

Procurement Policy

Objective

The procurement of all works, goods and services by the Museum is based upon value for money, having due regard for propriety and regularity, and in doing so, it will support the strategic objectives of the Museum – in particular to maximise and make best use of the resources available.

Statements of Practice

1. Procedures covering the procurement of goods, services and works (i.e. all non pay related expenditure) have been designed to obtain best value for money, whilst reducing risk, ensuring legal compliance and establishing a clear audit trail. Value for money takes financial and qualitative factors, and fitness for purpose into consideration.
2. Procurement activities will be undertaken in a transparent, professional, and ethical manner.
3. The Head of Procurement has overall responsibility for the operation of efficient and effective procurement processes and for overseeing the procurement of all goods, services and works.
4. Goods and services will be procured by competition unless there are compelling reasons to the contrary. The minimum competitive requirements for expenditure are set out in a series of Procurement Procedure Notices. The Museum publishes its contract notices on Contracts finder, in compliance with the changes introduced within the Public Procurement Regulations 2015.
5. Single tender action where only one supplier is asked to respond to a procurement requirement, should only be used in exceptional circumstances and must, be justified in advance in accordance with the Procurement Procedure Notice No. 6.
6. Where the value of a procurement or single tender action exceeds certain thresholds, as set out in the Procurement Procedure Notices, it is mandatory to consult the Head of Procurement before proceeding with the procurement.
7. Maximum use will be made of aggregation of requirements across the Museum in order to establish central contracts to ensure economies of scale. It will be compulsory to use such contracts unless otherwise agreed with the Head of Procurement.
8. Maximum use will be made of consortia such as the Crown Commercial Services, and London Universities Purchasing Consortium (LUPC), and their framework agreements, where it can be shown that benefits are delivered.
9. The procurement of works, goods and services over certain financial thresholds will be in accordance with the European Community Procurement Rules i.e. the publishing of notices in the Official Journal of the European Union.
10. The Museum is committed and engaged in investigating potential opportunities to collaborate with other organisations, on the procurement and delivery of works,

services and supplies, to ensure the maximisation of efficiencies and economies of scale.

11. All staff (including externally grant funded) and any party who may commit expenditure directly on behalf of the Museum have a responsibility to familiarise themselves and comply with the Procurement Policy, to maintain the integrity of the procurement process, and ensure value for money.
12. Procurement activities will support the Museum's Environmental Policy by assessing the need for purchases, promoting sustainable and environmentally friendly products, and assessing the environmental standards of contractors.
13. The Museum will strive to encourage its suppliers to use small and medium-sized enterprises (SME's) in its supply chain and encourage where possible SME's to bid for Museum contracts.