidance issued by the sponsor Department. Value for Money will normally be achieved through competition.

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. Sustainability is defined as the economic, social and environmental benefits considered in the business case, in support of the Programme for Government.

Libraries NI will seek to obtain social, environmental and sustainability benefits 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 or by Libraries NI acting under the advice of a CoPE.

Libraries NI will use collaborative contracts and existing framework arrangements where possible, to deliver efficiencies.

Libraries NI will foster competition by advertising tenders on eTendersNI, as appropriate based on the tender value.

Libraries NI Terms and Conditions will attach to contracts carried out in-house. 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 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, benchmark/market test rental values and assess 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.

## **4. Authority**

### **4.1 Policy Sponsor**

The Director of Business Support has responsibility for developing policy.

### **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:**

Procurement in Libraries NI – August 2017

Flowchart of procurement processes for

Goods and Services

LNI Standard Terms and Conditions- goods, services  
Conflict of Interest – a good practice guide

**Directives:**

Northern Ireland Public Procurement Policy  
Northern Ireland Public Procurement Policy Handbook  
CPD Procurement Guidance Notes (and any other guidelines or guidance issued by CPD or the Procurement Board)  
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  
Management Statement and Financial Memorandum with DfC  
Managing Public Money Northern Ireland (MPMNI)  
Guidance on the Management of Capital projects – Department of Finance  
NI Guide to Expenditure, Appraisal and Evaluation

**Guidelines:**

Guidance Notes for staff - Procurement